

Method Statement Template

Project / site: []

Document ref: []

Date issued: [DD/MM/YYYY]

Prepared by: []

Approved by: []

Contractor: []

Revision / version no.: []

Review date: [DD/MM/YYYY]

Reviewed by: []

Section 1 — Scope of works

Describe the works covered by this method statement, including boundaries and exclusions.

Section 2 — Sequence of operations

Set out each operation in the order it will be carried out, with the hazards and controls for each step.

Step	Description of operation	Key hazards	Controls
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Section 3 — Plant, tools & materials

List all plant, tools, equipment and materials to be used, including inspection / certification requirements.

Section 4 — PPE required

List the personal protective equipment required for this work.

Section 5 — Emergency arrangements

First aid provision, emergency contacts, assembly points and rescue arrangements.

Section 6 — Briefing record

Everyone carrying out this work must be briefed before it starts. By signing below each person confirms: "I confirm I have been briefed on this method statement, understand the hazards and control measures, and will work in accordance with it."

No.	Name	Signature	Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Section 7 — Sign-off

Prepared by

Name

Signature

Date

Approved by

Name

Signature

Date