

Document Name: Method Statement

This template document is designed to be adapted to suit your specific needs. We recommend that you get any documents checked by an expert to ensure they comply fully with best practice and current regulations.

Method Statement

Job / Project Title:	
MS Revision Number:	
Date:	

Description of Works

Task:	
Time:	
Duration:	
Sequence:	
Location:	

Resources Required

Personnel & copies of certificates:	
Supervision:	
Plant / Equipment:	
Materials, inc weights:	

Assessment of Significant Risks for all Tasks (see risk assessment for more detail)

Access / egress:	
Place of work:	
Others at risk:	
COSHH, noise, Manual Handling:	

Control Measures to be used, including

Permits:	
Security:	
Special training:	
Other:	

Personal Protective Equipment

Equipment Required by Law:	
Equipment required by Risk Assessment:	

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Emergency Arrangements

Evacuation:	
Rescue:	
First Aid:	

Temporary Amended Systems

Traffic routing:	
Pedestrian routing:	
Fire Arrangements:	
Other:	

Communication Routes

To whom is information is submitted for changing requirements:			
Confirmation of operatives briefing:			
Name	Position	Company	Signature

Monitoring and Compliance

	Is responsible for monitoring that this method statement is complied with.
	Is responsible for supervising .
	Is responsible for supervising .