**Method Statement Template for Complex stands including >4m, raised decks/steps and Double deck stands**

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| **This document, in addition to other Method statements, should be completed by the person supervising the work onsite and in addition to other Method statements relating to the build** |
| Event/Exhibition |  |
| Date of Event/Exhibition |  |
| Exhibitor |  |
| Stand no. |  |
| Contractor |  |
| Contact |  |
| Mobile onsite contact no. |  |
| Date information completed |  |

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| Step by step build sequence for the structure (can it be built at ground level?) |  |
| Weight to be lifted; height it will be lifted to; equipment to be used (crane, fork lift, Hiab, etc.) |  |
| How the structure will be lifted safely |  |
| Who will undertake the tasks (own work force; sub-contractors)? |  |
| When will handrail be completed (prior to lifting)? Will floor be complete; if not, what means of edge protection has been designed? |  |
| Equipment to be provided for working at height |  |
| Hazards created by the task (work at height, dust, scaffolds etc.) |  |

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| Solutions to the above hazards (scaffolds, barriers, fall-arrest equipment etc.) |  |
| Control measures to be used (codes of practice, safe systems of work, etc) |  |
| Predicted noise levels |  |
| Specialist work required (scaffold erection, woodworking machines, hot work, etc.) and proof of competence of those undertaking this work. |  |
| Plant and tools to be used (power drills, saws, compressors, etc.) |  |
| Physical precautions to be used and details of supplier (barriers, screens, warning signs, fire extinguishers, etc.) |  |
| PPE to be used; who will it be used by and what training will be given (hard hats, dust masks, gloves, overalls, ear plugs, etc.) |  |
| Details of working platform (mobile tower, trestles, ladders, steps) |  |
| Access required by other contractors to locate services or undertake an installation; who; when |  |
| When structure will be signed off by an independent structural engineer (normally arranged by the organiser) |  |
| Arrangements for safe dismantling |  |
| **Work at the venue will not commence unless completed information is submitted.** |