Method Statement Template

**Part 1: Basic Information**

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| **Project Summary** | | | |
| **Project name:** |  | **Project reference:** |  |
| **Summary of the project:** |  | | |
| **Site address:** |  | **Start date:** |  |
| **Finish date:** |  |
| **Issue date:** |  | **Document number:** |  |

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| **Contracted Company’s Details** | | | |
| **Company name:** |  | **Main contact number** |  |
| **Address:** |  | **Name of works supervisor:** |  |
| **Job title:** |  |
| **Contact number:** |  |

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| **Health & Safety Contact Details** | | | |
| **Name:** |  | **Contact number** |  |
| **Name:** |  | **Contact number** |  |

**Part 2: Further Information**

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| **Health & Safety Procedures** | | | |
| **Name of on-site first aider:** |  | **On-site first aid box location:** |  |
| **Address of nearest hospital:** |  | **Designated evacuation meeting point:** |  |

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| **Work Permits** | | | |
| **Permit name:** |  | **Finalised?** | Yes / No |
| **Permit name:** |  | **Finalised?** | Yes / No |

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| **Staff Training Requirements** |
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| **Equipment Needed** |
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| **Required Personal Protective Equipment (PPE)** |
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| **Waste Disposal Arrangements** |
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**Part 3: Further Information**

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| **Order of Operations** |
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| **Other Important Information** |
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