# METHOD STATEMENT & RISK ASSESSMENT SHEET 1 of 7



## 1 Summary Information

### This Form Must Be Completed For All On-Site Contracts Prior To Starting Work

Com	pany Name:		Contacts:				
Author of Statement:			Tel No:				
Date	of Submission:		Contract/s:				
Start	Date:		Order:				
	tion of Work Area		Address				
(give grid ref. if known)							
On s	ite Project Manager:		Tel No:				
	Activities: (List each stage of job or possible work content)						
1	Site Access						
2	Scope of works						
Signed		Name	Signature	Date			
Signed		Name	Oigilatule	Date			

THIS DOCUMENT SUPERSEDES ANY PREVIOUS METHOD STATEMENT & RISK ASSESSMENT

## METHOD STATEMENT & RISK ASSESSMENT SHEET 2 of 7



### 2 METHOD STATEMENT

Describe each activity or each stage of the job, (as shown on page 1), clearly stating the precautions that will be taken to protect both our employees and other people on site from any hazards and risks identified on the previous pages of this document.

2.5	PAVA (small	works)	
2.5.1	Hazards		
2.5.2	Trades		
2.5.3	Permits		
2.5.4	PPE		

Signed	Name	Signature	Date

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## 3 3. Hazards & Substances

Hazards Resulting From Your Work On Site: (☑ = identified hazard, ☐ = no hazard identified)								
Exposure To Cold		Exposure To Heat		Measuring Instrument				
Excavations		Working At Height		Electrical Tools				
Lifting Operations		Noise		Electrical Power				
Steel Erection		Mobile Plant		Confined Space				
Vibrating Equipment		Working Near Water		Lasers				
Cartridge Tools		Abrasive Wheels		Roof Work				
Compressed Air		Demolition		Manual Handling				
Bacterial Diseases		Welding/Grinding		Woodwork Machines				
Bottled Gases		Ionising Radiation		Chemical Exposure				
VDU / Screens		Seating / Desk Arrangement		Temporary Lighting				
Other Hazards: Office obstacles	, ste	ps, ladders, walkways, Moving tr	affic					
-								
Substances To Be Used: (☑ =	ider	ntified possible use, □ = no ex	pecte	ed use)				
Acids		Solvents		Alkalis				
Thinners		Sealants		Metal Passivators/Etchers				
Oils & Greases		Petrol		Diesel				
Paints		Adhesives		Cleaning Agents				
Epoxy Resins		De-scaler		Chemical Additives				
Cement / Lime		Polyurethane Foam Fillers		Mineral Insulation				
Silicone								
Other Substances:								
Are Any Substances Classified	d As	: (☑ = yes, □ = no)						
Oxidising		Explosive		Harmful				
Toxic		Very Toxic		Corrosive				
Irritant		Highly Flammable		Extremely Flammable				
Environmental Hazard		Hazardous Material		Ionising Radiation				
Others:								

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## 4 Trades Permits & PPE

Trades Employed: (☑ = yes, □	] = n	o)			
Inspection Engineers		Vibration Analyst		CM Specialists	
Oil Monitoring Tech.		Consultant Engineer		IT Specialist	
Scaffolders		Plumbers		Joiners	
Steel Erectors		Steel Fixers		Roofers	
Cleaners		Welders		Ducting Erectors	
Electricians		Heating Engineers		Painters	
Bricklayers		Plasterers		Cladders / Laggers	
Labourers		Pipe Fitters		Partition/Ceiling Fixers	
Mechanical Installers		Demolition Operatives		Commissioning Engrs	
Fork Lift Truck Operator		Crane Operators		Excavator Operator	
Other Trades:					
Damest Tall Ward Contains Dame	•	L /F/ F Land and Facility			
Permit To Work Systems Requ	1	1	<del></del>	Т	
Permit To Work		Limitation of Access		Gas Free Certificate	
Hot Works		Confined Space		Excavations	
Use Of Crane		Roof Works      Isolation C		Isolation Of Services	
Ionising Radiation		Commissioning		Restricted Entry	
Isolation Of Process Plant		Electrical Systems Work		Excavations	
Food Plant Entry		Low Care		High Care	
Note: Site Pass					
P.P.E Required for Employees	Car	rving Out Work: (M - ves II -	not	annlicahla)	
		1	1	1	Т_
High Visibility Clothes		Hard Hat		Safety Footwear	
Gloves		Eye Protection		Safety Harness	
Radiation Detector		Lint Free Coveralls		Lint Free Hat	
Ear Defenders		Respirator		Breathing Apparatus	
Others:					
Possible/Applicable Hygiene I	Proc:	autions: (☑ = identified, □ = no	ot an	nlicable)	
,,	1	1	<del></del>	• ,	
Pharmaceutical		Allergies		Jewellery Restrictions	
Sterile Coat		Hairnet		Food Area Head Wear	
Wellingtons		Personal Health		Hi-Vis Wound Dressing	
Food Plant Entry		Low Care		High Care	
Others:					

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#### 5 ADDITIONAL NOTES:

(Please use this space to record any additional information or controls necessary for ensuring that your work is carried out safely).

