

# METHOD STATEMENT

<b>Client</b>		<b>Site</b>	
<b>Address</b>			
<b>Area</b>		<b>Activity/Process</b>	
<b>Method Statement No.</b>		<b>Risk Assessment No.</b>	

## 1. DIRECT SCOPE OF WORKS

The scope of the work activities will be communicated to all operatives prior to any work commencing.

## 2. PROCEDURE

The supervisor must then ensure that all the working party are aware of any risks and hazards in the area, and that all persons In the working party have read, understood and signed on to:

- This method statement
- Associated Risk Assessment
- Point of work Risk Assessment
- Any client/customer/site specific documentation requirements.

Should there be an amendment to any of the above items, the supervisor shall be responsible for ensuring that the changes have been communicated to the applicable operatives and all updated documentation is re-signed and dated by the applicable operatives.

## 3. PERSONNEL

The supervisor will ensure that all operatives involved in carrying out the above activity/process have adequate up to date training and are competent to perform their respective duties.

## 4. P.P.E. (PERSONAL PROTECTIVE EQUIPMENT)/SAFETY EQUIPMENT

The following PPE will be worn at all times:

## 5. TOOLS AND EQUIPMENT

The following tools and equipment will be used:

The above tools and equipment must be visually inspected by the user prior to use. All items that require PAT testing or statutory examination must have up to date records available.  
ANY defective equipment must not be used and immediately returned to the Supervisor/quarantine area..

## 6. ACCESS/EGRESS

- Only use the designated access/egress routes when going to or from the workface.
- Do not obstruct access/egress routes with materials or equipment
- Do not route cables, hoses, etc across access/egress routes.

**7. METHOD OF WORK****8. EMERGENCY RESPONSE**

In the event of an emergency, work is to cease and the Supervisor informed immediately.

During your site induction employees and subcontractors are made aware of the client/our own emergency procedure for health and safety and environmental incidents. The supervisor shall ensure that all operatives and sub contractors are aware of emergency contacts.

**9. FIRST AID**

The Supervisor must be informed of any accident requiring treatment, even of a very minor nature. All accidents must be entered in the site accident book (BI510).

*{insert site specific first aid requirements here e.g. emergency number, first aiders etc}*

**10. ACCIDENT/INCIDENT REPORTING**

All accidents and incidents are investigated and the Site Management will initially use the Accident Incident Report Form (CD33) and immediately submit it to Technical Services along with relevant specific risk assessments and method statements (please refer to C & D's Code of Practice for the Reduction of Accidents).

**11. METHOD STATEMENT APPROVED FOR USE BY RELEVANT MANAGER/SUPERVISOR:**

.....  
Name

.....  
Signature

.....  
Date