

Method Statement Format

This form has been prepared to act as guidance when compiling a task specific Method Statement.

If the activity has been identified as one which will be undertaken by a specialist subcontractor then, prior to the relevant works starting on site, ensure that you have received a Risk Assessment / Method Statement from the subcontractor which is then to be reviewed using the [Method Statement Checklist](#)

All method statements must include, as a minimum, our assessments / arrangements under the following ten headings:

1. Identify the Scope of Works and/or Tasks

Assess the Scope of Works / Task by breaking it down into basic components/operations or groups of operations. Other sources of information when making these assessments include:

- Pre-tender Health & Safety detail of works.
- BoQ/Estimate Breakdown.
- Programme Breakdown (Task List).
- Site Inspection
- Engineers Instruction
- C.V.I's

2. Carry out Risk Assessment

- Use the [Hazard Checklist](#) to identify which operations require the significant findings to be recorded and then use the [Risk Assessment](#) to record the assessment and append to the completed Method Statement

3. Identify the Labour Requirements

- List type of labour and trades required.
- Assess numbers of each trade plus support labour to complete to the programme requirement.
- Ensure a review workforce competence certification i.e. Safety Passports / C.I.T.B. / C.S.C.S. / C.P.C.S. cards is undertaken.

4. Identify the Plant Requirements

- List the plant type and numbers to be used.
- Ensure the equipment is checked as having the required Maintenance Inspections, Thorough Examinations and Testing.
- List any particular requirements for special works i.e. road / rail vehicles – heavy lifting equipment – specific delivery requirements (police escorts).

5. Identify any Hazardous Materials

- Append any relevant COSHH Assessment sheets (which can be obtained from the Health & Safety Department) to the completed Method Statement.

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6.	Sequence of Works/ Methodology
<ul style="list-style-type: none">• The scope of work is to be broken down into a chronological series of events.• Then detail how the works are to be completed (i.e. by establishing a safe system of work for each work event using the control measures determined in the relevant <i>Risk Assessment</i>).• Detail how any existing services etc. are to be protected.• Include the access / egress arrangements (scaffolds, walkways, ramps, ladders etc.).• Assess whether a Craneage Plan is required• Include how materials are to be delivered and how & where they are to be off-loaded and stored.• Confirm if there is a requirement for authorisation prior to commencement.• Detail any approvals and hand-overs.	

7.	Permit To Work Requirements
<p>Any requirements for the use of a Permit To Work system should be itemised including consideration for the following permits:</p> <ul style="list-style-type: none">• Confined Space Entry• Hot Works• Roofwork Permit• Permit To Dig• Falsework / Formwork Permit	

8.	Review Access / Egress
<p>The access / egress requirements around the site should be itemised including:</p> <ul style="list-style-type: none">• Traffic management.• Routes through clients' premises / infrastructure.• Designated traffic / pedestrian routes.• Designated emergency escape routes.• Prevention of unauthorised entry to the work areas.	

9.	Review the Health Protection
<p>Review Operatives' health protection including:</p> <ul style="list-style-type: none">• P.P.E.• Manual Handling• Noise• Hand Arm Vibration Syndrome (HAVS)• Asbestos• First Aid, welfare and emergency arrangements.	

10.	Signed Off
<ul style="list-style-type: none">• All Method Statements must be signed and dated by the author.	

Method Statements must be briefed to all the staff and operatives concerned, prior to commencing the activity, and then recorded as having been given, dated and confirmed as being understood by signature using the [Method Statement Briefing](#)