

Guidance Note: How to Write a Method Statement

1. Introduction

More and more building contractors are being asked by their clients to produce a method statement as part of their project documentation.

2. What is a Method Statement?

- 2.1 Quite simply a Method Statement, sometimes known – a Safe System of Work (SSW), is a document which sets out how a task or activity will be carried out.
- 2.2 It is normally done in conjunction with Risk Assessments and builds upon them, so that the client or main contractor can see that you understand the risks involved in the task you are engaged to do and what safety measures will be taken.
- 2.3 In other words it says 'I will do this task safely'.
- 2.4 Method Statements are often required by a contractor/sub-contractor who will do a job, this will normally be a condition of a contract (or not) by the client or main contractor's health and safety advisors. It is important that your Method Statement is written by someone who understands how the job will be done; giving it to someone who has never seen a building site may not be good enough.
- 2.5 An effective method statement will specify the activities to be undertaken and the measures necessary to protect site workers and members of the public who could be affected by site activities.
- 2.6 A method statement for the same job in exactly the same way, but on a different site, may be different, maybe with different routes, maybe different safety measures, etc. Your Method Statement needs to be specific to the job and site.

3. What goes into a Method Statement?

- 3.1 There is no set format for a Method Statement, but it should cover all the aspects that would need to be considered.
- 3.2 These will include:
 - 3.2.1 The site location and what you will be working in
 - 3.2.2 PPE that is required
 - 3.2.3 What materials and equipment will be used
 - 3.2.4 What plant/ tools will be used
 - 3.2.5 How is the site to be prepared?

- 3.2.6 How will the assessed
- 3.2.7 Is there work assessed, are there fall prevention measures
- 3.2.8 Do the opera ng
- 3.2.9 Do they need
- 3.2.10 What measures protect others
- 3.2.11 Are there any
- 3.2.12 Is there first
- 3.3 Then finally you need to actually carry out the job you are there to do. How much time will depend on the complexity of the task, but what you need to make clear to your client(s) that you will be working safely.
- 3.4 Then once the method is agreed you need to work to that. Your site workers should be able to show that they understand it and agree to work as per

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