



METHOD STATEMENT

Please complete and return this form to Meggie Goodridge - Health and Safety Manager
Mobile: 07977106617 Tel: 01403 711047 Email; plsa@acex.co.uk by **4 May 2018**

To be completed by space only exhibitors. Please ensure that the person responsible for health and safety for your stand completes this form.

If you or your contractor is building your stand you will need to submit a method statement so that we are aware of how you plan to construct it. When writing your method statement please consider the following:

- *stand details and location
- *erection and timetable
- *lifting
- *environment
- *safety features
- *access date
- *stability
- *scaffolding
- *services
- *exhibits

Method statement:

Signed:

Position:

Company:

Date: