

YOUR COMPANY NAME

Detailed Method Statement

1. PRELIMINARIES	
Company Name:	Your Company Name
Client:	Name and address
Site:	Name and address
Duration of Task	Hours, Days, Weeks, Months ?
Date Work is to be Carried Out	21/03/09 – 23/03/09
Brief Description of Task	Installation of, fitting of, inspection of etc.

2. SCOPE OF WORKS (detailed description of how the work is to be carried out)	
	<ul style="list-style-type: none">• Arrive on site, sign in and report to security office• Locate relevant distribution boards• Inspect all access equipment• Carry out safe identification of circuits• Carry out inspection and testing• Issue periodic inspection report FHP
3. LABOUR & TIMINGS	
	<ul style="list-style-type: none">• Numbers to suit program• Work hours to suit contract program and clients needs••
4 ACCESS/EGRESS	
	<p>Be as specific as you can e.g. -</p> <ul style="list-style-type: none">• The delivery route to site will be confirmed by the main contractor or client.• Materials will be delivered to site at a convenient and pre-arranged time with the main contractor or client.• Materials will be off-loaded by hand/forklift/ etc, etc (you decide) in a location agreed with the contractor or client in the relevant working area.•••
5 LIGHTING	
	<p>What is required, who will provide, inspect, test, what type of lighting e.g. intrinsically safe, 240v or 110v, delivered from mains or by generator etc, etc.</p> <ul style="list-style-type: none">••

	<ul style="list-style-type: none"> •
6	PLANT & EQUIPMENT
	<p>Be specific particularly with larger equipment which may require training before use and or statutory inspections. Don't dwell on identifying hand tools. Examples include -</p> <ul style="list-style-type: none"> • Mobile Scaffold Towers • 110v Power Tools • Hand Tools (including battery powered drills) • Podium Steps • Work Mates • • •
7	MATERIALS
	<p>Briefly state the main materials and or equipment that will be used on the project and any references to control any hazards associated with it/them. For example-</p> <ul style="list-style-type: none"> • 3 core cable on (100m drum) • Plastic conduit in 3m lengths, 25mm Dia • Consumer Units (capacity, dimensions, weight, size etc) • • •
8	RISK & CONTROL
	<p>It is sufficient enough to state here the following info (unless there is a specific hazard that you feel you must be highlighted, for example the use of permits to work, working in confined spaces, close public interface etc.)</p> <ul style="list-style-type: none"> • Please see attached Risk Assessments • Please see attached COSHH Assessments (if appropriate) • Please see attached Manual Handling Assessment (if appropriate) • • •
9	TRAINING
	<p>Explain here that operatives/engineers/tradesmen etc who will be working will be suitably trained and competent to do the work and list the type of Cards or Courses that they have attended as evidence to this. It is also worth stating that training records are available for inspection at the companies head office.</p>
10	SUPERVISION
	<p>State here the name and appointment of the person who will be responsible for supervising the task and any details that may be used to contact him/her.</p>
11	SITE HOUSEKEEPING

	<p>Some general statements will suffice which the company must be committed to e.g.</p> <ul style="list-style-type: none"> • Place of work to be kept tidy at all times • Any waste or scrap materials to be disposed of in a manner agreed with main contractor or client • Report any matters likely to affect good site housekeeping to supervisor/manager/main contractor or client. • • •
12	COMMUNICATION OF SAFETY MATTERS
	<p>Describe here how you will communicate these matters to those involved or may be affected by the work e.g.</p> <ul style="list-style-type: none"> • All on site staff to be issued or made aware of the contents of this Method Statement and associated Risk Assessments/COSHH Assessments • Any member of the team not fully conversant with the Method Statement or Risk Assessments to address any queries to person named in Section 10 above. • All those involved in the work are to sign the attachment at the back of the MS and RA to state that they understand and accept them.
13	PPE
	<p>The type of PPE and the conditions under which they are to be worn should be discussed here (The requirement for PPE and the type to be used will have been identified through a good Risk Assessment of the task) examples are;</p> <ul style="list-style-type: none"> • Hard hats to be worn as required by • Safety boots to be worn at all times • High visibility jackets/vests to be worn as required • Gloves to be worn as required • Eye protection Glasses to be worn • All PPE to comply with site procedures
14	POWER
	<p>The type of information here would include;</p> <ul style="list-style-type: none"> • What voltage • Mains or generator • Who is providing • Who is responsible for maintenance, inspection etc • Separate supplies for lighting and tools
15	WORKING PLATFORMS
	<p>The type of information here would include;</p> <ul style="list-style-type: none"> • What type • Who will supply • Who from your team will use or erect it (are they qualified to erect e.g. PASMA trained) • Who will carry out any necessary inspections

	<ul style="list-style-type: none"> • What elements of the job will be carried out from working platforms and which type for each element
16	ADDITIONAL CONTROLS
	<p>This is a general section which may include statements such as;</p> <ul style="list-style-type: none"> • Main contractor or client to provide welfare facilities on site • Main contractor or client to make provisions for the removal of waste • All YOUR COMPANY NAME operatives are to receive induction training from main contractor before they can enter site. • Work will be carried out at weekends/nights or similar to minimise the exposure of others from YOUR COMPANY NAME work activities
17	3RD PARTY PROTECTION
	<p>What are the main considerations that have to be highlighted and put in place to ensure the safety of others who may be affected by the work; this includes other workers as well as the public? This may include the following arrangements;</p> <ul style="list-style-type: none"> • Barriers to be erected to prevent public access to work area between x and y. • When working from MEWPs the area around the body of the vehicle is to be taped or barriered off taking into account the over sale of the machines counterweight. • Appropriate signage to be displayed showing direction of safe access adjacent to work area
18	MONITORING
	<ul style="list-style-type: none"> • The supervisor named in Section 10 will be responsible for day to day monitoring of on site Health & Safety matters. The rest of the operatives will also be responsible for their own safety and others around them and should report to their supervisor any non-compliance they witness. • Any non-conformance is to be reported initially by phone to the main office then recorded in writing. The supervisor is then to document any remedial actions.
19	COMPANY HEALTH & SAFETY STRUCTURE
	<ul style="list-style-type: none"> • Please see Your Company Name Health & Safety Policy.
20	COMMUNICATION
	<ul style="list-style-type: none"> • Initial communications are to be made with the supervisor for the task named at Section 10. Otherwise contact XXXXXXXXXXXXXX also include contact details
21	WELFARE
	<p>Enter here what the arrangements are for providing welfare for the operatives. Legislation requires the employer to make provision for the facility to make hot drinks, hand wash, go to the toilet, somewhere to rest and eat, this is the minimum. It may be that a main contractor is providing this, if this is the case then say so. Otherwise describe the arrangements YOUR COMPANY NAME have made to provide</p>

	<p>adequate welfare facilities where they are not being provided by a main contractor. (It is acceptable to use the facilities provided by a client with their permission)</p> <ul style="list-style-type: none"> •Toilets: •Hand washing: •Hot Drinks: •Rest / Eating place
22	TASK SPECIFIC EMERGENCY PROCEDURES
	<p>If there are any specific arrangements in place that need to be highlighted due to high risk activities being carried out discuss what they are here. Examples may include;</p> <ul style="list-style-type: none"> •Permits to Work •Working in enclosed spaces •Lone working
23	INSURANCE
	<ul style="list-style-type: none"> • Insurance policies are available for inspection at Arnold Electrical offices.