

# RISK ASSESSMENTS & METHOD STATEMENTS

---

The Organisers must be sent Risk Assessments and Method Statements from any external contractors used to construct self-build stands. See samples and blank forms overleaf.

**Form M1  
EXAMPLE**

## METHOD STATEMENT SAMPLE

---

<b>Company Name</b>	Beca Displays		
<b>Exhibition</b>	Harrogate Nursery Fair	<b>Stand No/Name</b>	A13/Blogg
<b>Build-up</b>	26 - 28 March 2020	<b>Hall/Venue</b>	Hall A/Harrogate
<b>Pull-out</b>	1st – 3rd April 2020	<b>Plans Sent</b>	3 August 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 & M2 USING THIS EXAMPLE FORM AS A GUIDE.