**Sample Method Statement**

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| **Submitted by: Managing Director/Senior Manager (BLOCK CAPITALS)** |  |
| **Signed: (by Managing Director/Senior Manager)** |  |
| **Exhibitor: (BLOCK CAPITALS)** |  |
| **Stand No:** | **Date:** |

|  |  |  |  |
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| **ITEM** | | **RESPONSE** | |
| **Responsible Person(s):** | |  | |
| **Details of the Stand:** | |  | |
| **Access:** | |  | |
| **Erection:** | |  | |
| **Stability:** | |  | |
| **Lifting:** | |  | |
| **Scaffolding:** | |  | |
| **COSHH:** | |  | |
| **Environment:** | |  | |
| **Services:** | |  | |
| **Safety features:** | |  | |
| **Exhibits:** | |  | |
| Please return by **19 September 2019** | | | |
| Charlotte Tite | |  | |
| SfE BES Events Team | | Email: SfEBESConference@endocrinology.org | |