The method statement will depend on the complexity and size of the job and is intended to show how the work will be executed safely. The method statement should give details of the following;

|  |  |  |
| --- | --- | --- |
| Details | Yes | No |
| Details of supervisory personnel on site who will be responsible for the work to be undertaken. |  |  |
| Details of Safety Consultant and their name and telephone number. |  |  |
| Details of any personnel not involved on site but who can be contacted regarding design or other specialist information if necessary. |  |  |
| Work sequences. |  |  |
| Stabilisation of the works during their progress e.g., any temporary props, struts or supports that are required. |  |  |
| The method of executing the works which will include methods of lifting, fixing, holding or bolting. Slinging and unslinging practice where necessary. |  |  |
| Methods to prevent any falls from heights. Full details should be given i.e., working, platforms, handrails, safety harnesses or other means of preventing falling. |  |  |
| Access and egress to the job, i.e., by ladders, mobile work access platforms, hoists etc. Location of any ladders or other means of access. |  |  |
| Methods of protecting materials falling from heights i.e., toe boards, debris/brick guards, boarding on platforms etc. |  |  |
| The description of plant to be used in the execution of the work its safe working load and details of any tests, certificates, inspections/registers which are applicable. |  |  |
| Details of what to do in case of emergency. This would include details of first aid and names of qualified first aiders. |  |  |
| Details of storage and stacking of items on site together with any delivery procedures and any assembly work that is going to be carried out. |  |  |
| Detailed calculations for any loading platforms, props, temporary works or supports that are to be provided during the progress of the job. |  |  |
| Personal protective equipment to be provided for employees and sub-contractors in particular, safety helmets etc. |  |  |
| Details of any confined space hazards and where necessary, atmospheric monitoring procedures and emergency equipment to be provided. |  |  |
| Details of any shoring to be provided in excavations, means of entry and barriers or secure coverings to be provided. |  |  |
| Details of certification of personnel on site i.e., Construction Industry Training Board Certification Scheme for scaffolding, steel erectors, plant operators, demolition operatives etc. Details of any certification such as mounting of abrasive wheels, cartridge operated tools etc. |  |  |
| The training of operatives on site i.e., induction training and any details regarding their part to be played within the work method statement. |  |  |