

Method statement

A safe system of work: what will be done, in what order, by whom, and the controls for each step.

Job / project		Reference no.	
Location		Revision	
Prepared by		Date	
Approved by		Start date	

1. Scope of work

2. Sequence of work

Step	Activity	Hazards	Controls
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

3. Personnel and competence

Name	Role	Training / competence	Signature

4. Plant, tools and equipment

5. PPE required

☐ Safety boots ☐ Hi-vis ☐ Gloves ☐ Eye protection ☐ Hearing protection ☐ Hard hat ☐ Harness ☐ RPE

6. Permits and isolations required

☐ Permit to work ☐ Electrical isolation ☐ Mechanical / LOTO ☐ Hot work ☐ Confined space ☐ Working at height ☐ Lifting plan

7. Emergency arrangements

First aider		Nearest first aid	
Emergency contact		Assembly point	

8. Briefing record

I have read and understood this method statement and the associated risk assessment.

Name	Company	Signature	Date