

YOUR LOGO

The Construction (Design and Management) Regulations 2015

Method statement

How one activity on one site will be carried out, stage by stage, with the controls built into each stage and briefed before the work starts.

PROJECT

SITE ADDRESS			
ACTIVITY		REFERENCE	
CONTRACTOR CARRYING OUT THE WORK		PRINCIPAL CONTRACTOR	
PREPARED BY	APPROVED BY	REVISION	DATE

Revision record

Reissue and rebrief when the sequence, the programme, the team or the conditions change. If you would have written it differently had you known, it needs a new revision.

REV	DATE	WHAT CHANGED	BY

THE WORK

The activity, the place and the people

Specific to this site: this sequence, this access, these people, this weather, this neighbouring occupier.

Scope of the activity

What is being done, and what is not included.
One activity per method statement, or a tightly related set.

CDM REGULATION 15(2)

Location and access

Where on site, how people and materials get there, and the restrictions: occupied areas, neighbours, traffic routes, working hours.

Programme and interfaces

When the work runs, and who else is working nearby, before or after.

START DATE	DURATION	WORKING HOURS

INTERFACES WITH OTHER TRADES

The risk assessment this relies on

The hazards and controls are decided in the risk assessment. The method statement builds those controls into the sequence.

MHSWR REGULATION 3

RISK ASSESSMENT REFERENCE	REVISION

OTHER DOCUMENTS: DRAWINGS, SURVEYS, PERMITS, LIFT PLANS, MANUFACTURER INSTRUCTIONS

The team, and their competence

CDM REGULATION 8

ROLE	NAME	CARD, TICKET OR TRAINING	CONTACT
Supervisor			
Competent person for inspections			
First aider			

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The sequence of work

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The sequence of work, continued

CDM REGULATION 20(2): FOR DEMOLITION OR DISMANTLING, THE ARRANGEMENTS ARE RECORDED IN WRITING BEFORE THE WORK BEGINS

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EQUIPMENT

Plant, equipment and PPE

Plant and equipment

Each item, the checks and certificates it needs, and who may operate it.

PUWER 1998, LOLER 1998

ITEM	CHECKS AND CERTIFICATES	OPERATOR COMPETENCE

Personal protective equipment

PPE is the last line of defence, after the controls in the sequence. Specify the type, not just the item.

PPE AT WORK REGULATIONS 1992

ITEM	NEEDED	TYPE AND SPECIFICATION
Safety helmet	☐	
Safety footwear	☐	
High-visibility clothing	☐	
Gloves	☐	
Eye protection	☐	
Hearing protection	☐	
Respiratory protection Type, and face-fit tested	☐	
Harness or restraint Anchor points identified	☐	

CONTROLS

Substances, permits, emergencies and the environment

Hazardous substances

Each substance and its COSHH assessment.

COSHH 2002, REGULATION 6

SUBSTANCE	COSHH ASSESSMENT REFERENCE	CONTROLS

Permits and plans

PERMIT OR PLAN	NEEDED	REFERENCE
Hot work permit	☐	
Permit to work	☐	
Permit to dig or break ground	☐	
Confined space entry	☐	
Lift plan	☐	
Temporary works design	☐	

Emergency and rescue

First aid, fire, and how someone is rescued if they fall, are left suspended in a harness or are overcome. The rescue plan belongs in the method statement, not after it.

Environment and neighbours

Dust, noise, vibration, waste, spills and hours of work.

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Briefed before the work starts

BRIEFED BY

REVISION BRIEFED

DATE AND TIME

A SIGNATURE AGAINST A REVISION, ON A DATE, BEFORE THE WORK STARTED, IS HOW A BRIEFING IS EVIDENCED

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