

# Method statement

Title:

## Site details

Contractor name and contact details:

Project name and site address:

Site manager name and contact details:

Transfer of information from client /  
contractor to relevant sub-contractor

Attendances

## Work activity

Pre-start checks:

Description of the contract:

Sequence of work:

Plant details:

Deliveries and site access:

## Personnel

Foreman:

Operatives eg. driver, plant operator, banksman etc.:

Training:

Appointed person (if appropriate):

Other site operations / third parties:

## Health and safety management and control measures

Personal protective equipment:

Site rules:

Specific site hazards:

Access to the work area:

Welfare facilities:

## Amendments and additional information

### **Amendments to the method statement:**

Should any part of this method statement require amendment or alteration, this must be notified for agreement to all relevant parties prior to it being enforced.

### **Communication of method statement:**

Communicate this method statement to all relevant parties (via toolbox talk) and ensure it is signed by all personnel.

