

Method Statement Example Document

Details

Company Name, Address and telephone number:
Prepared by..... (Name & Title).....
Exhibition:
Stand No:
Venue:.....
Hall:
Date: (Build-up and Pull Out).....
Plans/Drawings: (N/A or Sent/Attached).....
Structural Calcs: (N/A or Sent/Attached).....
Valid:

On Site Personnel

Manager/Supervisor: (Name and Mobile Number)
Number of staff: Employees and any Sub- Contract Labour Staff - (3 Chippies, 1 labourer etc)
.....
Others: Sub-Contractors:
Furniture.....
Carpets.....
Electrical.....
Ceilings.....
Floral.....

Responsible for Health & Safety:(Name).....

Stand Build Procedure

Arrive Site: (Date).....

Lorry unloaded using lifting contractors and/or by hand
Materials sited around stand area
Wooden platform laid
Carpet put down
Walls erected –erect company logo, graphics
Ceiling fitted
Electrics installed
Exhibition products fitted/installed
Stand features added
Completed stand size 20 x 20, walls 3:9 metres
Furniture delivered and positioned
Floral added

The design, manufacture and construction of the stand, will ensure its stability for the duration of the exhibition, under normal exhibition conditions. The stand design and construction as far as is reasonably practicable, complies fully with the Equality Act 2010. To this end we have sought to achieve in the stand layout "Access For All " and tried to ensure any Artwork and/or Furniture meets fully with the spirit and intent of the Act.

Stand Demolition

Exhibitor's products removed
Floral and furniture removed
Electrics disconnected
Stand features moved to Transporter outside, Exhibitor to organise
All walling and flooring saved and taken away from site
Carpets removed and taken away from site
No significant waste/debris will be left on site

Special Equipment/Expertise

Scaffold Tower (hired)
Normal fitting tools and equipment
All hand drills battery operated

Materials

All materials comply with venue regulations, flame retarded, BSI Standard
Paint - water based
Hazardous substances –small quantity of thinners for cleaning purposes

Additional Information

XYZ Exhibitions have been trading 10 years. We erect exhibition stands worldwide and installed this stand at the show last year. We are Members of ESSA.

Addendum for Double Decker Stands

Describe the step-by-step build sequence for the structure including whether or not it be built at ground level and then lifted into place complete:

What are the weights to be lifted and heights to be lifted to; what equipment will be used (crane, fork lift, Hiab, etc):

How will the structure be lifted safely:

Who will undertake the tasks (own work force; sub-contractors):

When will the handrail be completed (prior to lifting)? Will the floor be complete; if not, what means of edge protection has been designed:

What equipment is to be provided for working at height:

What do you foresee are the hazards created by the task (work at height, dust, scaffolds, etc):

What are your proposed solutions to the above hazards (scaffolds, barriers, fall-arrest equipment, etc):

What specific control measures will you use (codes of practice, safe systems of work, etc):

What are the predicted noise levels of your work:

What specialist work is required (scaffold erection, woodworking machines, hot work, etc) and proof of competence of those undertaking this work:

What plant and tools are to be used (power drills, saws, compressors, etc):

What physical precautions are to be used including details of the supplier (barriers, screens, warning signs, fire extinguishers, etc):

What PPE is to be used; who it will be used by and what training will be given (hard hats, dust masks, gloves, overalls, ear plugs, etc):

Provide details of the working platform (mobile tower, trestles, ladders, steps):

What access will be required by other contractors to locate services or undertake an installation; who; when:

When will the structure will be signed off by an independent structural engineer:

Describe your arrangements for safe dismantling:

Work at the venue will not commence without the permission of the organiser or their appointed representative. Their approval of this document and supporting information must be confirmed.