Notes

#### General Access 5.1

Easy and safe access will reduce time and effort on site. Many sites have restrictions on vehicular access, and vehicles will often only be allowed to visit the shop areas for delivery or offloading.

#### 5.1.1 Site Access

Site passes or contractor's passes may be required. Liaise with the resident site manager.

#### 5.1.2 Permit to Work

Permits to Work may be required for many areas of sites and must be completed before any work is started. Liaise with the resident site manager.

#### 5.1.3 Confined Spaces

If access to confined space is necessary **this is not** a one man job. An entry into confined spaces form is required to be completed and authorised by the Site Manager before any work is carried out in confined spaces. A second person must be in attendance outside the confined space and the local safety rules followed. Safety Harnesses may have to be worn. See local Safety Rules for Contractors.

#### Accessing Areas at Height 5.2

Most areas should be accessed using the fixed walkways, fixed stairways, fixed ladders and access floors. Do not use Ladders, Towers & Lifting Platforms or ascend to high walkways if you are under medication which affects balance or concentration. Do not force yourself to ascend or work at heights if you are unsure or frightened.

Access at height using temporary access methods should not be done unaccompanied. Stepladders are preferable to extension ladders for heights to 2m. Extension ladders are preferable to stepladders for heights over 2m, and up to 4.5m. Towers or lifting platforms are preferable to extension ladders over heights of 4m.

#### 5.1.4

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Check ladder is firmly bolted in position before use. When ascending vertical ladders, hold on to the ladder with one hand/arm at all times Watch out at all times for moving conveyors, fork lift trucks and other moving hazards. Do not ascend/descend whilst another person is above or below you on the ladder.

#### 5.1.5 Stepladders

Lightweight locking platform stepladders up to 2m platform height with side safety rails and top guard rail are recommended. Check ladder is fully locked before use, and ladder base feet are firm and level on the floor. When ascending ladder, hold on to the ladder with one hand/arm at all times. Do not stretch up or lean to one side or step away from the ladder. If used in conjunction with extension poles, do not extend pole outside the outer envelope of the stepladder base. Descend and reposition ladder to avoid stretching out sideways.

#### 5.1.6 Extension Ladders

Lightweight extension ladders up to 4.5m extended are available. An assistant is recommended to steady the ladder & check base is not slipping. Check for power lines, or moving equipment hazards in vicinity of where ladder is to be extended. Set the ladder against a firm upper support and adjust the sloping angle of the ladder so that the ladder base distance is about 1/4 that of the vertical height (75°). Check that the ladder feet are well supported and that the ladder does not lean to one side. Do not extend ladder sections more than allowing at least 25% of the section lengths to overlap. Use a securely attached safety fall arrest harness. When ascending the ladder, hold on to the ladder with one hand/arm at all times. Do not stretch up or lean to one side or step away from the ladder and do not lean body outside the step being stood upon. Do not ascend higher than the step which is at least 1m below the top of the side rails. If used in conjunction with extension poles, do not hold out the extension pole sideways further than it is comfortable to maintain your body vertically. Descend and reposition ladder to avoid stretching out sideways.

### 5.1.7 Scaffolding Tower Platforms

Self assembly scaffold tower platforms are available on hire or purchase. Check for overhead clearance & power cable hazard before assembling. Build the tower on a firm surface. If the ground is soft, boards can be used to spread the load and prevent sinking. Assemble scaffolding tower in accordance with the manufacturers/hirers instructions. Check level, check wheels locked and outriggers in position and contacting firm floor. Attach to building structure where possible. Ascend inside the main frame. Use toe boards and safety guard rails around the platform. Do not lean body outside the platform safety guard rails. Descend and reposition platform to avoid stretching out sideways. Use safety harnesses. If at any height the platform feels unstable or oscillates or rocks, descend carefully immediately. Do not move or reposition tower platform with person or persons on board.

#### 5.1.8 Single Person Vertical Lifting Platforms

Battery powered hydraulic lifting platforms are available on hire or purchase. Read and understand lifting platform instructions. Check for overhead clearance & power cable hazard before elevating. Only use on firm level concrete floor. Set up the lifting platform in accordance with manufacturers/hirers instructions. Check level, check outriggers all contacting on firm floor. Operator and floor based assistant to observe closely during ascending. Do not lean body outside the platform safety side rails. Descend and reposition platform to avoid stretching out sideways. Use safety harnesses. If at any height the platform feels unstable or oscillates or rocks, descend carefully immediately. Do not move lifting platforms with person on board, or whilst platform extended.

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		Risk Rating (R) = Severity (S) x Probability (P)		ASSESSMENT BY:
6	Risk Rating	Severity (S)	Probability (P)	
		3 Fatality/Major Injury (High)	3 Certain/Highly probable (High)	
		2 Serious/Lost Time (Medium)	2 Possible (Medium)	PURPOSE:
		1 Minor/No Injury (Low)	1 Remote (Low)	

Ī	TASK	HAZARD	EVENT OR INCIDENT	Persons				CONTROL MEASURES				*
				at risk	S	Р	R		S	Р	R	(√)