

## METHOD STATEMENT GUIDE

**Please note, this is a sample form for guidance only.**

**Exhibitors / contractors must submit their own version using the blank template provided or in their own format.**

**COVID-19 safety measures should be detailed in all H&S documentation including your method statement. Examples have been provided in red, please add measures relevant to your stand build.**

**Event:** \_\_\_\_\_ **Venue:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Stand Number:** \_\_\_\_\_

**Completed By:** \_\_\_\_\_ **Date of Completion:** \_\_\_\_\_

<b>Responsible Person and Onsite Contact Number:</b> (The employee who will be responsible for the construction and breakdown of you stand)	E.g. 'Mr.....' is in charge onsite, and can be contacted on (mobile) in an emergency out of hours.  Consider listing a backup contact should the responsible person need to leave site due to ill health as part of your COVID-19 contingency plan.
<b>Stand Details &amp; Location:</b> (The loadings, dimensions, location, unusual stand features)	E.g. To be erected in Hall.....on stand.....surface total.....open sides etc.  Demonstrate that you have calculated your maximum stand capacity during build and breakdown by dividing the usable sqm of your stand by the show physical distancing requirements e.g. 100sqm divided by 6.25sqm / person = stand capacity of 16 people.
<b>Access:</b> (Details of the arrival date and entry point into the halls and the route to the final position. Estimated number of vehicles onsite)	E.g. Will arrive on Monday 1 <sup>st</sup> . There will be no abnormal deliveries – the estimated number of vehicles onsite will be three.  Detail how you will eliminate or reduce risk of COVID-19 transmission e.g. using the nearest entrance to your stand to avoid coming in to contact with more people than necessary, reducing number of deliveries to reduce additional contractors coming onsite, using advance warehousing to reduce deliveries and to help keep aisles clear etc. Detail how stand capacity will be monitored and managed during build and breakdown.
<b>Erection and Timetable of build:</b> (The sequence and schedule in which all the stand elements will be built, including alignment, electrical connections etc.)	E.g. We will erect the stand in two teams – one team for the platform and one team for the back wall, partition walls, displays etc. (forklift trucks see lifting); The estimated number of hours to erect the stand is 36 which will fit in with the Organisers timetable; there will be no late working for this exhibition; the number of personnel needed (within the time allowed) to safely complete the stand is eight.  Consider how the stand will be built with physical distancing and hygiene measures in place e.g. reducing face to face working, contractors working in 'bubbles' to avoid contact amongst workers, equipment not being shared or being cleaned between use etc. Specify handover time with client if known, detailing when non-essential contractor staff will leave site if before the end of build.

<p><b>Stability:</b> (Methods of ensuring adequate structural support of any stand element that requires cross bracing, with calculations and inspection certificate from an independent structural engineer. Steps of Erection of stand build)</p>	<p>E.g. Stability will be ensured at all times. Steps of Erection: first metal 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/platform one after the other (in sequence) until completed. Wooden beams will be inserted into the steel beams to provide support.</p>
<p><b>Lifting:</b> (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>E.g. Forklift truck required for erection – 2 tonnes lifting capacity to be sourced by the appointed lifting company and provided locally.</p>
<p><b>Working from Height:</b> (Include details of what work from height will be carried out and what equipment is being used i.e. scaffold towers, ladders etc.)</p>	<p>E.g. Working from height will be necessary for the construction of the stand. A 3m mobile scaffold tower will be sourced locally, with all safeguards properly employed onsite. Operatives will be trained and experienced in scaffold systems.</p> <p><b>Detail how mobile scaffolds or access towers will be used whilst minimising risk of COVID-19 transmission e.g. one person in the access tower at once to maintain physical distancing etc.</b></p>
<p><b>COSHH:</b> (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>E.g. There will be a small stock of alcohol based hand sanitiser stored on the stand available for staff and visitors to clean their hands. This will be stored in a cool place, in tightly sealed containers.</p> <p><b>Hand sanitiser is considered hazardous due to it's alcohol (flammable liquid) content. This must therefore be stored safely and in appropriate quantities. Do not bring excess stock onsite.</b></p>
<p><b>Environment:</b> (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>E.g. No abnormal noise, dust or fumes will be present. Current hall ventilation is adequate.</p> <p><b>Good ventilation and minimal noise is an essential measure to reduce the transmission of COVID-19. Avoid using loud equipment where possible and do not play loud music in the hall. Avoid any activities that require people to raise their voices to be heard.</b></p>
<p><b>Services:</b> (Note where electrical work will be carried out, welding, gases, compresses air, water or waste services will be brought onto site)</p>	<p>E.g. Electrical work will be carried out by the appointed Contractors. There will be no welding, gases, compressed air, water or waste;</p> <p><b>Note if ordering services in advance of arriving onsite to reduce contact time and face to face interactions with other contractors and how physical distancing and stand capacity will be maintained with other service contractors on your stand.</b></p>

<p><b>Safety Features:</b>  (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>E.g. Hard hats will be supplied to all staff in the vicinity of overhead work; a banksman will be employed when reversing our vehicles.</p> <p>Mask are mandatory during build and breakdown, detail how masks will be used, supplied and disposed of.</p>
<p><b>Exhibits:</b>  (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>E.g. The DR045/W 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 .....</p> <p>Ensure appropriate space around exhibits has been considered so that visitors can move around the stand with ease, and view exhibits whilst maintaining a physical distance from others.</p>