

METHOD STATEMENT COMPLETION NOTES

Method Statement

Each method statement submitted will be subject to review. The review criteria for each section are noted to help you decide whether your method statement is suitable and sufficient.

There are three likely outcomes from the review –

A - Work may proceed. Risk Control Systems (RCS) to be implemented.

B - Work may proceed, however proposed minor supplementary control measures **MUST** be implemented before work commences. Identified RCS to be implemented.

C - Work may **NOT** proceed until further control measures are in place. Re-assessment to be undertaken.

Generic documentation will not be acceptable.

Insert notes on submission requirements / dates etc., results of review / remediation requirements and penalties.

Completing the Method Statement

Add the details of the sale / company / completion details -

Case Name:			
Location:			
Bidder Name:		Bidder No:	
Completed By:		Completion Date:	
Contact details:			

1. Scope of Works:

Add a heading describing the lot and task.

Insert a detailed, step by step description of the work to be carried out. The example shown below is very simplistic, but covers a subject that all can relate to.

Making a hot drink for the team.

	Safety Critical Step? Risk Assess
<ul style="list-style-type: none">Re-evaluate the scope of the work on arrival at the site and discuss any necessary adjustments to the method statement or risk assessments.	
<ul style="list-style-type: none">Ensure all required tools and materials are available at the designated location. See 6. For item details.	

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• Obtain cold water and fill the kettle, not exceeding the maximum fill point.	
• Connect electrical cable to the kettle and connect to mains. Switch on electricity and allow the water to reach boiling point..	Yes
• Set out cups and add tea / coffee, milk and sugar according to requirements.	
• Add boiling water to each cup.	Yes
• Remove teabag.	
• Serve drinks using a tray or single cups for first floor offices..	Yes
• Clean down work area, disconnect electricity and leave the area hazard free.	

Review Criteria – This section will be reviewed considering satisfactory descriptions of the following (not all will be applicable) -

- ✓ Reference to specific site requirements (passes / inductions /restrictions / emergency procedures / reporting)
- ✓ Method of work and sequence
- ✓ Location of work
- ✓ Co-ordination between trades
- ✓ Temporary works
- ✓ Use of tools required
- ✓ Identification of safety critical points
- ✓ Relevant specifications referenced
- ✓ Use of access equipment required
- ✓ Means of lifting and fixing locations
- ✓ Monitoring procedures
- ✓ Barrier and signage required, adequate segregation

2. Key Hazards and Controls

Either complete this section for simple jobs, or for more complicated works, use the risk assessment and add key points here to clarify. Use this to also note any control measures required after completing the manual handling risk assessment.

Key Hazards	Control Measures Required
Manual handling	Do not lift loads weighing more than 20 kg. If a load is too heavy or awkward to lift get assistance. Use kinetic lifting techniques at all times Use mechanical assistance if available.
Protection of 3rd Parties	Avoid contact with members of the public at all times. Barriers to be erected around work area.

Review Criteria – This section will be reviewed considering satisfactory descriptions of the following (not all will be applicable) -

- ✓ Correct identification of hazards (HAVs, falls, manual handling etc)
- ✓ Suitable and sufficient control measures noted
- ✓ Control measures follow the correct hierarchy
- ✓ Correct training specified in “current control measures” (IPAF, Confined Spaces, PASMA)
- ✓ Environmental limitations specified (Adverse weather etc)
- ✓ Correct PPE/RPE identified

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3. Hazardous Materials and Substances

This section only needs to be completed if you are bringing any hazardous substances or materials to site or you will be working on or near a hazardous substance or material.

Substance / Material	Key Risks	First Aid Treatment	SDS Location
Adhesive F44	Fume inhalation. Skin contact. Eye contact.	If swallowed DO NOT induce vomiting. Wash mouth out with plenty of water but do not swallow. Wash from skin with soap and water Irrigate eyes with copious amounts of water for at least 15 minutes If inhaled provide casualty with fresh air.	Copy attached

Review Criteria – This section will be reviewed considering satisfactory descriptions of the following (not all will be applicable) -

- ✓ All relevant safety data sheets referenced, listed and attached to method statement
- ✓ Details of control measures specified
- ✓ All relevant COSHH assessments listed and attached
- ✓ Applicable first aid measures specified
- ✓ Material transportation and handling details provided
- ✓ Disposal methods specified

4. Access and Egress

Use this section to show any specific access / egress requirements. Think not only about how you will access the items, but also how you will manoeuvre the equipment / machinery. Will you need access to other areas? Will the collection depend on other items being removed beforehand? Will you need room for specific handling equipment?

