

Method statement

Job: _____
Version: _____
Date: _____

Version	Date	Prepared by	Approved by	Review date

Job details

Job	Trade
Start date	End date
Working hours	

Description of the work

Company and site

Company	Phone
Company address	Prepared by
Site address	Client or principal contractor
Site contact	Site contact phone

People and competence

Name	Role	Qualifications and cards	Supervisor

CDM 2015: contractors must check that the people they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them.

Plant, tools, materials and substances

Plant, tools and materials

Hazardous substances (COSHH)

Substance	Hazard	Safety data sheet held

Method: sequence of work

Step	What is done	Hazards (from the risk assessment)	Controls and PPE for this step	Who

Risk assessment

Hazard and who is at risk	Existing controls	Initial risk (L x S)	Further controls	Residual risk (L x S)	Action by

Risk matrix key

Likelihood / severity	1 Minor injury, first aid	2 Injury needing treatment	3 Injury with time off work	4 Major injury or long-term illness	5 Death or permanent disability
5 Very likely	5	10	15	20	25
4 Likely	4	8	12	16	20
3 Possible	3	6	9	12	15
2 Unlikely	2	4	6	8	10
1 Very unlikely	1	2	3	4	5

Risk = likelihood x severity. Low 1 to 5, Medium 6 to 12, High 15 to 25. No two scores from 1 to 5 multiply to 13 or 14, so Medium ends at 12 and High starts at 15. High: do not start until the risk is reduced. Medium: reduce where reasonably practicable. Low: keep the controls in place.

Arrangements

First aid kit

First aider

Fire and emergency

Assembly point

Fire extinguishers

Hot work permit needed
Yes / No

Welfare (toilets, washing, rest)

Permits to work

PPE for this job

Waste and environment

Monitoring (who checks the work follows this method)

When this document is reviewed

Sign-off and briefing record

Prepared by

Date prepared

Approved by

Date approved

Briefing record: I have read and understood this RAMS and will work to it.

Name	Company	Signature	Date