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| --- | --- | --- | --- |
| **Activity to be completed** |  | | |
| **Contract name** |  | | |
| **Contract address** |  | | |
| **Contract start date** |  | | |
| **Method created by** |  | **Signature** |  |
| **Method Statement date** |  | **Next review date** |  |

|  |  |  |
| --- | --- | --- |
| **Project management (Site managers, first aid and other important contacts)** | | |
| **Name** | **Position** | **Contact** |
| i.e., John Smith | Site supervisor | 07123 123123 |
|  |  |  |
|  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PPE requirements (mark as appropriate)** | | | | | | | | | |
| Icon  Description automatically generated  Helmet | Icon  Description automatically generated  Ear defenders | | Icon  Description automatically generated  Footwear | Icon  Description automatically generated  Gloves | Icon  Description automatically generated  Googles | Icon  Description automatically generated  Overalls | Icon  Description automatically generated  Respiratory | Icon  Description automatically generated  Harness | Icon  Description automatically generated  Face protection |
|  |  | |  |  |  |  |  |  |  |
| **Others (please specify)** | | | |  | | | | | |
| **Emergency arrangements** | | | | | | | | | |
| **On-site fire procedures** | |  | | | | | | | |
| **First aid location** | |  | | | | | | | |

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| --- |
| **Additional Comments** |
|  |

**Work Schedule**

|  |  |
| --- | --- |
| *Before activity commences* |  |
| *Works methodology* |  |
| *After activity has been completed* |  |

**Safety-critical elements**

As part of the corresponding risk assessment for the works, the following elements have been identified as potentially having a significant or severe impact on employees and subcontractors. Please read and understand the following, if you are unsure of any element below, stop work and speak to a manager or supervisor for further information.

|  |  |
| --- | --- |
|  | ***Cement Mixer - example*** |
| *Hazards* |  |
| *Methodology* |  |

|  |  |
| --- | --- |
|  | ***Petrol Cut Off Saw - example*** |
| *Hazards* |  |
| *Methodology* |  |

|  |  |
| --- | --- |
|  | ***Working on scaffold - example*** |
| *Hazards* |  |
| *Methodology* |  |

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| --- | --- | --- |
| **Sign off sheet**  I have read and understood the entirety of this document. Where there was something, I did not fully understand, it was explained to my satisfaction. I agree to comply with the required directions and instructions in this document. If at any point, I cannot comply I will highlight this to my superior before continuing. | | |
| ***Name*** | ***Signature*** | ***Date*** |
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**Important information – PLEASE READ BEFORE SUBMITTING**

The following page should be removed before any submissions to third parties as it acts as instructions for use and further information intended for you.

The above template has been created for you to use and apply to your tasks and situations. Before use, you should ensure that a competent individual has adequately assessed any additional risks which may be present during your works.

As a best practice, a risk assessment for the task should also be produced highlighting the significant hazards presented during the works and recording what measures the company has implemented to reduce these risks.

Should the task assessed involve any substances deemed hazardous to health, a relevant COSHH assessment should be produced highlighting specific control measures for substances to be observed by affected parties.

**For additional assistance and further template documentation:**

**www.safetyplace.co.uk.**