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

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

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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