

METHOD STATEMENT

Guidance Notes on how to complete your Method Statement.

SAMPLE FORM ONLY- CONTRACTORS/ EXHIBITORS MUST SUBMIT THEIR OWN VERSION USING THE BLANK FORM.

Event: IBTM World 2018	Dates:
Company Name:	21st – 26th November (BUILD)
RA Undertaken by:	27th – 29th November (OPEN DAYS)
	29th – 1st December (BREAKDOWN)
Date RA Undertaken:	Venue: Gran Via Venue, Barcelona

Responsible Person:	(The employee who will be responsible for the construction/ dismantling of your stand) <i>Site/ Project Manager is..... and can be contacted on..... (mobile) in an emergency out of hours. will be responsible for the dismantling period.</i>
Stand Details & Location:	(The loadings, dimensions, location, unusual stand features) <i>The stand is to be built in Hall..... on stand number..... The stand sqm is..... with dimensions x The stand is open..... sides For 2 Storey Stands - The upper deck surface total is m². Structural calculations for a design load of.....kg/m² have been submitted</i>
Access:	(Details of the entry point into the halls and the route to the final position) <i>Access will be via door There will be no abnormal deliveries. The number of vehicles onsite will be</i>
Erection & timetable:	(The sequence and schedule in which all the stand elements will be built, including alignment, electrical connections etc) <i>Build will start on..... (Date) at (Time) and will be completed on (Date) at (Time)</i> <i>The estimated number of hours to erect the stand is which will fit in with the Organisers timetable/ there will be no late working for this exhibition/ late working will be required and a separate application to the Organisers has been made.</i> <i>The number of personnel needed (within the time allowed) to safely complete the stand is</i> <i>Dismantling will start on..... (Date) at (Time) and will be completed on (Date) at (Time). The number of personnel needed (within the time allowed) to safely dismantle the stand is</i>
Stability:	(Methods of ensuring adequate structural support of any stand element that requires cross bracing, with calculations and inspection certificate from an independent structural engineer) <i>Stability will be ensured at all times by.....</i> <i><u>Steps of Erection:</u> (describe specific details for complex or 2 storey stands) For Example: First frame assembled on floor, truck lifted into the vertical, held by temporary props. Second frame will be likewise truck lifted to vertical and connected to first frame using beams. Props will then be removed as this rectangular structure can stand for itself. It will be positioned and aligned as appropriate. Any pillars and beams will then be connected to the basic structure one after the other (in sequence) until the upper deck is completed. Wooden beams will be inserted into the steel beams to provide support for the platform floor boards (screwed to wooden beams). Stairs will be assembled and attached to upper deck. Before proceeding to other work on the upper deck the balustrades/railings will be fitted.</i>

Signed _____
Print Name _____

Lifting:	<p>(Outline the equipment that will be used, their capacities, weight, locations and floor loadings. Check the operative's current licence or Certificate of Competence; check machine's inspection certificate or maintenance record)</p> <p><i>For example: Forklift truck required for erection – 2 tonnes lifting capacity to be sourced by the appointed lifting company and provided locally.</i></p>
Scaffolding:	<p>(Include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out)</p> <p><i>For example: A 3m mobile scaffold tower will be sourced locally, with all safeguards properly employed onsite. Operatives will be trained and experienced in scaffold systems.</i></p>
COSHH:	<p>(Any proposed use of hazardous and toxic substances must be advised to the Organisers and Venue. Outline the protection provided for employees and workers on adjacent stands)</p> <p><i>There will be no hazardous or toxic substances used onsite.</i></p>
Environment:	<p>(Consider any abnormal noise that may be present, or work that may create dust or fumes. What ventilation and other control measures will be provided?)</p> <p><i>For example: No abnormal noise, dust or fumes will be present. Tools fitted with dust extractors/ collectors. Current hall ventilation is adequate and stand area and surrounding gangways will be kept clear.</i></p>
Services:	<p>(Note where electrical work will be carried out, welding, gases, compresses air, water or waste services will be brought onto site)</p> <p><i>For example: Electrical work will be carried out by the appointed Contractors. There will be no welding, gases, compressed air, water or waste.</i></p>
Safety Features:	<p>(Identify the safety equipment and precautions that you will be providing onsite, including protective measures that you will be implementing for all of the above, and areas of risk as highlighted by your Risk Assessment)</p> <p><i>For example: Hard hats will be supplied to all staff in the vicinity of overhead work; a banksman will be employed when reversing our vehicles.</i></p>
Exhibits:	<p>(Provide the Organisers with any/all details on exhibits that 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?)</p> <p><i>The XX1234 machine will be roped off and strong transparent guards used as detailed in our Risk Assessment. It will be delivered onto the stand by the appointed lifting company. The waste will be collected after the show shuts each day and removed safely by Ltd. Access for this company will be arranged with the Organisers prior to the show by</i></p>

Signed _____
Print Name _____