

Method Statement

Submit with the site-specific risk assessment. Together these form your RAMS.

SITE / PROJECT

SCOPE OF WORKS

CONTRACTOR

PREPARED BY

DATE

VERSION

PRINCIPAL CONTRACTOR / CLIENT

PLANNED DATES

Project and site information

- ☐ Client and site address stated
- ☐ Scope of works described specifically, not generically
- ☐ Planned start and completion dates
- ☐ Working hours agreed, including out of hours or night work
- ☐ Site contact and contractor contact named with phone numbers
- ☐ Access arrangements: entry, keys, permits, induction
- ☐ Areas in and out of scope clearly stated
- ☐ Whether the building will be occupied during the work

People and competence

- ☐ Number of operatives on site
- ☐ Supervisor named and their contact given
- ☐ Training and competence relevant to the work recorded
- ☐ Certificates available on request: PAT, IPAF, CSCS, DBS where relevant
- ☐ Site induction arrangements confirmed
- ☐ Sub-contractors named, if any, and their RAMS referenced

Equipment and substances

- ☐ Every item of equipment to be used listed
- ☐ Inspection and PAT testing status confirmed and in date
- ☐ Power requirements confirmed, including 110V where required
- ☐ Every chemical listed, with COSHH assessments attached
- ☐ Safety data sheets available on site

- ☐ Access equipment specified: steps, towers, MEWP, and who is trained on it
- ☐ Waste arrangements: which skip, or waste transfer note if removing

Sequence of work

Numbered, in order, and specific. This is the part a principal contractor actually reads.

- ☐ Arrival, sign in and induction
- ☐ Site inspection before starting; report any new hazard before work begins
- ☐ Set up exclusion zone and signage
- ☐ Isolate services if required, under permit
- ☐ Set out equipment and chemicals; check PPE
- ☐ Carry out the work in the stated sequence, area by area
- ☐ Maintain segregation from occupants and other trades throughout
- ☐ Remove waste to the agreed point progressively, not at the end
- ☐ Clean down and remove equipment
- ☐ Final inspection and handover
- ☐ Sign out and report any incident or defect

Control measures and PPE

- ☐ Hazards identified in the accompanying risk assessment, referenced not repeated
- ☐ PPE specified for each stage of the work
- ☐ Segregation from the public and other trades described
- ☐ Signage and barriers specified
- ☐ Ventilation arrangements where chemicals or dust are involved
- ☐ Working at height controls stated
- ☐ Manual handling controls stated
- ☐ Noise and vibration controls where applicable
- ☐ Housekeeping: routes kept clear throughout

Emergency arrangements

- ☐ First aid provision and the nearest first aider
- ☐ Nearest A&E and the route to it
- ☐ Accident, incident and near-miss reporting procedure
- ☐ Fire procedure, alarm and assembly point
- ☐ Spill procedure and the location of the spill kit
- ☐ Emergency stop and isolation points
- ☐ Who has authority to stop the work, and the circumstances in which they must

Sign-off

- ☐ Prepared by, with name, role, signature and date
 - ☐ Reviewed and accepted by the client or principal contractor
 - ☐ Briefed to every operative before work starts
 - ☐ Operative briefing signatures collected and retained
 - ☐ Version number recorded and superseded versions withdrawn
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A method statement must be briefed to the people doing the work, and the briefing recorded. An unbriefed document controls nothing and will be treated as evidence of exactly that.

Where the work changes on site, the method statement is revised and re-briefed rather than worked around.