

METHOD STATEMENT GUIDELINES

A Method Statement details the scheduling, logistics and management of your space-only stand construction and dismantle. The preparation of a Method Statement is an important step in the planning of a safe system of work.

- It is vital that all Exhibitors and/or their Stand Builder undertakes a suitable Method Statement for the construction and dismantling of the stand and submits it at the same time as the stand design.
- Please note that the requirement to produce a Construction Phase Plan and identifying key risks will assist you when preparing the Method Statement.
- A Method Statement form is not usually required from Shell Scheme Exhibitors unless they are carrying out any form of construction themselves.

As a guide, the Method Statement should include the following:

Details			
Exhibition: Exhibition name			
Stand/Project Name: Exhibitor name/name of project			
Stand Number(s): Location of project/Stand number or area			
Venue:	Venue & site address		Hall: Hall number
Prepared by (Name & Title), Company Name, Address & Telephone number: Full contact details of person completing the Method statement			
Date created: Date the document was created			
Build up dates:	Build dates as per timetable	Breakdown dates:	Breakdown dates as per timetable
Plans/Drawings (Sent/Attached): Confirm when/how these have been sent			
Structural Calculations (N/A, Sent/Attached): Confirm if the stand is complex and when/how calculations have been sent			
How is the information communicated/transferred from client / contractor to relevant sub-contractor: Confirm how you will consult with your contractors. How will the Project information, Site rules, Method statement, Event Safety Plan, changes to information and accidents etc. be communicated to all parties.			
On-Site Personnel			
Named Responsible Person(s) (Site Manager) <u>AND</u> Mobile number: The person responsible for the construction and breakdown of the stand and how they can be contacted			
Number of staff: Employees and any Sub-Contract Labour Staff): Number of staff working on the stand e.g. 3 chippies, 1 labourer			
Detail Operatives e.g. driver, plant operator, banksman etc. <u>AND</u> relevant training/qualifications/certificates: Confirm persons responsible and detail licence requirements and/or certificates of competence as applicable.			
Others site operations/Third party sub- contractors: Confirm other contractors/third parties involved and working on the stand			
Electrics.....			
Carpet.....			
Rigging.....			
Ceilings.....			
Furniture.....			
Floral.....			
Other.....			
Person responsible for Health & Safety <u>AND</u> Mobile number: The person responsible for Health & safety matters during the build and dismantle phases.			

Work Activity/Details of Stand

Arrival date: Date work will commence onsite and date dismantle will be undertaken.

Site access, access to work area & deliveries: Details of the site access, hall access, routes, number of vehicles etc. Confirm how access is achieved to site, halls and stand area e.g. contractor passes will be requested in advance of the show, all parties will be wearing high-vis/hard hats/follow site rules/undertake induction/tool box talks etc.

Pre-start checks: Checking passes, PPE, welfare services, safety risks/review Risk assessment and stand area to include, mark out/dimensions, dilapidations, access, services such as rigging, electrics, water/waste and air etc.

Description of the contract: Project/stand details including; Stand size, complex elements, loadings, stand description and unusual features etc. as well as services such as lifting, electrics, rigging, gas etc.

Stand construction procedure/Sequence of work:

The sequence, schedule AND method in which all the stand elements will be built and dismantled, including alignment, electrical connections etc. e.g.

Lorry unload using lifting contractors/by hand

Materials offloaded and positioned around stand area (in designated/allocated areas only, ensuring gangways are clear)

Wooden platform laid & carpet put down

Walls constructed (how & stability)

Ceiling fitted

Electrics installed

"The design, manufacture and construction of the stand will ensure its stability for the duration of the exhibition under normal exhibition conditions. The stand design and construction as far as is reasonably practicable complies with the eGuide and Equality Act. To this end we have sought to achieve in the stand layout 'Access for All' and tried to ensure any artwork and/or furniture meets with the spirit and intent of the Act."

Stand Demolition/Sequence of works:

The sequence, schedule AND method in which the stand will be dismantled safely e.g.

Exhibitors products removed

Floral and Furniture removed

Electrics disconnected

Stand features moved to Transporter outside, exhibitor to organise

All walling and flooring taken down (how & stability)

Flooring/carpets removed and taken away from site

All stand build materials and waste will be removed from site

Special Equipment/Expertise: Include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out as well as normal fitting tools and equipment, battery operated hand drills etc.

All Working at Height must be planned and Risk assessed in line with HSE guidance.

equipment & specialist activities that will be used, their capacities, weight, locations, floor loadings and check current licence or Certificates of competence and machine(s) inspection certificate and maintenance record

Stability: Methods of ensuring adequate structural support of all stand elements during build and breakdown as well as cross bracing. If the stand is complex, details of calculations and construction drawings must be included.

Materials: Details of materials used and their compliance with eGuide/Venue regulations e.g.

All materials comply with Venue regulations, flame retarded, BSI standard and are fit for purpose.

Paint-water based

Hazardous substances – small quantity of thinners for cleaning purposes

Glass meets eGuide regulations, is suitable for its purpose etc.

Waste management: Please confirm your arrangements for waste removal during the build-up and breakdown.

Additional Information: Additional stand or safety information relative to this project.

XXX have been trading xx years. We construct exhibitions stands worldwide and have previously installed this stand. We are members of ESSA.

Health and Safety Management and Control Measures

Personal protective equipment: Identify the safety equipment and precautions that you will be providing on-site, including protective measures you will be implementing for the above site activity e.g. hard hats, high vis, suitable footwear, eye protection, masks, ear defenders, ventilation/dust vacuums etc.

Site rules: In addition to the Venue and Organiser site rules, confirm any additional site rules implemented within your stand area and how these will be communicated to your teams, your contractors and sub-contractors, third party suppliers and surrounding stands.

Specific site hazards: Outline the areas of risk associated with the construction and dismantle of the stand; these must be documented accordingly within the Construction Phase Plan and Risk assessment.
Please consider the Environment including noise, dust & fumes and how these will be controlled.

Welfare facilities: Review CDM 2015 construction regulations and confirm Welfare facilities onsite during construction and dismantle phase including pre and post tenancy times noting minimum; access to toilets, drinking water, boiling water, rest/seating area and retail food outlet or alternative source of food. In addition; working hours, equipment & required PPE.

Amendments and additional information

Amendments to the Method Statement:

Should any part of this Method statement require amendment or alteration, this must be notified for agreement to all relevant parties prior to it being enforced.

Communication of the Method statement:

Communicate this Method statement to all relevant parties and ensure it is signed by all personnel. Confirm how you will action this e.g. toolbox talks etc.

Method statement record

Name:	Company:	Signature:	Date:

Please ensure you have signed and dated your Method Statement.