**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:**  |

|  |  |
| --- | --- |
| **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 |