|  |
| --- |
| **LINK TO PROCEDURE** |
| Hyperlink here |

|  |  |
| --- | --- |
| **client** |  |
| **contract title** |  |
| **contract number** |  |

|  |
| --- |
| **METHOD STATEMENT** |
| Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Employee Name** Employee Job Title  Date 2020 | **Project Manager/Nominee** Employee Job Title  Date 2020 | **Luke Hands** Director of Health, Safety, Environmental & Quality  Date 2020 | **Client Name** Client Job Title  Date 2020 |
| **AUTHOR** | **REVIEWER** | **APPROVER** | **ACCEPTED BY CLIENT**  **(if applicable)** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DOCUMENT No.** | | | Click here to enter text. | |
|  | | | | |
| **CURRENT REVISION** | | | **CURRENT STATUS CODE** | **SECURITY CLASSIFICATION** |
| Click here to enter text. | | | Click here to enter text. | Choose an item. |
|  | | | | |
| **REVISION HISTORY** | | | | |
| **REVISION** | **STATUS CODE** | **DATE** | **REVISION DESCRIPTION** | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |

Controlled Copy Distribution List

###### EDIT THIS TABLE TO MATCH THE ACTUAL PROJECT TEAM – MAKE SURE YOU INCLUDE ALL KEY MANAGEMENT/ SUPERVISORS AS THEY WILL BRIEF THE REQUIREMENTS TO OTHERS E.G. OPERATIVES WHO HAVE RESPONSIBILITIES UNDER THIS METHOD STATEMENT

|  |  |
| --- | --- |
| **CONTROLLED COPY NO.** | **JOB TITLE** |
| 01 | Site / Project Manager, Agent |
| 02 | Construction Manager / Sub Agent |
| 03 | Safety Advisor |
| 04 | Quality Manager |
| 05 | Subcontractors |
| 06 | Foreman |
| 07 | INSERT CLIENT’S NAME |
| 08 |  |
| 09 |  |
| 10 |  |
| 11 |  |

Contents

[1 Introduction – Scope of Works 4](#_Toc503515213)

[1.1 Heading level 2 (Arial bold sentence case 11pt, bright green) 4](#_Toc503515214)

[2 Reference Documents 4](#_Toc503515215)

[3 Pre-commencement Requirements 4](#_Toc503515216)

[4 Resources – Materials, Plant and Labour 4](#_Toc503515217)

[4.1 Materials 4](#_Toc503515218)

[4.2 Plant 4](#_Toc503515219)

[4.3 Personnel and Labour 5](#_Toc503515220)

[5 Methodology 5](#_Toc503515221)

[6 Programme 5](#_Toc503515222)

[7 Quality 5](#_Toc503515223)

[8 Safety 5](#_Toc503515224)

[9 Environmental 5](#_Toc503515225)

[10 Appendices 5](#_Toc503515226)

[10.1 Appendix A - Safety Risk Assessment 5](#_Toc503515227)

[10.2 Appendix B - Subcontractor Method Statements 6](#_Toc503515228)

[10.3 Appendix C - Inspection and Test Plan 6](#_Toc503515229)

# Introduction – Scope of Works

## Heading level 2

### Heading level 4 (Arial bold sentence case 10pt, black)

#### Heading level 4 (Arial regular sentence case 10pt, black)

Paragraph heading (Arial bold sentence case 10pt, black)

Body copy (Arial regular sentence case 10pt, black).

Clearly identify the scope of work to be performed. List main processes and location of work.

* Bullet list (Arial regular sentence case 10pt, black, bright navy bullet)
* Bullet list
* Bullet list
* Bullet list

1. Number list (Arial regular sentence case 10pt, black)
2. Number list
3. Number list

INDENTED LIST: List copy is indent to 5pts (Arial regular 10pt).

INDENTED LIST: List copy is indent to 5pts (Arial regular 10pt).

INDENTED LIST: List copy is indent to 5pts (Arial regular 10pt).

# Reference Documents

List all documents or drawings that are referenced or attached in the Method Statement, e.g. Legislation, Specifications, British Standards, Procedures, tolerances, calculations, HSE Guidelines, Codes of Practice etc.

# Pre-commencement Requirements

This section refers to all those arrangements that need to be in place prior to commencing the operation itself. Access routes to the place of work including restrictions for plant / materials, access at the place of work e.g. scaffolds, ladders, staging, hard standing, temporary works requirements, traffic management, setting out control, permits to work, required approvals, consents e.g. discharge consent, Section 61 consent.

# Resources – Materials, Plant and Labour

## Materials

Specify materials and suppliers to be used, offloading, storage distribution and disposal requirements. COSHH Assessments and Manual handling requirements.

## Plant

Detail all plant required and specify make and model numbers. Include special requirements such as certification required, inspections to be carried out and maintenance requirements.

## Personnel and Labour

List the names of key personnel involved, their position, any specific responsibilities and contact no.

Specify the number and type of labour required including any specific training and detail Personal Protective Equipment needed.

# Methodology

Identify and list, with statements, the main process and activities in order of execution. Each statement must define how the work is to be carried out. Reference to Contract or Temporary Works drawings and the use of sketches should be considered wherever possible.

# Programme

Detail start dates, dates of key operations and proposed completion dates. Reference the Contract construction programme where applicable, reference working hours, possession times and environmental restrictions.

# Quality

Detail responsibility for the inspection of the works and means of documenting results. Refer to the Quality Plan and relevant Inspection and Test Plan

# Safety

Refer to the attached Risk Assessment, and specific Safety Procedures and any other specific requirements needed to ensure that the operation is carried out safely. Other Controls e.g. inspection / surveillance / monitoring / auditing / PPE / emergency procedure

# Environmental

Cross-refer to other relevant environmental documents – the Contract Environmental Plan and the Group Environmental Procedure – Incidents & Nonconformances as a minimum.

Describe environmental controls that are specific to the activity e.g. controls not known about when Contract Environmental Plan was produced, consent conditions.

These controls may be included elsewhere in the Method Statement if this is clearer.

# Appendices

## Appendix A - Safety Risk Assessment

It is the responsibility of the Project / Site / Contracts Manager to ensure the development of Safety Risk Assessments identified by the pertinent Method Statement(s).

## Appendix B - Subcontractor Method Statements

## Appendix C - Inspection and Test Plan

(If not contained in Contract Quality Plan

Add more Appendices as required.