

Method statement and risk assessment

✓ A competent person checks this against the site and signs it before work starts.

Job		Site address	
Client		Principal contractor	
Prepared by		Checked by (competent person)	
Version		Date	

1. Job details

Fill in the heading block. Change the version number each time you revise it.

2. Scope of work

Say what this method statement covers and what it doesn't, so nobody assumes a task is included.

3. Sequence of work

Write each step as an action, in the order it happens.

Step	What happens, in order	Who
1		
2		
3		
4		
5		
6		
7		
8		

4. Hazards and controls

For each step, name the hazards and how each one is controlled. Use the risk assessment table at the end.

5. People and responsibilities

Name the supervisor and say who does each task.

6. Competence and permits

List the training and cards each task needs, and any permits to work.

7. Plant, equipment and materials

List what you'll use, and any hazardous substances with their safety data sheets.

8. PPE

Say which PPE each task needs, rather than one list for the whole job.

9. Emergency arrangements and first aid

Name the first aider and say how to raise the alarm, where the assembly point is and where the nearest A&E is.

10. Environmental controls

Say how dust, noise and waste will be controlled, and any limits on working hours.

11. Briefing record

Brief the team before work starts and have everyone sign the briefing record at the end.

12. Review and sign-off

Review it when the job, the team or the site changes. A competent person checks it against the site and signs it.

Risk assessment

One row per hazard. Rate the risk after the controls are in place.

Hazard	Who could be harmed and how	Controls in place	Risk (low, medium or high)	Further action	By whom	By when

Briefing record

Everyone who does the work signs to show they've been briefed on this method statement.

Name	Company	Signature	Date

Sign-off

A competent person checks this against the site and signs it before work starts.

	Name	Position	Signature	Date
Prepared by				
Checked by (competent person)				
Accepted by principal contractor (if required)				