

Method statement

A clear, practical method statement template for UK construction work.

Company name		Document reference	
Project / site		Date prepared	
Site address		Prepared by	
Client / main contractor		Review date	

1. Scope of works

Describe the task this method statement covers.

2. Sequence of works

Step	Task and how it will be done safely

3. Plant, tools and equipment

List plant and equipment, with inspection and certification notes.

4. Materials and substances (COSHH)

List materials and any hazardous substances, with controls.

5. PPE required

- | | |
|--------------------|-------------------|
| ■ Hard hat | ■ Safety boots |
| ■ Hi-vis | ■ Gloves |
| ■ Eye protection | ■ Ear protection |
| ■ Dust mask or RPE | ■ Other (specify) |

6. Access, egress and welfare

How people reach the work area safely, and welfare arrangements.

7. Key hazards and controls

Hazard	Control measure	Cross-ref risk assessment

8. Emergency arrangements and first aid

First aider, nearest A&E, assembly point, emergency contacts.

Sign-off

Everyone carrying out this work must read, understand and sign below.

Name	Role / trade	Signature	Date

This is a free template to adapt to your job. It is a starting point, not a substitute for a competent assessment. | Sitewise, the job management app for UK trades | [sitewisetrade.uk](https://www.sitewisetrade.uk)