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| **PROJECT:** | [PROJECTNAME] | | | | |
| **JOB NO:** | [JOBNO] | **REV No.:** | [REVNO] | **DATE:** | [DATE] |
| **OPERATION:** |  | | | | |
| **DESCRIPTION OF WORKS:** | The works covered by this method statement sets out a safe system of work for | | | | |
| **COMPILED BY:** | [COMPANYREPRESENTATIVE] & [COURTLEYREPRESENTATIVE] | | | | |
| **LOCATION:** | A close up of a map  Description automatically generated  [MAP AND ADDRESS] | | | | |
| **MONITORING:** | These works will be subject to suitable monitoring and supervision to ensure the effective implementation of this safe system of work. [COMPANYREPRESENTATIVE] will visit the site at suitable intervals. A Site Supervisor will always be available on site while we have workers engaged here. The works are liable for random site inspection and audit by our independent Health and Safety Advisors. | | | | |
| **MANAGEMENT:** | [COMPANYREPRESENTATIVE] | | | | |
| **SUPERVISION:** | [SUPERVISORNAME]  **Training Requirements/Standards**:   * Holds a Site Supervisors Safety Training Scheme certificate (SSSTS). S:\Documents\COURTLEY\Product\Logos\Other Logos\TRAINING\CITB\CITB Full Colour.JPG * Image result for cscsHolds a Construction Skills Certification Scheme (CSCS) card   **Duties**   * Conduct point of work assessment of risk * Monitor site activities effectively * Effective delivery of toolbox talks and briefings * Timely intervention if bad practice is identified | | | | |
| **OPERATIVES:** | Up to [NUMBER/NAMES]  **Training Requirements/Standards:**   * Image result for cscsHolds a Health and Safety Awareness. S:\Documents\COURTLEY\Product\Logos\Other Logos\TRAINING\CITB\CITB Full Colour.JPG * Holds a Construction Skills Certification Scheme (CSCS) card   **Duties**   * Take care of their own health and safety and that of others who may be affected by your actions at work * Co-operate with employers and co-workers to help everyone meet their legal requirements * Report any queries or concerns to the site supervisor | | | | |
| **PROGRAMME:** | It is anticipated that the works on site detailed in this method statement will start on [DATE] and last up to [DURATION].  The delivery of this programme will be as directed by the Principal Contractor or Host Organisation to enable them to co-ordinate activities on site. We have assumed that there will be easy access to our work areas and that we will not be subject to inclement weather. | | | | |
| **MATERIALS STORAGE:** | The Principal Contractor or Host Organisation are to prevent unauthorised access to the materials storage areas we use.  [SPECIFIC INFORMATION IF KNOWN] | | | | |
| **WORK AREA:** | Our work areas are to be secure. The Principal Contractor or Host Organisation are to prevent unauthorised access.  [SPECIFIC INFORMATION IF KNOWN] | | | | |

**SEQUENCE:**

**Prior to Site Attendance**

1. **Asbestos:** The Principal Contractor or Host Organisation areto draw our attention to sections of the Asbestos Register that are relevant to our works as applicable.
2. **Site Rules:** The Principal Contractor or Host Organisation areto draw our attention to their Site Rules. These may include the need for Permits that are relevant to our works.
3. **Security:** The general securityafforded to the sitewill be maintained by the Principal Contractor or Host Organisation. Their arrangements will not be compromised by the activities of [COMPANYNAME].

**Access & Egress**

1. All routes about the site are be maintained as fit for purpose. This includes routes over, under or adjacent temporary structures, propping arrangements or openings. In addition to access and egress for our employees, consider that we need to deliver equipment and materials to work areas.
2. All routes within our work areas are to be kept free from trip hazards so far as is reasonably practicable.

