

# METHOD STATEMENT FORM

<b>STAND NO:</b>	<b>EXHIBITOR:</b>
<b>CONTRACTOR:</b>	<b>SHOW:</b>
<b>SIGNED:</b>	<b>DATE:</b>

<p><b>1.</b> Please state your stand no.</p>	
<p><b>2.</b> Please give the dimensions of your stand</p>	
<p><b>3.</b> Who will be responsible on-site for the construction and dismantling of your stand?</p>	
<p><b>4.</b> What are the gross dead and live loads of any scaffolding, structures or heavy exhibits contained within your stand?</p>	
<p><b>5.</b> By which means will you access your stand, i.e. unloading details?</p>	
<p><b>6.</b> What are your scheduling allocations?</p>	
<p><b>7.</b> What methods have been taken to ensure stability at all times of individual members (including columns) and sub-assemblies, as well as the partially erected structure?</p> <p>Please detail the method of erecting the structure to ensure that activities such as lifting, initial connection, alignment and final connection are carried out safely.</p>	
<p><b>8.</b> What equipment will be used, i.e. cranes, forklifts, hoists, platforms?</p> <p>Please detail their capacities, weight location and proposed loading onto the hall floor. Certificates may be required of competence for personnel.</p>	

## METHOD STATEMENT FORM – *Cont.*

<p><b>9.</b> Will the users of scaffolding and people working adjacent to it be protected in terms of preventing falls by providing safe places of work and means of escape? This applies also to special platforms.</p>	
<p><b>10.</b> Are you using any hazardous and/or toxic substances whether temporary or permanent for the final stand display? You need to abide by COSHH (The Control of Substances Hazardous to Health Regulations 1988).</p> <p>Please state the precautions you are taking for your own employees use and protection for all persons.</p>	
<p><b>11.</b> Please identify the safety equipment and precautions proposed. This should include fire precautions, in particular during any welding operations, and screening protection for the eyes.</p> <p>If grinding or cutting operations are taking place on the stand, please state similar relevant precautions.</p>	
<p><b>12.</b> Please highlight any abnormal or noisy works or dust creating activities.</p>	
<p><b>13.</b> Are you bringing in temporary services to the venue, e.g. welding sets, compressors, major electrical equipment?</p> <p>How will it be used and what provisions will you take to ensure they comply with safety regulations?</p>	
<p><b>14.</b> Are you oxy-acetylene cutting/welding; arc welding; using gas/oil blowlamps; grinders; tar boilers; LPG burner; soldering?</p> <p>If so, you require a hot working permit from the venue prior to the commencement of work.</p>	