

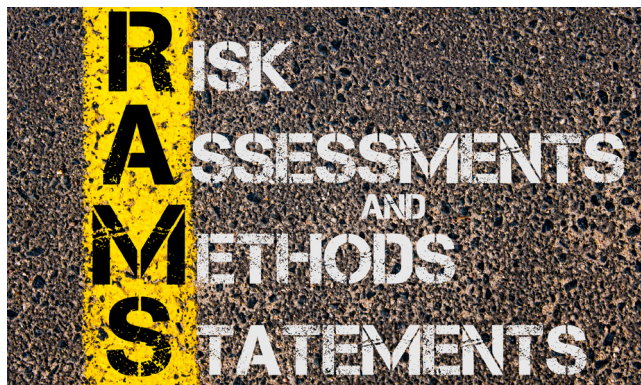
Method statement

A method statement should describe, in a logical sequence, exactly how a work activity must be carried out to ensure that it is completed safely and without risks to health.

This will reflect the findings of the risk assessment. The method statement is an ideal way of communicating the vital health and safety information to those doing the work.

This document should be written clearly, to enable everyone to understand the details and the health and safety requirements.

The amount of detail required is dictated by the hazards, risks and nature of the work: a new task may require more detail, where as for routine or repetitive tasks a simple generic method statement will often be sufficient.



Before any work starts on site:

- List the known **hazards**.
- Identify locations for the work, and any access equipment required (**access and egress**).
- Outline the work to be completed, and the limits, in a logical order that makes up the whole task, indicating how health and safety issues will be addressed for identified hazards (**work details**).
- Describe which tasks will be controlled by **permits to work**.
- Identify names and contact details for all **supervisors**.
- Identify the labour levels required to complete the job, and any specific training or skills required: you should also detail competencies held by the workers (**workforce details**).
- Specify how health and safety standards will be monitored and controlled (**health and safety monitoring**).
- List all items of plant and equipment that will be used, and inspection frequencies as well as maintenance details (**plant and equipment inspection**).
- Identify which services will need isolating, who is authorised to carry this out, and the methods and certifications required for isolation, e.g. LOTOTO: lock-out, tag-out, try-out, (**safe isolation of power sources**).
- Identify any **hazardous substances** that will be used, their health effects and the protective measures that need to be taken.
- Establish which items of **personal protective equipment (PPE) or respiratory protective equipment (RPE)** will be required, and any additional training that workers may need to ensure that PPE and RPE are used correctly.
- Identify possible causes of emergencies, and ensure that procedures have been written and communicated to all workers (**emergency procedures**).
- Describe any environmental threats posed by the work, as well as control measures. Also consider waste management (**environmental controls**).
- If the work may put members of the public or other workers at risk, you must describe controls that will keep them safe (**safety of the public/other workers**).
- List the people who have been taken through the method statement, and get them to sign it to say that it has been understood, and that any concerns or questions have been answered (**briefing register**).

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