

METHOD STATEMENT SAMPLE

Company Name	Beca Displays		
Exhibition	Harrogate Christmas & Gift	Stand No/Name	A13/Blogg
Build-up	06 – 11 January 2020	Hall/Venue	Hall A/Harrogate
Pull-out	15 – 17 January 2020	Plans Sent	10 October 2019

I. Site Personnel

Manager/Supervisor Name: Miss. B. Caddis

Mobile: 07958 123 456

Experience/Qualifications: For example, previous shows covered, how long have you been the supervisor?

No. of staff on site: Include any sub-contracting firm, number of staff during build-up and pull-out periods.

Health & Safety – who is responsible?: Supervisor

Will there be any First Aiders amongst you? Name them.

II. Stand Build Procedure

Please give a brief outline of your stand – i.e. dimensions, location, any unusual stand features, stages of construction, etc.:

List products, any unusual exhibits, floral displays, etc, which will be used for your stand.

III. Stand Demolition Procedure

Please outline how your stand will be dismantled:

List the stages of demolition.

IV. Materials/Equipment

Please indicate what materials/equipment will be used:

For example, scaffolding, genie lift, stacks, welding, etc.

PLEASE SEE END OF MANUAL FOR METHOD STATEMENT FORM M1 USING THIS **SAMPLE FORM AS A GUIDE.**