

## **METHOD STATEMENT**

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**PROJECT No.**

**DATE:**

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**Project Title**

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**Site Image**

**Address**

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1. Subcontractor, Title, and Date.
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### **AUTHORISED BY :-**

Signature: ... .....Date:

Name:

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**Project No:**

**Date:**

**Project Title:**



<p><b>1 Company, Title and date.</b></p> <p><b>1.1 Company:</b></p> <hr/> <p>Rev 01</p> <p><b>1.3 Date:</b></p>		<p>1.2 Title:</p>
<p><b>2 Description of the work including:</b></p> <p><b>What is to be done:</b></p> <p>This method statement covers that work. Other method statements will be produced and held on site relating to other work being carried out by .....</p>		
<p><b>2.1 Sequence to the work:</b></p>		
<p><b>2.2 Timing: when will it start:</b></p> <p>These works will start on w/c</p>		
<p><b>2.3 Location: actual place on site it will take place:</b></p>		
<p><b>2.4 Methods – how each part will be done:</b></p> <p>In accordance with 2.1 and the stated risk assessments.</p>		
<p><b>2.5 Duration – how long it will take:</b> Approx ..... weeks, in accordance with programme provided access is readily available.</p>		
<p><b>2.5 Details of waste control and removal:</b></p> <p>Any waste will be taken away by registered waste carriers at agreed intervals. Copies of waste transfer notes will be kept for records and available for the PC to record.</p>		
<p><b>3 Resources required:</b></p> <p><b>3.1 Personnel involved:</b></p> <p>Site supervisor - TBC.  Site Operative – TBC  Site Operative – TBC  Site Operative – TBC</p>		
<p><b>3.2 Plant and equipment to be used:</b></p> <ul style="list-style-type: none"> <li>- Various handtools</li> <li>- Various power tools</li> <li>- Access equipment</li> </ul>		

- Work at height equipment

**3.3 Relevant training certificates and test/examination certificates to be supplied (eg, CTA, 12 monthly thorough examination, weekly registers, etc).**

All operatives that are to use plant/equipment will have the relevant training certificates in place before the work/task is undertaken. The certificates/proof of training will be shown to the PC prior to commencing work on site and will be held in the site safety file on site.

**3.4 Supervision – by whom and name:**

Site supervisor TBC.

**3.5 Materials to be used [environmental details or protection to be given (eg, bunded diesel tanks)]**

In accordance with COSHH assessments.  
For any mixing a bunded area will be implemented.

**4 Access/egress, loading/unloading:**

**4.1 Details of access for personnel to the site area and work area.**

Operatives will access/egress the site through security and receive their Site Passes allowing access to all areas required. **The correct PPE will be worn at all times.** They will then proceed to the workplace to carry out their tasks.

**4.2 Details of access for plant equipment and materials to site and work area.**

**4.3 Details of loading/unloading and storage areas.**

**5 Control Measures:**

**5.1 COSHH information:**

COSHH assessments have been produced for this work and are attached.

**5.2 Inductions, toolbox talks, etc**

All personnel will be given a site specific safety induction before any work is undertaken.

**5.3 Special training (confined space, tower erection, etc).**

First aid facilities and first aider for the work. First aid is available in the site office area.  
PASMA- Tower  
SMSTS/ SSSTS- Site Management & Supervision  
Trade specific qualifications

**5.4 Security:**

All personnel will be bound by the on-site security arrangements.

**5.5 Permits to work/access:**

A permit to work system will be in operation, these will be obtained from the site/project manager for hot works, excavating & electrical works

**5.6 Manual handling information (eg, weight, size, location, etc):**

Refer to the control measures in the site specific Risk Assessment. All manual handling will be limited to small materials.

**5.7 Protection of others:**

Staff within the rooms to be worked on will be consulted at all times during the installations.

**5.8 Protection from falls**

Risk assessments in place for work at height, selection of equipment to be done in accordance with site management requirements.

**5.9 PPE that must be used & Inspection Regime for Harnesses:**

The following PPE must be worn at all times;

Safety footwear  
Safety helmets  
Hi-visibility jackets/vests.  
Safety Glasses  
Safety Gloves

Hearing protection when the noise levels exceed 80dBA.

**6 Specialist involvement:**

**6.1 Details of any contractor used (eg, temporary works engineer, scaffold designer, etc)**

**6.2 Reference to other documents (soil surveys, asbestos surveys, structural calculations, etc)**

Asbestos Management Survey

<p><b>7 Emergency arrangements, including:</b></p> <p><b>7.1 Rescue – how – by whom (eg, if harness is engaged at height, if personnel became injured, etc)</b></p> <p>Please refer to emergency procedures on site board.</p>
<p><b>7.2 Special first aid requirements</b></p> <p>None at this time. If special arrangements are required at any time this document will be amended to reflect the requirements.</p> <p>We will be providing a fully qualified first aider and first aid facilities.</p>
<p><b>7.3 Fire evacuation procedures (reference to site safety plan)</b></p> <p>We will coordinate and cooperate with the site existing fire plan to ensure the safety of all those visiting/working on site in the event of fire or emergency. Particular attention should be given to muster points and access for emergency vehicles. All operatives and site personnel to familiarise themselves with the existing fire and emergency procedures for the area and ensure that evacuation routes are maintained at all times. This should also form part of the site-specific personnel induction given to anyone working on site.</p>
<p><b>8 Temporary amended systems:</b></p> <p><b>8.1 Traffic routes, fire arrangements, temporary services, changes to previous method statements</b></p> <p>There are no changes to any previous method statements or changes to any emergency routes etc. No vehicles will be permitted in the work area other than those connected to the work, please refer to site plan for access and egress routes along with skip and storage container locations</p>
<p><b>9 Who the information has/will be submitted to, including:</b></p> <p><b>9.1 Checking, review and updating provisions</b></p> <p>If any elements of the work change this method statement will be reviewed Any updates required will be undertaken before that element of the works is started.</p>
<p><b>9.2 Change requirements</b></p> <p>Any changes to this document will be made by ..... only.</p>
<p><b>9.3 Confirmation of operative's brief</b></p> <p>All operatives will be given a site-specific safety induction, part of which will be the explanation of this method statement and the associated risk assessment.</p>
<p><b>10 Monitoring and compliance:</b></p> <p><b>10.1 Reference to Risk Assessment and Control Measure, completed detailing existing hazards</b></p> <p>Separate risk assessments have been carried out for this project and are attached to this method statement</p>

**10.2 Monitoring by whom and when**

Monitoring of the works will be undertaken by ..... (site supervisor) and ..... (Project manager).

**10.3 Enforcement – how – by whom**

The enforcement of this document is the responsibility of all persons affected by its content.

DRAFT