

Method Statement Template (UK)

Free editable template · aligned to HSG150 · use with your project risk assessment · Riskora

1. Project details

Project / site address

Client

Principal contractor

Contractor (author)

Document ref

Version / date

Prepared by (name & competence)

Reviewed by (competent person)

Approved by

2. Scope of works

Describe the actual work: what is being installed / altered / removed, where on the site, over what programme.
Do not paste a task category — describe this job.

Scope summary (1-2 lines)

Duration / programme

Working hours

Crew size & roles

3. Sequence of works (numbered method)

Number every step. Include the responsible person, hold points and interfaces with other trades.

Step	Task	Responsible	Hold point
1			
2			
3			
4			
5			
6			
7			
8			

4. Plant, equipment & materials

Plant on site

Access equipment

Powered tools

Materials & COSHH refs

5. Site-specific controls

Reference each control back to the hazard it addresses in your risk assessment. Collective controls first, PPE last.

Hazard	Control measure	Residual risk	Ref

6. Permits & inspections

Permits required (hot works / height / confined space / excavation)

Statutory inspections (scaffold weekly, MEWP daily, etc.)

Third-party sign-off (utilities, PC, client)

7. Emergency & rescue

Nearest A&E; (name + distance)

Site first aider

Muster point

Rescue plan (working at height)

Spill / fire arrangements

8. Briefing & sign-on

Every operative must be briefed on this method statement before starting work. Record name, signature and date below.

Name	Role	Signature	Date

Name	Role	Signature	Date

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