

METHOD STATEMENT GUIDE

Please note, this is a sample form for guidance only.

Exhibitors / contractors must submit their own version using the blank template provided or in their own format.

COVID-19 safety measures should be detailed in all H&S documentation including your method statement. Examples have been provided in red, please add measures relevant to your stand build.

Event: **AIRCRAFT INTERIOR HAMBURG** _____ Venue: **HAMBURG** _____

Company Name: **WATER AERO** _____ Stand Number: **D131** _____

Completed By: **BLUEPRINT GLOBAL** _____ Date of Completion: **13TH JUNE 2022** _____

Responsible Person and Onsite Contact Number: (The employee who will be responsible for the construction and breakdown of you stand)	<ul style="list-style-type: none">- Mr. Aurel is the chief of project manager- Ms.Karolina, the chief of the stand builder company, can be contacted at the site- Mr.Darek, the manager of the technical department of the stand builder company, can be contacted at the Site of the stand builder
Stand Details & Location: (The loadings, dimensions, location, unusual stand features)	Hall 6 (Dimension 7m x 3 m) Stand No D131
Access: (Details of the arrival date and entry point into the halls and the route to the final position. Estimated number of vehicles onsite)	E. There will be no abnormal delivery of the stand structure. The structure (wall, Displays, etc.) will be delivered in crates which will be brought to the stand and Opened by the freight forwarder. The contractor will assemble the different Parts of the structure at the stand.
Erection and Timetable of build: (The sequence and schedule in which all the stand elements will be built, including alignment, electrical connections etc.)	The stand will be erected in the following sequence: <ul style="list-style-type: none">- after the flooring will be laid, we will start the preparation for the mounting of the walls- the partition walls will be erected first by a team of 4 people working together on each part of the stand- after the structure is finished, we will start doing the wiring and all electrical connections- the estimated number of work hours is 8 hours per day during the Predetermined setup period of the show.

<p>Stability: (Methods of ensuring adequate structural support of any stand element that requires cross bracing, with calculations and inspection certificate from an independent structural engineer. Steps of Erection of stand build)</p>	<p>security and stability is the utmost priority when building this stand - the walls will be securely attached using cross braces and reinforcements, in order to make sure the structure is safe, stable and not moving</p>
<p>Lifting: (Outline the equipment that will be used, their capacities, weight, locations and floor loadings. Check the operative's current licence or Certificate of Competence; check machine's inspection certificate or maintenance record)</p>	<p>Forklift and Hoist motor will be used for lifting and will be used by the trained Personnel. If Required.</p>
<p>Working from Height: (Include details of what work from height will be carried out and what equipment is being used i.e. scaffold towers, ladders etc.)</p>	<p>Forklift and Hoist motor will be used for lifting and will be used by the trained Personnel. If Required.</p>
<p>COSHH: (Any proposed use of hazardous and toxic substances must be advised to the Organisers and Venue. Outline the protection provided for employees and workers on adjacent stands)</p>	<p>There will be a small stock of alcohol based hand sanitiser stored on the There will be not hazardous or toxic substances used onsite</p>
<p>Environment: (Consider any abnormal noise that may be present, or work that may create dust or fumes. What ventilation and other control measures will be provided?)</p>	<p>No abnormal sounds or toxic emissions. This is a pre- fabricated stand made of Wood; we will just put the pieces together. No cutting or other works that result in smoke emissions, etc, will take a place</p>
<p>Services: (Note where electrical work will be carried out, welding, gases, compresses air, water or waste services will be brought onto site)</p>	<p>electrical work will be carried out by trained personnel equipped with protective gear. There will be no work with live wire, all electric connections will be done using secure plugs and cables. There will be no open wires at the stand - there will be no welding, gases, compressed air or compressor use, water or waste. Bolts and nuts only will be used to attach the parts together - there will be no metal cutting taking place</p>

<p>Safety Features: (Identify the safety equipment and precautions that you will be providing onsite, including protective measures that you will be implementing for all of the above, and areas of risk as highlighted by your Risk Assessment)</p>	<p>protective equipment for all workers (hard hats, safety harness when working at the high, gloves and knee pads, eye wear) - make sure the scaffoldings are properly secured, make sure all tools are secured and attached with safety cords when working overhead. Hard hats and safety belts to be used all the time - safety electric gear to be used all the time during electric works, avoid working with live wire during the electric setup - Crates and boxes to be securely attached during storage at the stand. We will</p>
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	avoid stacking too high in the stand, to prevent fall or toppling over
<p>Exhibits: (Provide the Organisers with any/all details on exhibits that may present a risk to the public and/or the operator. How will this exhibit be delivered onto your stand? What machine guarding or other special requirements are there? What hazardous waste will be produced?)</p>	<p>all the exhibits will be delivered to the stand by the appointed freight forwarder in crates</p> <p>- there were not exhibits that pose a risk to the contractors, to the contractors of the adjacent stands or the exhibitors</p>