

# Method Statement Template

## Part 1: Basic Information

Project Summary			
Project name		Project reference	
Project summary			
Site address		Start date	
		Finish date	
Issue date		Document number	

Contracted company's details			
Company name		Main contact number	
Address			
Name of works supervisor		Job title	
		Contact number	

Health and Safety contact details			
Name		Contact number	
Name		Contact number	

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## Part 2: Further information

Health and Safety procedures			
Name of on-site first aider		On-site first aid box location	
Address of nearest hospital		Designated evacuation meeting point	





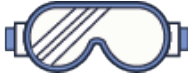


Work permits (e.g. Permit to Work, Isolation Certificates)				
Permit name		Finalised?	Y:	N:
Permit name		Finalised?	Y:	N:

Staff training requirements

Equipment needed (e.g. scaffolding, plant etc)

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## Part 2: Further information

Required personal protective equipment (PPE)													
													
Hard hats		Safety boots		High-visibility jackets		Safety gloves		Eye protection		Hearing protection		Respiratory protection	
Y:	N:	Y:	N:	Y:	N:	Y:	N:	Y:	N:	Y:	N:	Y:	N:

### Waste disposal arrangements

(e.g. Hazardous substances that are identified during COSHH Assessments and any other arrangements that are in place)

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## Part 3: Identifying & Managing Risks

### Order of operations

A step-by-step method that should include: working procedures; the equipment and materials needed; what hazards will be present; how to reduce the risks associated.

### Other important information