



Method Statement Template

Company Name:	Completed by:	Stand No:
Date:	Signature:	
Details (Stand Construction or Working Machinery)	Comments	
Health & Safety Representative & Contact Details:		
Stand details: Dimensions, location, description, features		
Access:		
Timetable: Schedule of build / step-by-step		
Stability: How do you ensure adequate support. For constructions deemed complex, structural calculations must be submitted with your plan drawings.		
Lifting: Weight, what height to lift to, equipment used. Manual handling techniques – if applicable.		
Rigging: N.B. Must be ordered through the official contractor only.		



Working at Height:	
COSHH: Will you be using any hazardous/toxic substances?	
Environment: Noise or fumes (including dust)	
Services: Ordered through GSC	
Safety Features: Including PPE. This can include any covid measures you have in place.	
Exhibits: Please describe any special activities or machinery demonstrations that may present a risk to attendees.	