**This must be submitted with your drawings for approval**

All space only exhibitors building complex structures must submit a suitable Method Statement with their stand designs, detailing the processes by which the stand will be built and operate. These statements should be followed by all involved parties on-site to ensure that all necessary steps and precautions are taken. A guide is given below – please either use as a template or produce your own suitable form. Exhibitors must also obtain copies of method statements for their own reference from all parties who undertake work on their stand.

As a guide, Method Statements should cover the following areas: **(Please refer the guide below):**

|  |  |
| --- | --- |
| ***Named Responsible Person:*** |  |
|  |  |
| ***Details of the Stand:*** |  |
|  |  |
| ***Access:*** |  |
|  |  |
| ***Erection:*** |  |
|  |  |
| ***Stability:*** |  |
|  |  |
| ***Lifting:*** |  |
|  |  |
| ***Scaffolding:*** |  |
|  |  |
| ***Control of Substances Hazardous to Health COSHH:*** |  |
|  |  |
| ***Environment:*** |  |
|  |  |
| ***Services:*** |  |
|  |  |
| ***Safety Features:*** |  |
|  |  |
| ***Exhibits:*** |  |

**Method Statement Guide**

As a guide, Method Statements should cover the following areas:

|  |  |
| --- | --- |
| ***Named Responsible Person:*** | The employee who will be responsible for construction & breakdown of your stand. |
|  |  |
| ***Details of the Stand:*** | Loadings, dimensions, location, unusual stand features. |
|  |  |
| ***Access:*** | Details of entry points into the halls and the route to the final position. |
|  |  |
| ***Erection:*** | The sequence & schedule in which all the stand elements will be built, including alignment, electrical connections, etc. |
|  |  |
| ***Stability:*** | Methods of ensuring adequate structural support of stand elements **for non-mezzanine structures and** requiring cross-bracing, with calculations & inspection certificate from an independent structural engineer **in case of mezzanine structures.**  |
|  |  |
| ***Lifting:*** | Specify the equipment(s) to be used, their capacities, weight, locations and floor loadings. Check the operatives’ current license or Certificate of Competence. Check machine’s inspection certification or maintenance record. |
|  |  |
| ***Scaffolding:*** | Include details of temporary & mobile scaffolds, access towers & other work at height which you intend to carry out. People working close by must be protected. |
|  |  |
| ***COSHH:*** | Any proposed use of hazardous & toxic substances must be advised to the venue. Outline the protection provided for employees and workers on adjacent stands. |
|  |  |
| ***Environment:*** | Consider any abnormal noise that may be present, or work which may create dust or fumes. What ventilation and other control measures will be provided? |
|  |  |
| ***Services:*** | State where electrical work will be carried out, welding, gases, compressed air, water or waste services will be brought on-site. |
|  |  |
| ***Safety Features:*** | Identify the safety equipment & precautions you will be providing on-site, including any protective measures you will be implementing, and areas of risk as highlighted from your Risk Assessment. |
|  |  |
| ***Exhibits:*** | Provide the Organisers with details on exhibits which may present a risk to the public and / or the operator. How will this exhibit be delivered onto your stand? What machine guarding or other special requirements are there? What hazardous waste will be produced, and what measures will be employed to dispose of that waste? |