

## Method Statements

More and more contractors are being asked by their clients to produce a method statement as part of their Health and Safety documentation or for larger projects, under the CDM Regulations.

A Method Statement is a document detailing how a particular task or activity will be carried out. It should detail the possible dangers/risks associated with your particular part of the project and the methods of control to be established, to show how the work will be managed safely.

### Safety method statements

A method statement is, fundamentally, a written safe system of work, or series of safe systems of work.

Method Statements are agreed between:

- a client and principal contractor; or
- a principal contractor and contractor,

and are produced where work with a foreseeable high hazard content is to be undertaken.

A method statement should specify the activities to be undertaken on a stage-by-stage basis and the precautions necessary to protect site operators, the client's employees and members of the public who could be affected by site activities. In certain cases, method statements may be produced and agreed between a client and principal contractor for a range of high risk activities prior to commencement of work.

### What goes into a Method Statement?

Whilst there is no standard format for a method statement, the following aspects may need consideration:

- working systems to be used;
- arrangements for access e.g. to roofs;
- methods for safeguarding existing structures;
- structural stability precautions, e.g. temporary shoring arrangements;
- arrangements for protecting the safety of members of the public;
- plant and equipment to be used;
- health protection arrangements, such as the use of local exhaust ventilation and respiratory protection, where hazardous dusts and fumes could be created;
- procedures to prevent local pollution;
- segregation of specific areas; and
- procedures to ensure compliance with legal requirements under, for instance, Control of Noise at Work Regulations; Work at Height Regulations; Control of Lead at Work Regulations; and Construction (Design and Management) Regulations.

The method statement may also incorporate information and specific requirements laid down by clients, enforcement officers, the police, local fire authority, manufacturers and suppliers of plant, equipment and substances and health and safety specialists. In certain cases, the method statement may identify training needs for those carrying out the work and the use of competent persons or specially-trained operators for certain activities.

### **What are Method Statements and how do I write them?**

A method statement is a method of control that is used after a risk assessment of an operation has been carried out. The method statement is always 'Site Specific' and is used to control the operation and to ensure that all concerned are aware of the hazards associated with the work and the safety precautions to be taken.

In addition, construction method statements are used on site. For a particular section of similar work, they detail its boundaries, materials and plant requirements and temporary works designs.

Method statements must be written by a competent person familiar with the work processes.

Method statements should also contain information concerning the order and method of construction with reference to work procedures. On some sites they are in fact a contractual requirement, requiring submission to the Principal contractor, client or engineer for approval prior to the commencement of works.

### **How can Safety Services Direct Ltd Help?**

We can analyse your working processes and write site specific or bespoke method statements for your work to reduce the risks involved. You will then be able to comply with the needs of your clients and current health and safety regulations, enabling you to complete your works.

As part of your method statement preparation, we can also generate and append the necessary risk assessments and COSHH assessments and present the whole document in a professional format to help demonstrate the competence and professionalism of your organisation.

**For more information on our Method Statement Writing Service, call us today on:**

**08453 669933 or 01237 477931**

**or email us using:**

**[info@SafetyServicesDirect.com](mailto:info@SafetyServicesDirect.com)**

**[www.SafetyServicesDirect.com](http://www.SafetyServicesDirect.com)**