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| **Site / project name:** |  |
| **Reference Number:** |  |
| **Date produced:** |  |
| **Revision:** |  |
| **Date Revised:** |  |
| **Produced by:** |  |

|  |  |
| --- | --- |
| **Date of planned works:** |  |
| **Working hours:** |  |
| **Duration of work:** |  |
| **Site address:** |  |
| **Postcode:** |  |
| **Project / site manager:** |  |
| **Site / works supervisor:** |  |
| **Site operatives attending:** |  |
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1. **Scope of works**

* Description of planned works

1. **Method / sequence of works**

* A method statement, in a logical, step-by-step manner, how a specific task should be done. The method statement should consider the health and safety implications of a task and should contain the control measures that must be followed to reduce risk. Please include any pre-start briefings or inductions that will be completed prior to works.

1. **Any accompanying or additional documents.**

* List any documents that will be referred to during the project including Generic RAMS.

1. **Access procedures**

* Permit to work

1. **Welfare arrangements**

* Including location of toilet.

1. **Emergency procedure**

* Location of nearest A&E, first aid arrangements, fire action plan and rescue plan etc.

1. **Personal protective equipment**

* List any PPE that will be required in the project.

1. **Equipment / plant to be used**

* Standard equipment used in tasks and any specialist equipment required with any specific additional procedures that need to be in place during the project.

1. **Materials used during the project**

* Any materials that need to have COSHH information included.

1. **Any additional information specific to the project can be included.**

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| Any site staff or visitors must sign to acknowledge they have read and understood the site-specific Risk Assessment and Method statement | | | |
| Name: | Position: | Signature: | Date: |
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