<ul style="list-style-type: none">• A clear path is to be maintained to the kitchen and described lay down areas.
<ul style="list-style-type: none">• Only one cup of scalding liquid is to be provided to the first floor office enabling the operative to maintain contact with the stair handrail at all times.
<ul style="list-style-type: none">• No materials or equipment will obstruct public areas at any time.

Review Criteria – This section will be reviewed considering satisfactory descriptions of the following (not all will be applicable) -

- ✓ Means of access to items noted.
- ✓ Any associated access requirements noted, (access through partitions, roof, voids or any other complex arrangements).
- ✓ Plant or machinery requirements supplied with weight limitations (SWL) and any other physical limitations noted. (Ground conditions, surface requirements etc.).
- ✓ Plant / Equipment records supplied. (Thorough Examination etc)
- ✓ Operative training records supplied.
- ✓ Egress requirements noted.

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5. Lighting

Note if you will need any task specific lighting. Consider the area where you will working, the task you will be carrying out and any safety critical points noted in the scope of works (1.)

- Work areas will be well lit by existing lighting. No further lighting is required.

Review Criteria – This section will be reviewed considering satisfactory descriptions of the following (not all will be applicable) -

- ✓ Identification of lighting requirements.
- ✓ Acknowledgement of specific site conditions / seasonal limitations etc.

6. Plant and Equipment

List all items you will require on site.

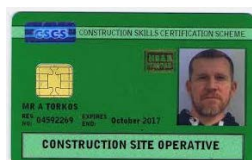
- Kettle
- Tray
- Tea bags, Coffee, Sugar and Milk

Review Criteria – This section will be reviewed considering satisfactory descriptions of the following (not all will be applicable) -

- ✓ Plant / Equipment records supplied. (Thorough Examination etc)
- ✓ Records are in date?

7. Training Certification

Please list all training certificates held by operatives required for the tasks described in the scope of works (1.) or to operate the equipment listed above (6.) and attach copies. Preferred suppliers should indicate that these documents have already been presented as part of the initial competency assessment. All operatives must be suitably competent and hold the necessary certificates of training for the relevant plant and activities.



- IPAF – Operative Name and coverage
- PASMA – Operative Name and coverage
- CSCS – Operative Name and coverage
- Other professional training – Operative Name and coverage

Review Criteria – This section will be reviewed considering satisfactory descriptions of the following (not all will be applicable) -

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- ✓ Operative training records supplied.
- ✓ Operative training records are in date
- ✓ Operative training records are correct for the plant / equipment specified

8. Emergency Planning

There is no need to add to this section unless you have additional specific requirements. Fire evacuation procedures will be discussed during the induction as you arrive at site and sign in. First Aid provision is made for ES Group employees and contractors although the details of the First Aider on site and local A&E services will be available at the reception desk.

Make sure you have covered any situations that may mean the alarm cannot be heard by all, either as a contractor where your works will mean the alarm is not operational or affects escape arrangements, any measures which would normally be covered by a personal emergency evacuation plan (PEEP) and need to be communicated to ensure personal safety while on site or difficulties to evacuation due to the works or equipment you will be using on site.

Please do not add any personal information to the method statement.

- In the case of an emergency, all personnel are to follow procedures instructed at Induction Stage. Making sure all staff leave site immediately, do not stop to collect belongings, head directly to the Assembly Point and wait there to be recorded. Do not return to working area until instructed to do so.
- One operative relies on visual cues in an emergency but due to unfamiliarity with the site, will be accompanied by a named “buddy” while carrying out work inside the building.

Review Criteria – This section may not be able to be reviewed prior to starting work, however, if any issues come to light at the time of collection that have not been identified, work may be suspended until any additional control measures have been evaluated and implemented.

9. Contact Details / Register

Add the nominated supervisor for this task, including their contact details. Any other persons attending site under the nominated supervisor’s control should be listed. It is not necessary to include their contact details as long as the nominated supervisor has these.

Add the names of all persons who will be involved in the collection. Bring a hard copy to site and, once you have discussed the content of the method statement, ensure a signed copy is passed to ES Group.

All segments of method statements are to be followed, if and where significant changes take place to working procedures, method statements are to be revised.

