

Safety method statement template & guidelines.

A safety method statement is not required by law. It describes in a logical sequence exactly how a job is to be carried out in a safe manner and without risks to health. It includes all the risks identified in the risk assessment and the measures needed to control those risks.

Safety method statements are most often found in the construction sector. They are particularly helpful for:

- higher-risk, complex or unusual work (eg steel and formwork erection, demolition or the use of hazardous substances)
- providing information to employees about how the work should be done and the precautions to be taken
- providing the principal contractor with information to develop the health and safety plan for the construction phase of a project

Whether safety method statements are used or not, it is essential to make sure that risks are controlled. HSE.GOV.UK

However some clients and sites may insist upon safety method statements being provided as part of the contract or job.

REMEMBER

You cannot write a method statement until you have risk assessed the task and workplace. The risk assessment will have identified the hazards and who may be harmed and how. Furthermore it will have identified any risk control measures currently in place, whether these are adequate or whether more controls are required.

The method statement is then simply a description of how the task will be done applying the risk controls decided upon.

Keep it simple, with clear easy to follow instructions.



Safety Method Statement

Work Activity/Task: Describe the work, activity or task e.g. *clean gutters out second floor of council care home.*

Project Name/No: Enter the name of the project that this work is a part of. e.g. *ABC council cleaning contract 1/1.*

Supervisor: Enter the supervisor who will oversee the work.e.g. *Stan the Foreman.*

Principal Contractor: Who is ultimately responsible for the completion of the work or task.e.g. *ACME cleaners*

Prepared by: The name of the person who prepared the method statement. e.g. *Boss of ACME cleaners*

Date / Control Number: Enter the date and any reference no. associated with this statement e.g. *ABC/GC/1/1*

Plant and Equipment Required List: any machinery and equipment required to complete the activity and any equipment required to fulfill the controls e.g. safety equipment, fencing or warning signs. e.g. *Suitable ladders, keep out tape prevent people walking underneath ladders where debris may fall. Suitable waste disposal facilities for gutter debris.*

Training Requirements: Enter any training that is needed to complete the job steps or to implement the controls. e.g. *Safe use of ladders, working at height awareness and working around vulnerable adults.*

Job Step: Describe the job or activity. e.g. *step 1 place ladders against wall and climb to clean out gutter*

Potential Hazard: Enter the potential hazard e.g. *ladder slipping and falling from height.*

Controls: Enter the controls that will be put in place to manage the job step and avoid the potential hazard.e.g *ladder to be placed against wall using 4:1 rule and use an anti slip device.*

Safety Method Statement: ACME Cleaners

Completed example.

Work activity/Task: Cleaning gutters out on a second floor.	Project Name/No: ABC Council Care Home Cleaning Contract 1/1
Supervisor: Stan Smith (Foreman)	Principal Contractor: ACME Cleaners
Prepared by: Manager ACME Cleaners	Date / Control Number: 20/07/2020 Version 1/1
Plant and Equipment and PPE required	Training Requirements
Ladders to reach 5.7M safely, anti slip device	Ladder safety working
Bucket with hook to attach to ladder rungs	Working at height safety awareness
Keep out tape, safety gloves and safety footwear.	Working around vulnerable adults awareness training
Waste disposal facilities.	Environmental awareness training

Job Step	Potential Hazards	Risk Controls
Report to site management	Vulnerable adults and site to be made aware of any precautions they may need to take to prevent harm whilst work carried out. Falling objects, workmen at windows - privacy. Anxiety from strangers around.	Permit to work to be issued or clearance for job to proceed. Employee has had working with vulnerable adults contractor training.
Put on gloves and safety footwear. Place ladder against wall at correct angle and use anti slip device issued. Tape off around ladder. Climb up to gutter.	Ladder slipping and a fall from height. People walking under ladder may have something fall on them.	Ladder suitable for 5.7M height working used with anti-slip device. Employee has had working at height awareness training and ladder safety training.
Use bucket hook to attach bucket to ladder rung remove debris from gutter and put in bucket. Do not lean out from ladder & maintain 3 points of contact.	Debris may fall on those below. Falling off ladder.	Bucket hooked onto ladder. Employee trained in ladder safety. Correct ladder supplied for job. Anti-slip device used - sufficient time allowed for job to move ladder.
Move ladder to new positions, follow steps 2 and 3	All as in steps 2 and 3	All as in steps 2 and 3
Dispose of gutter waste in suitable facility as instructed	Environmental pollution	Use waste disposal facility as instructed
Report to site management when job completed	Managing contractors on site	Permit to work returned.

Safety Method Statement: Your Company

Complete the blue boxes add as many boxes as you need to the plant and equipment and job steps section.

Work activity/Task:	Project Name/No:
Supervisor:	Principal Contractor:
Prepared by:	Date / Control Number:
Plant and Equipment & PPE required	Training Requirements

Job Step	Potential Hazards	Risk Controls