

Method Statements

A Basic Guide to Preparation

1. Introduction

- 1.1 The purpose of a method statement is to ensure safety, where high-risk work is carried out in a particular sequence. There are few examples where their definitive requirements are laid down by statute or other regulatory standard. Where they do exist, they are predominantly for high-risk activities such as licensed asbestos removal, demolition and steel erection. In these cases, not only is a method statement a legal requirement, but also its structure and format are clearly defined.
- 1.2 The general principle of ensuring a safe system of work applies to all work activities and as such a method statement is an ideal way to prove that the risks associated with a particular activity has been carefully considered and appropriate controls implemented. However for lower risk activities it may be sufficient to rely on a combination of operator competence and comprehensive risk assessment in achieving a safe system of work.

2. Format

- 2.1 The actual format is dependent on the work being undertaken and the organisational arrangements in place but generally the following headings should be present:
- Organisation/company in control of the operation
 - Named individual responsible for the activity and its safety
 - Name of method statement originator and authorisation date
 - Arrangements for changing/deviating from method statement
 - General description of activity
 - Location of activity including access and restrictions
 - General working environment considerations, e.g. temperature and wind speed
 - Protection of others, e.g. members of the public
 - Emergency procedures, including location of emergency equipment
 - Identity of operatives (and any specific training or certification required)
 - Requirements for Personal Protective Equipment
 - Plant and equipment used, including safety precautions and restrictions
 - Materials information e.g. hazard information and storage/transport requirements
 - Work sequence, including associated risks and required control measures for each stage.
 - Safety checks/clearances at specific stages
 - Final clearance that activity is completed to specification
 - Any other additional information that may be relevant

- 2.2 The list above is not exhaustive and a method statement may or may not include each and every item. However as a minimum it must achieve the following objectives:-
- It should be up to date, identifiable and its source accountable
 - It should contain the sequence of works
 - It should identify the associated risks and control measures
 - It should state actions/authorisation required to deviate from method statement
- 2.3 A worked example method statement for an activity is included on the following page. It can be as simple or as detailed as the job/risk requires, so long as it meets the four main objectives. A blank example form is also included for use or amendment as necessary.

Method Statement (Example)

ABC Engineering Services Limited

This Method Statement is critical to the health and safety of the activity(ies) it relates to. It is to be strictly adhered to. Any deviation must first be authorised by the Site Supervisor.

CONTRACT MANAGER:		<i>Mr. Dave Jones</i>		SITE SUPERVISOR:		<i>Mr. John Thomas</i>	
ORIGINATOR:	<i>Mr A. Evans</i>		POSITION:	<i>Technical Manager</i>		DATE:	<i>13/02/08</i>
ACTIVITY DESCRIPTION:							
<i>Removal of Thompson Vertical Miller (M/C No. VM23) from rear workshop to storage shed, awaiting collection for servicing. Transportation will be undertaken by Forklift.</i>							
LOCATION AND ACCESS: (ATTACH PLAN AS APPROPRIATE)							
<i>Rear workshop at Ashton Depot. Access available through roller doors (max height 4m), approaching through goods inward yard. Storage shed at Ashton Depot. Access available through sliding door (max height 4.5 m, width 2.5m), approaching via main vehicle route to car park.</i>							
WORKING ENVIRONMENT & RESTRICTIONS:							
<i>Transit between locations will be outside. Strong winds, ice on road, or partial flooding may require extra care when transporting.</i>							
PROTECTION OF OTHERS:							
<i>While transiting along main vehicle route, a banksman will walk ahead to control oncoming traffic.</i>							
EMERGENCY PROCEDURES:							
<i>Normal site emergency procedures will apply</i>							
OPERATIVES/COMPETENCE:							
<i>Workshop supervisor will co-ordinate movement. Only certified Forklift operators will be used.</i>							
PERSONAL PROTECTIVE EQUIPMENT:							
<i>Safety Footwear High Visibility Tabard General Protective Gloves</i>							
PLANT & EQUIPMENT:							
<i>Gas Driven Forklift with hook attachment (current inspection certificate required) Lifting chains and eyes (current statutory test certificates required) Pinch bars and blocks</i>							
MATERIALS HANDLING/STORAGE & SAFETY INFORMATION:							
<i>No additional materials required.</i>							

CRITICAL STAGES(must be taken in correct sequence)

1. *Electrical isolation certificate to be obtained from onsite electrician before plant is disconnected.*
2. *Workshop supervisor to ensure plant is de-energised*
3. *Immediate area and transit routes to be cleared before movement*
4. *Plant to be blocked up and chains secured*
5. *Forklift to be brought in and manoeuvred over plant.*
6. *Once lifted, forklift to be directed out of workshop*
7. *Transit to Storage shed, directed by one other. Banksman to walk ahead and control site traffic*
8. *On arrival, plant to be lowered onto prepared pallet for strapping ready for removal.*

FINAL CLEARANCE: (WORK ACTIVITY completed to satisfaction)

NAME:.....*John Thomas*..... POSITION:.....*Site Supervisor*..... DATE:....*13/02/08*...

Method Statement

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CONTRACT MANAGER:				SITE SUPERVISOR:			
ORIGINATOR:			POSITION:			DATE:	
ACTIVITY DESCRIPTION:							
LOCATION AND ACCESS: (ATTACH PLAN AS APPROPRIATE)							
WORKING ENVIRONMENT & RESTRICTIONS:							
PROTECTION OF OTHERS:							
EMERGENCY PROCEDURES:							
OPERATIVES/COMPETENCE:							
PERSONAL PROTECTIVE EQUIPMENT:							
PLANT & EQUIPMENT:							
MATERIALS HANDLING/STORAGE & SAFETY INFORMATION:							
CRITICAL STAGES(must be taken in correct sequence)							
FINAL CLEARANCE: (WORK/ACTIVITY COMPLETED TO SATISFACTION)							
NAME:			POSITION:			DATE:	