

METHOD STATEMENT (TEMPLATE)

Contract/Job Name	The Paddocks
Contract/Job Number	PD1
Date	
Method Statement Written by	
Method Statement Approved by	
Signature of Approver	
Name of Subcontractor (If applicable)	
Address of Subcontractor (If applicable)	

1 INTRODUCTION

This Method Statement describes the specific safe working methods which will be used to carry out the work. It gives details of how the work will be carried out and what health and safety issues and controls are involved. The content of this Method Statement reflects the finding of the relevant Risk Assessment(s).

2 DESCRIPTION OF WORK

Describe purpose of the work.

Give details of type and scope of work being carried out (include working hours).

How will the work be carried out? (List sequence of operations involved in the work).

Give duration of work.

Give completion criteria.

3 LOCATION OF WORK

Give site address and precise location on site where work is to be carried out.

Give details of any other locations in the proximity of the works which may affect the safety of the work or be affected by the work and what measures will be used to control these risks e.g. segregation, warning notices, fencing.

Give details of any pre-works preparation that was been carried out.

4 ACCESS ARRANGEMENTS

Give details of any special access or egress arrangements that will be used.

5 LICENCE

If a licence is required for this work, give details of licence required, who holds it and where a copy of this licence is stored e.g. Asbestos, C.O.R.G.I. Registration.