

# METHOD STATEMENT

| Details  |  |                  |  |
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| Exhibition:  |  |                  |  |
| Stand/Project Name:  |  |                  |  |
| Stand Number(s):   |  |                  |  |
| Venue:   |  | Hall:            |  |
| Prepared by (Name & Title), Company Name, Address & Telephone number:  |  |                  |  |
| Date created:  |  |                  |  |
| Build up dates:  |  | Breakdown dates: |  |
| Plans/Drawings (Sent/Attached):  |  |                  |  |
| Structural Calculations (N/A, Sent/Attached):  |  |                  |  |
| How is the information communicated/transferred from client / contractor to relevant sub-contractor:                   |  |                  |  |
| On-Site Personnel  |  |                  |  |
| Named Responsible Person(s) (Site Manager) <u>AND</u> Mobile number:   |  |                  |  |
| Number of staff: Employees and any Sub-Contract Labour Staff):   |  |                  |  |
| Detail Operatives e.g. driver, plant operator, banksman etc. <u>AND</u> relevant training/qualifications/certificates: |  |                  |  |
| Others site operations/Third party sub- contractors:   |  |                  |  |
| Electrics.....   |  |                  |  |
| Carpet.....  |  |                  |  |
| Rigging.....   |  |                  |  |
| Ceilings.....  |  |                  |  |
| Furniture.....   |  |                  |  |
| Floral.....  |  |                  |  |
| Other.....   |  |                  |  |
| Person responsible for Health & Safety <u>AND</u> Mobile number:   |  |                  |  |
| Work Activity/Details of Stand   |  |                  |  |
| Arrival date:  |  |                  |  |
| Site access, access to work area & deliveries:   |  |                  |  |
| Pre-start checks:  |  |                  |  |

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| Description of the contract:                   |
| Stand construction procedure/Sequence of work: |
| Stand Demolition/Sequence of works:            |
| Special Equipment/Expertise:                   |
| Stability:                                     |
| Materials:                                     |
| Waste management:                              |
| Additional Information:                        |

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| <b>Health and Safety Management and Control Measures</b> |
| Personal protective equipment:                           |
| Site rules:  |
| Specific site hazards:                                   |

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| Welfare facilities: |
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| <b>Amendments and additional information</b> |
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| Amendments to the Method Statement: |
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| Communication of the Method statement: |
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| <b>Method statement record</b> |
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| <b>Name:</b> | <b>Company:</b> | <b>Signature:</b> | <b>Date:</b> |
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Please ensure you have signed and dated your Method Statement.