

METHOD STATEMENT FOR AWE ON OUR DOORSTEP EXHIBITION

Client: AWE
Site: Aldermaston
Project/Plant Area: Industrial Exhibitions Limited
Date: 28th & 29th November 2016
Site Contact: Peter Baxendale/Cath Baxendale/Sam Holliday/Robert Keene

Method Statement for: Installation / Erection of exhibition stand on 28th & 29th November 2018

1. From attached **Risk Assessments, Manual Handling Guidelines** to form together with this **Method Statement** a **Safe System of Work**.
2. Ensure that my organisation's delegate team are familiar with this Safe System of Work.
3. Attend AWE Reception at allocated time and ensure that I and any other personnel are made known to Peter Baxendale to await my/our AWE escort, and make arrangements to bring vehicle/s to site for unloading.
4. Remain with our AWE escort at all times and proceed directly to exhibition hall and ensure that I and any other personnel have been made known to Cath Baxendale/Sam Holliday.
5. Attend site safety presentation, as directed.
6. Ensure electrical isolation and visually inspect all electrical equipment supplied for compliance/condition (PAT testing/damage etc.)
7. Erect display as per manufactures instructions, ensuring to take care with electrical connections. Working at height is prohibited.
8. Set-up all displays and samples, ensuring care taken with electrical connections.
9. Ensure electrical connections remain uncovered from clothing and other materials.
10. Switch on power to stand.
11. Remove packaging from stand area and store safely. Dispose of waste correctly.
12. Ensure aisles and walkways remain clear of obstructions.
13. At the breakdown of the exhibition, switch off power to stand. Ensure that all equipment is correctly and safely dismantled and stored in a safe manner (ensuring all waste is removed and correctly disposed of). Working at height is prohibited
14. Ensure that I and my organisation's delegate team have been made known to either Peter Baxendale or Sam Holliday, to make arrangements to bring vehicle/s to the exhibition hall to load our display equipment.
15. Comply with Organisers' break-down procedures, as outlined in Exhibitor Pack.
16. Comply with AWE HSE policies.
17. Remain with our AWE escort at all times until off site and ensure any site passes are returned to AWE Reception.
18. Comply with all directions from authorised AWE personnel.

SPECIMEN FORM ONLY

YOUR DELEGATES WILL NEED TO SIGN THE DISCLAIMER

CONTAINED IN THE EXHIBITOR PACK
