

# JAARBEURS METHOD STATEMENT

If you are building your own stand, please complete this form

Contractor contact name:	Company name:
Event name:	Date:
Stand number:	Signature:

Details of stand construction:	Please response to every question:
Responsible person: details of the person responsible for health & safety during building and dismantling:	
Stand details: dimensions and location of your stand. Include a description of any unusual features of your stand:	
Access: what are the details of the entry point into the hall and the route you will take to arrive at your stand?	
Timetable: What is the step-by-step sequence and schedule in which all of the stand elements will be built and completed?	
Stability: How do you ensure adequate support of elements that require cross bracing? For complex constructions, please submit calculations with your plan drawings:	
Rigging: Are you ordering any suspension points? For complex rigged elements, please submit calculations with your plan drawings:	

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<b>Details of stand construction:</b>	<b>Please response to every question:</b>
Working at height: please include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out. Please name the tools too:	
Dangerous goods: will you be using any hazardous and/or toxic substances? If so, please list them and confirm what measures you are taking to protect workers? During opening hours of the fair, please declare special lighting/haze equipment:	
Environment: describe any abnormal noise or work that may create dust or fumes. What about the ventilation and other control measures?	
Services: describe services being ordered from official contractors:	
Safety features: describe which equipment and precautions you will provide onsite, such as barriers, screens, warning signs, dust masks, gloves, hard hats, ear plugs etcetera:	
Exhibits: please describe any special activities or machinery demonstrations that may be a risk to the public:	

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## EXPLANATION METHOD STATEMENT

A method statement is essentially where you explain how you will be building your stand, including details about:

### **Responsible person on site**

Please confirm who will be contactable throughout the event along with their mobile phone number and email address.

### **Stand details & location**

Describe the stand including its - dimensions, heights, orientation.

### **Access**

Detail the access into the hall (nearest available goods entrance / loading bay door)

Also confirm any unusual delivery requirements/arrangements such as: large loads, display vehicles etc.

### **Building/deconstruction timetable**

Estimated time/date of arrival (start of building)

Estimated time/date of arrival (completion of building)

&

Estimated time/date of arrival (start of building)

Estimated time/date of arrival ((completion of building)

### **Stability**

This is of primary importance. How will stability be maintained throughout the build?

Please give a lot of attention to how stability is going to be maintained and relate these methods in your method statement.

### **Lifting**

Detail all lifting operations that will be required to complete your construction/deconstruction. Including details of the machinery involved.(e.g. Genie lifts, scissor lifts etc).

Note: Only the official lifting contractors (refer to exhibitor manual for contact details and order forms) may use forklift trucks in the halls.

### **Scaffolding**

Confirm if your work will require the use of a Mobile Elevated Working Platform.

(Only to be constructed by a qualified member of your team and must be in good order - certified).

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## **Dangerous goods**

Please do not bring noxious materials to site as these may be confiscated and a suitable alternative will have to be found (at short notice). If the safety information on the materials include the need for well ventilated areas or caution that the material is harmful to lungs, eyes, then it is unlikely to be permitted on-site. If the material is harmful to skin then the user must be provided with suitable PPE. If in doubt you must seek confirmation on a materials suitability before buying or bringing it to the venue. Pay particular attention to any: adhesives, lacquers, fillers, paint, thinners that you were intending to use.

## **Environment**

Work carried out on your stand must not create unacceptable conditions for those working in the vicinity.

(Example: Sanding that creates dust must be managed via extraction/filtration –any unacceptable practices may be stopped until a suitable method is found, leading to delays). Adhesives and paint are also not permitted if they generate noxious fumes/odours. Please consider this carefully as the consequences of work being stopped (due to using unacceptable materials) may have a huge impact on your build. Please confirm that stand build materials (e.g. timber) will be reused where possible.

(or removed from site and disposed of correctly - if not).

## **Services**

Detail any services that you have ordered (power, plumbing, rigging, catering etc).

## **Safety Features**

Detail any safety features (e.g. smoke detectors, fire extinguishers, sprinklers etc).

## **Exhibits**

Details of any exhibits of note.

## **METHOD STATEMENT NOTES**

A Method Statement must include details of the:

- Materials that will be used in the construction (ensure these are fire resistant to B1 class or better).
- Machinery that will be used in the construction/deconstruction of the design.
- Methods that will be employed to complete the construction/deconstruction work.

Firstly fill out all of the sections that are the basic facts of the stand: Stand number, exhibitor, site dimensions and maximum height of build and so on. Please think about how you and your team will build this stand and mention this on your method statement.