Method statement

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Project and address	
Client / principal contractor	
Company carrying out the work	
Prepared by and date / reviewed by and date / revision	
Scope of work: what is being done, and where	
Start date, duration and working hours	
Who will do it (trades, numbers, supervisor)	
Training and cards needed (CSCS, CPCS, IPAF, PASMA)	
Plant and equipment	
Materials and substances (with COSHH assessments)	
Access and working at height	
Permits (hot works, excavation, confined space, isolation)	
PPE required	
Sequence of work, step by step	
Protecting others (public, other trades, occupants)	
Welfare arrangements	
Emergency arrangements: first aid, fire, rescue, nearest A&E	
Waste and environmental controls	

Risk assessment

L likelihood × S severity, each 1 to 5

Hazard	Who might be harmed, and how	Controls in place	L	S	Risk	Further controls	Risk after	Action by, when

Likelihood

1 Very unlikely
2 Unlikely
3 Possible
4 Likely
5 Almost certain

Severity

1 Minor, first aid
2 Injury, under 7 days off
3 Over 7 days off (RIDDOR)
4 Major injury
5 Fatal or disabling

Risk = L × S

15 to 25: high. Do not start.
8 to 14: medium. Reduce it.
1 to 7: low. Keep controls.

Briefing: read and understood

Everyone doing the work signs

Name	Company	CSCS card no.	Signature	Date