

Health & Safety Support

Method Statement Guide for UK Businesses

A practical, compliant guide for employers, contractors, and supervisors

1. Introduction

A **Method Statement** is a key part of a safe system of work. It provides a clear, step-by-step explanation of **how a task will be carried out safely**, using the control measures identified in the risk assessment.

This guide explains what a method statement is, when you need one, and how to write a professional, compliant document that protects workers, satisfies clients, and supports legal duties under UK health and safety law.

2. What Is a Method Statement?

A **Method Statement** (sometimes called a Safe System of Work or Work Method Statement) is a structured document that outlines:

- The **task** being carried out
- The **sequence of operations**
- The **control measures** required
- The **equipment and PPE** needed
- The **competence** of the people involved
- The **emergency arrangements**

It is usually produced alongside a **Risk Assessment**, and together they form **RAMS** (Risk Assessment & Method Statement).

3. When Do You Need a Method Statement?

A method statement is recommended or required when:

- The task is **high-risk** (e.g., working at height, hot works, lifting operations)
- You are working on a **client site**
- CDM regulations apply
- Contractors are involved
- The client requests RAMS before work begins
- The task is complex and requires a clear, controlled sequence

For low-risk, routine activities, a risk assessment alone may be sufficient.



4. Benefits of a Method Statement

A well-written method statement:

- Ensures workers understand the safe system of work
- Demonstrates competence to clients and auditors
- Reduces the likelihood of incidents
- Supports legal compliance
- Provides a clear briefing tool for supervisors
- Helps standardise work across teams and contractors

5. What to Include in a Method Statement

Below is the recommended structure for a professional, UK-compliant method statement.

5.1 Project Information

- Project title
- Location
- Client
- Company name
- Prepared by
- Date and version

5.2 Scope of Work

A clear description of the task, including boundaries and exclusions.

5.3 Responsibilities

- Site supervisor
- Competent person
- Operatives involved
- Required training/qualifications (e.g., CSCS, IPAF, PASMA, manual handling)

5.4 Sequence of Operations

A step-by-step breakdown of how the task will be carried out safely.

Example:

1. Arrival on site and sign-in
2. Site induction



3. Pre-task briefing / toolbox talk
4. Set-up of work area
5. Carry out task following control measures
6. Waste disposal and housekeeping
7. Close-down and sign-out

5.5 Tools, Equipment & Plant

List all equipment required and confirm:

- Inspections completed
- PAT testing (if electrical)
- Operators are competent

5.6 Personal Protective Equipment (PPE)

Specify required PPE:

- Safety boots
- Hi-vis
- Hard hat
- Gloves
- Eye protection
- Hearing protection
- RPE (if required)

5.7 Control Measures

Control measures should align with the risk assessment and may include:

- Barriers and signage
- Isolation/lock-off
- Permit to work
- Dust/noise control
- Safe access/egress
- Weather considerations
- Manual handling controls

5.8 Emergency Procedures

Include:

- First aid arrangements
- Fire evacuation
- Spill response
- Emergency contacts
- Nearest hospital



5.9 Environmental Considerations

- Waste management
- Noise and dust control
- Fuel/chemical storage
- Protection of wildlife or sensitive areas

5.10 Permits to Work

Tick if required:

- Hot works
- Confined spaces
- Electrical isolation
- Working at height
- Excavation
- Lifting operations

6. Sign-Off Section

Prepared By:

Name: Signature: Date:

Approved By (Client/Supervisor):

Name: Signature: Date:

Operative Acknowledgement

A table for workers to confirm they have read and understood the method statement.

7. Best Practice Tips

- Keep language clear and practical
- Use diagrams or photos where helpful
- Ensure the method statement matches the risk assessment
- Review regularly and update when conditions change
- Brief the team before work begins
- Keep a signed copy on site



8. Downloadable Template Available

[Contact us to receive an emailed method statement template](#)

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If you require tailored support, professional risk assessments or competent person services, please contact us at simon@kissafetyservices.co.uk

