

E Safety – Method Statement Checklist

E The method statement should include the name and the address of the contractor carrying out the works. This must include the contractor who will carry out the works if the works are subcontracted out.

Method statement Title, Date and issue/revision Number

- ✓ What is to be done?
- ✓ Location – where will the works be carried out?
- ✓ Sequence of the works (Stability considerations)
- ✓ Method – how will the works be completed?
- ✓ Commencement date
- ✓ Duration

Resources required

- ✓ Personnel and their training, numbers and trades
- ✓ Supervision – who will be responsible for controlling the works onsite?
- ✓ Plant and equipment – MEWPS etc, Sizing
- ✓ Materials
- ✓ Crane checklist if a lifting operation

Risk Assessment

Assessment of significant risks to include if relevant

- ✓ Access and egress
- ✓ Place of work/work at height
- ✓ COSHH, noise, vibration, manual handling etc
- ✓ Others at risk, e.g. public other trades
- ✓ Environment issues, e.g. wildlife, vegetation, wastes, watercourses.

Control measures

- ✓ Permits – Permit to Dig, Hot Works, Confined Space
- ✓ Security
- ✓ Special training, Plant, Confined spaces, PASMA etc
- ✓ Fencing, barriers, signage

Personal Protective Equipment

- ✓ List of PPE required

Emergency arrangements

- ✓ Rescue – by whom
- ✓ Special First aid requirements
- ✓ Environmental emergency actions

Planning, Temporary site amendments

- ✓ Traffic and pedestrian routes
- ✓ Fire escape routes
- ✓ Services

Who the information will be submitted too

- ✓ Checking/reviewing and updating provisions
- ✓ Confirmation of briefing of operatives

Monitoring and compliance

- ✓ Who will monitor the works?
- ✓ Enforcement by who?

Additional information