**Preparation**

1. [COMPANYNAME] management team will assess the site to ensure it is in a satisfactory condition for works to commence.
2. All [COMPANYNAME] employees engaged on site are to attend a Site Induction of the Principal Contractor or Host Organisation when at least the following arrangements are to be made known:

* ****Site Rules
* Welfare arrangements
* Emergency and First Aid arrangement
* Arrangements for the storage of materials, plant and equipment
* Arrangements for the storage and removal of waste
* Environmental considerations

1. This method statement is to be effectively communicated to all those engaged with undertaking the work. They are to be offered the opportunity to provide feedback.
2. All those engaged with this task are to sign the declaration confirming their acceptance and understanding of this safe system of work prior to the commencement of operations on site.
3. Close liaison with other parties will be required to ensure effective and safe co-ordination of onsite activities. To help achieve this standard, a supervisor will be available for meetings dictated by the Principal Contractor or Host Organisation.
4. Services such as telecoms, electricity, gas or others are to be made safe by suitably qualified people prior to us beginning work in the area. Where it is not practical to terminate supplies outside our work area, then the ‘live’ services will be clearly marked.
5. Arrangements to be made for safe disposal of waste and removal from site

**Task**



**Completion**

1. On completion of our works the areas will be left clean and tidy.
2. The Principal Contractor or Host Organisation, will be invited to take part in the quality inspection of our works.
3. All warning barriers and signs used to protect our work will be removed.
4. Handover the areas to the Principal Contractor or Host Organisation.

**RESOURCES:**

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| **PLANT & EQUIPMENT:** | [PLANT & EQUIPMENT]   * Workers are to visually inspect equipment before use. * All plant and equipment coming onto the site should have records of the last thorough inspection. * Only operatives with the relevant competence may use plant and equipment on site. |
| **MATERIALS:** | [MATERIALS] |
| **PPE:** | 4.jpg5.jpg6.jpg10.jpg12.jpg3.jpg7.jpg8.jpg17.jpg303.jpg11.jpg350.jpg |
| **FIRST AID PROVISION:** | [SPECIFIC INFORMATION IF KNOWN]  All [COMPANYNAME] injuries must be reported to the supervisor who will then inform the Principal Contractor without delay. |
| **FIRE SAFETY PROVISION:** | [SPECIFIC INFORMATION IF KNOWN]  The means of escape on this project will be set out on a Fire Action Plan that is used during site inductions and displayed on site. This will be updated as the work progresses: Due to the nature of construction work, the environment changes quite rapidly. All workers are to remain vigilant and aware of the status of escape routes. All workers are to report to the assembly point identified on the Fire Action Plan in the event of an emergency evacuation without delay. |
| **WELFARE:** | welfare.jpg[SPECIFIC INFORMATION IF KNOWN]  Facilities are to be made available to [COMPANYNAME] personnel by the host organisation or the Principal Contractor |
| **WASTE:** | **19.jpgRecycling.jpg**Materials are to be stored with work planned and undertaken to minimize waste. Skips will be provided by the Principal Contractor for [COMPANYNAME] workers to use. When segregation of waste is required, this will be done prior to depositing waste in skips. |

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| By signing this register, you confirm that the contents of this Method Statement [MS TITLE] revision No.: [REVNO] have been made known to you, that you understand the safe system of work and you will report any anticipated deviation from this to [COMPANYREPRESENTATIVE] or [COURTLEYREPRESENTATIVE] prior to making changes.Ensure that if this document is amended or reviewed, it is re-circulated to the people listed below who are still engaged with the tasks.  |  |  |  |  | | --- | --- | --- | --- | | **Role** | **Print Name** | **Sign** | **Date** | | *Project Manager:* |  |  |  | | *Site Manager:* |  |  |  | | *Site Supervisor:* |  |  |  | | *Operative:* |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

**Assessments**:

Several assessments have been undertaken to develop the detail in the safe system of work set out in this method statement. These have included generic and specific assessments. During the work, we will undertake dynamic assessments. We will monitor and review the original assessments to confirm continued suitability or amend these as identified. Should there be a conflict between the control measures identified in our assessments and the Site Rules, the later will prevail.

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| **Caution Sign#.jpgRisk Assessments**  [EMBED ASSESSMENTS] | **U:\Social Media\PPE SIGNS\irritant.gifCOSHH Assessments**  [EMBED ASSESSMENTS] |
| **Manual Handling Assessments**  [EMBED ASSESSMENTS] | **Other Documents** |
| **Noise & Vibration Assessments**  [EMBED ASSESSMENTS] |  |