Method statement template/guide

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| **Submitted by Managing Director/Senior Manager:**  | (BLOCK CAPITALS) |
| **Signed:**  | (BY MANAGING DIRECTOR / SENIOR MANAGER) |
| **Show name:** | Group Leisure & Travel Show |
| **Venue:** | Include hall and venue address |
| **Exhibitor:**  | (BLOCK CAPITALS) |
| **Stand no:** | (Stand no.) | **Date:** | (Today’s date) |
| **ITEM:** | **RESPONSE:** |
| **Responsible person:** | *The employee who will be responsible for the construction and breakdown of your stand* |
| **Details of the stand:** | *The loading, dimensions, height, width, breadth, location, features of the stand, unusual features* |
| **Access:** | *Details of the entry point in to the hall(s) and the route to the final stand position. No of vehicles required, where located* |
| **Erection:** | *Schedule/sequence of events in which all the stand elements will be built including alignment, water/waste, electrical components, IT/telephony* |
| **Stability:** | *Method(s) of ensuring structural integrity of stand including calculations and inspection certificates from an independent structural engineer (if required)* |
| **Lifting:** | *Outline equipment to be used listing capacities, weight, locations and floor loadings, maintenance. If an external company used give their contact details* |
| **Scaffolding:** | *Include work at height proposed, scaffolding towers used whether mobile or temporary* |
| **COSHH:** | *Detail any hazardous/toxic substances proposed usage. Detail how staff and other persons at risk will be protected* |
| **Environment:** | *Includes noise pollution and any work which may create dust/fumes. Detail control measures for staff and neighbouring stands/other persons at risk* |
| **Services:** | *Note where electrical work will be carried out, welding, gases, compressed air, waste and/or waste services will be brought on site* |
| **Safety Features:** | *Identify the safety equipment and precautions that you will provide onsite. This includes protective measures for activities in the method statement and your risk assessment* |
| **Exhibits:** | *Identify any exhibits that will be brought onto your stand, machinery – how will this be transported, weight; will there be any waste products – how will this be disposed of etc* |