The names of the operatives involved in the work activity must sign to indicate they have read the method statement and risk assessments, if applicable, and fully understand the control measures that have been put in place for their safety, and that they have received the training required for any special plant, equipment or skills that may be required to carry out the task.

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	Details	Signature
NOMINATED SUPERVISOR	<ul style="list-style-type: none">• ES Group – Clark Kent – Fitter – 01234 567890	
OPERATIVE	<ul style="list-style-type: none">•	
	<ul style="list-style-type: none">•	
	<ul style="list-style-type: none">•	
	<ul style="list-style-type: none">•	
	<ul style="list-style-type: none">•	
	<ul style="list-style-type: none">•	
	<ul style="list-style-type: none">•	
	<ul style="list-style-type: none">•	

Review Criteria – This section will be reviewed considering satisfactory descriptions of the following (not all will be applicable) -

- ✓ Nominated supervisor identified (contact details available)
- ✓ Confirmation of all operatives
- ✓ Nominated supervisor is suitably competent for the role.

DOCUMENT COMPLETION NOTES

Risk Assessment

The risk assessment should be completed for each safety critical task identified in your scope of works. It will record and clarify what measures are being taken to control the risk of harm. It is not necessary to over complicate this –

- If you are just completing a relatively simple lift out, the précis on the method statement (2. Hazards and Controls) may be sufficient. Ask the Case Manager for assistance at the viewing.
- A risk matrix adds little value to this process. This is where a value is applied to each risk and level of probability which is multiplied together giving a numeric value to the level of risk. **This document does not require a matrix.**
- Think about each hazard, who it may affect and how they could be affected and list what could go wrong.
- Identify significant risk and ignore the trivial.
- For each significant item on your list, use a separate line and record this in the table, adding what you are currently doing to control the risk.
- Consider any other control measures needed.

The purpose of this risk assessment is to ensure that all works are planned effectively to minimize risk. In certain situations, it may be necessary to only partially complete the risk assessment, either while waiting for additional information or certain site specific details / requirements. However, any reason for partially completed documentation must be discussed and approved by the Case Manager.

To clarify –

- A hazard is something with the potential to cause harm.
- Risk is the likelihood of harm occurring.
- Control measures are applied to reduce risk, these should be applied in a specific order –
 - Eliminate – is there a way of completely removing the hazard?
 - Reduce (or Substitute) – where it cannot be completely eliminated, can the level of risk be reduced?
 - Isolate – can the area or substance be isolated from others?
 - Control – where safe systems of work, procedures, training, supervision, guarding, safety devices or tools should be considered.
 - Personal Protective Equipment – gloves, eye protection etc. Note that this should always be a last resort.
 - Discipline – how will the control measures be monitored and enforced?

DOCUMENT COMPLETION NOTES

Risk Assessment

Case Name:			
Location:			
Bidder Name:		Bidder No:	
Completed By:		Completion Date:	
Contact details:			

Hazard	Who may be harmed and how?	What control measures are already in place?	What else needs to be done to control the risk?	Responsibility of?	To be completed by
<p>Contact with hot surfaces or boiling water</p> <p>Add each hazard in this column</p>	<p>Operative carrying out the task and others in the immediate vicinity.</p> <p>Burns and scalds.</p>	<p>Only trained and competent operatives will carry out this task.</p> <p>The kettle will not be picked up until the initial boil has died down.</p> <p>Only the operative involved in the task will be in the immediate vicinity.</p>	<p>Operative must not be distracted while pouring the boiling water.</p> <p>Protective gloves will be available if steam is affecting the handle of the kettle.</p>	<p>All persons in the vicinity</p> <p>ES to supply</p>	<p>While on site</p> <p>By sale date</p>
<p>Electricity</p> <p>Note who may be harmed and how they could be harmed in this column</p>	<p>Operative carrying out the task and others in the immediate vicinity.</p> <p>Electrocution, burns and possible fractures / bruising from being thrown by electric shock</p>	<p>Portable appliances are tested annually.</p> <p>Pre use checks are carried out on all portable appliances and any defective equipment taken out of use.</p> <p>Think about what you already do to control the risk. This can include training, checks and statutory inspections. Include standard control measures here.</p>	<p>List any other control measures that are required here. These are more likely to be site specific but should be completed prior to arrival for the collection based on information gathered during the viewing.</p>	<p>Add who will be responsible for implementing each item and the date it will be completed by / collection date.</p>	