



## **SAMPLE Method Statement**

A common question that is asked of the Institute via the technical helpline is;

What is a Method Statement?

Whether you are a main contractor, sub-contractor, designer or installer, you may be required to co-operate with the Principal Contractor/client so far as it is necessary to enable them to comply with their duties under the relevant statutory provision. This includes complying with directions given by the Principal Contractor/client to enable the work to be carried out in accordance with Health and Safety Regulations.

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

A Method Statement is a document detailing how a particular process will be carried out. Such a statement is commonly used to describe how construction/installation works can be carried out safely, and should include background details of your company, site address and overview of the project. It should also 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.

The following document is a minimal example, produced to show how a method statement can be easily prepared for a very small project but that could be expanded and used as a template by members.

### **Disclaimer**

This document **does not** attempt to address every potential risk that could occur during this type of project or any other and is only to be used as a reference source to assist you when preparing a method statement in your own style when requested.

**Publication of any kind does not necessarily imply that the Institute is in agreement with the views expressed or represent endorsement of products, materials or techniques; nor does the Institute accept responsibility for errors or omissions.**

# **SAMPLE Method Statement**

## **For the Replacement of a Cold Water Storage Cistern**

<b>Background Information</b>	
Company Details	Company name Address Tel Fax e-mail
Site Address	Contact name Address Contact No.
Activity - Risk	To access and work safely in the roof space during the replacement of a cold water storage cistern.
<b>Implementation and Control of Risk</b>	
<b>Hazardous Task - Risk</b>	<b>Method of Control</b>
Access roof space	Access to the roof space will be via a suitably secured stepladder of the correct height for the task.
Access working area	Walk boards will be used to walk across ceiling joists. Electric lead lights shall illuminate access and work areas.
Replacement of existing asbestos/cement cistern	Pipework will be cut and fittings shall remain connected to the cistern to prevent the release of fibres. The cistern will not be broken under any circumstance.
Use of blow lamp – hot soldering	All pipe lagging is to be removed. A suitable fire extinguisher will be adjacent to the working area.
Removal of cistern from roof space	The cistern will be carefully lowered through the loft hatch using a secured strap and rope system.
Safe deposit of asbestos cement cistern	Cistern to be double bagged in one piece and by prior arrangement, deposited at the council tip by the customer.
<b>Site control</b>	
Inspection of equipment	All equipment such as stepladder, blowlamp and electrical equipment shall be regularly inspected before commencement of work.
Customer awareness	The customer will be made aware of all potential dangers throughout the contract.