

METHOD STATEMENT

Client:

Site Address:

Stand Number:

Dates:

Show:

This Method Statement issued by: _____ Date: _____	
Work Task : Construction and decommissioning of	
Known Hazards :	
Falling/ Tripping, dusty/hot/humid/noisy environment, time limits	
Work Details :	
Installation of Stand Unloading of Materials from the vehicles Movement to stand location Installation of platform Installation of access ramp Installation of Floor finishing Installation of wooden partitions Installation of AV equipment Installation & positioning of Furniture's Installation of Graphics Installation of Light fixtures Final cleaning & inspection Handover to client	Dismantling: In the same order as it was built in reverse order The stand space will be handed back clean as received
We will have approximately Crew members working at the stand and we will require approximately days of the build-up schedule provided by organisers to complete the stand.	DATES of installation and finishing: Start: Finish:

Supervision, Competence and Training:
The following personnel will be responsible for the installation and for the monitoring of health and safety on site Names and 24h contact number: All operatives employed or sub-contracted to _____ will be experienced and trained in the work that they are undertaking. Experienced operatives will supervise any trainees. Tools will be operated only by those competent and adequately trained in their use. Electrical tools will be tested, and users will carry out a visual examination prior to use.
Plant equipment and tools to be used:
Temporary electrical connections during the build-up and break down Electrical and Painting Tools, Wood Cutting Machine, Saw, Scaffolding and Ladders
Connection of electrical services:
Qualified & Trained Electricians will do the connections as per the guidelines of the venue
Hazardous substances:
All paints will be water based and cleaning materials will be environmental friendly and not hazardous to human health.
Occupational health assessments:
Workers are in good health, regular breaks as necessary, shift change after 12 hours of continuous work. Workers are checked for substance abuse. Water/food supplied to workers. All necessary PPE supplied to worker.
Personal Protective Equipment:
Installation staff will, as a minimum standard, wear safety footwear and hi-vis clothing and Masks

Emergency Procedures :

The Client will brief staff on the procedures to take on the work site in discovering a fire or other emergency, or in hearing an evacuation alarm.

Environmental Controls :

Cleaning at set intervals will be done to keep waste at a minimum, all waste products will be disposed of in a responsible manner and recycled where possible according to the laws of the country.

Any other special arrangements

This method statement was compiled by on the information supplied and on behalf of:

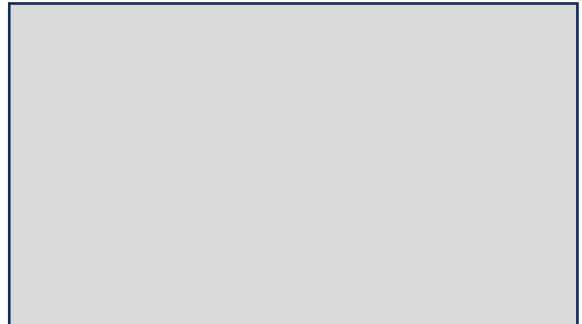
Company Name:

Hand Signature

X

Manager

Company Stamp:



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