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| **Job Reference No:** | Click or tap here to enter text. | | |
| **Project Client:** | Click or tap here to enter text. | | |
| **Project Location:** | Click or tap here to enter text. | | |
| **Building:** | Click or tap here to enter text. | | |
| **Project Description:** | Click or tap here to enter text. | | |
| **Start date:** | Click or tap here to enter text. | **Finish date:** | Click or tap here to enter text. |
| **Site Supervisor:** | Click or tap here to enter text. | **Contact No:** | Click or tap here to enter text. |

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| **Principal Contractor:** | Click or tap here to enter text. |
| **Sub-contractors:** | Click or tap here to enter text. |
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| **Persons Affected by Works** (Describe how persons are affected) |
| Site Operatives Client Personnel Members of Public/Site Visitors Other |
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| **Project Hazards** | | |
| Safety | | Health |
| Working at Height  Slip, trips or falls  Fragile Roofs  Plant, Equipment & Tools  Mobile Plant  Overhead Services  Underground Services  Electrical  Contact with sharps  Flying object (eye injuries)  Cuts (working with sharps) | Confined Spaces  Hot Works  Gases  Fire / Explosion  Falling Materials  Collapse of Structure  Electrical safety  Entanglement with moving machinery  Collapse of Structure  Other | Noise / Vibration  Asbestos  Hazardous Substances/atmosphere  Dust (wood/ silica)  Manual Handling  Rats/Birds or Other  Animals (such a dogs etc.)  Lead  Other |
| Other: | | Other: |

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| **Welfare Facilities:** | Welfare facilities are provided on site |

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| **Plant and Equipment:**  (attach certificates were applicable) | Laptop  Hand tools  Battery commissioning handset  Battery operated tools  hand held circular saws  hand held jig saw  Petrol disc cutter  Electric disc cutter  Cement mixer  Compactor plates  Power trowel | Circular chop saw  110v electrical tools  240v electrical tools (RCD must be used)  Knives/ blades  Local exhaust ventilation (LEV)  Floor sanders  Tile cutter  Laser level  Cartridge operated tools |
| Other: | |

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| **Method of work at height** | Fixed scaffolding  Mobile scaffolding | MEWP  Cherry picker (harness required) | Ladders/ step ladders  Other (please state) |
| Other: | | |

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| **Method of Works / Sequence:** | Delivery of parts and equipment  1. Agree a delivery location with the client. 2. Book a delivery time where possible. 3. Delivery driver to be informed of emergency procedures and wear appropriate PPE. 4. Keep other and members of the public free from unloading area. 5. After delivery the vehicle is to be made secure and move away from delivery area.  Movement of parts and equipment  1. Check the route is clear of obstructions and safe including stairs. 2. Only use lifts that are designated if appropriate. 3. Check individuals are capable of lifting items, if in doubt get help. 4. If possible use mechanical aids such as trolleys to move equipment.  Work to be completed **INSERT METHOD OF WORK** Sign off  * Inspect all work for quality of finish * Carry out any repair work as necessary * Clear all tools and equipment from site * Instruct competent organization to remove scaffolding from site * Sweep floor area and ensure all debris is removed from site * Arrange waste skips to be picked up * Remove barriers and other warning signs * Handover * Client and site supervisor to inspect the completed work.  Removal of waste All product off-cuts, waste packaging materials will be removed from site and disposed of to a suitable, licensed waste disposal tip. |

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| **Detail:**  Storage Facilities Laydown areas  Site Parking | Click or tap here to enter text. |

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| **Personal Protective Equipment:** | | | |
|  | Hard hats will be worn when required. |  |  |
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|  |  |  | Operatives always to wash hands prior to eating or smoking |
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| **COSHH** | Product Details: | Click or tap here to enter text. | | | | | | |
|  | Toxic |  | http://www.hse.gov.uk/chemical-classification/images/pictogram-gallery/irritant.gif | Flammable | Corrosive | Environmentally damaging | Corrosive |
| Attach relevant msds sheet | | Carcinogenic/Very Toxic | Long Term  Health Hazard | Harmful | Flammable | Corrosive | Harmful to the Environment | Explosive |
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| **Emergency:** | Location of nearest Hospital: | | Click or tap here to enter text. | | | | |
| **First Aid:** |  | Name(s) of first aid trained personnel: | |  | Location of First aid box: On site | | |
| TBC | | On site | | |
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| **Fire:** | Click or tap here to enter text. | | |  |  |  |  |
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| Click or tap here to enter text. | | |
|  | | | Water | Foam | Dry Powder | CO² |
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| Site Amendments |  |

**Risk Assessor:**

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| Signature: |  | Date: | Click or tap here to enter text. | Review Date: | When required |
| Name: | Click or tap here to enter text. |  |  |  |  |

**Operatives**

I have read, understood and will adhere to this method statement. Before undertaking any changes to the above works I will immediately advise the site supervisor of the changes.

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| **Print** | **Sign** | **Date** |
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