

RISK ASSESSMENTS & METHOD STATEMENTS

Planning safe systems of work

Purpose

Risk assessments and method statements support the planning and communication of safe systems of work. They should reflect the actual activity, location, people involved and foreseeable hazards.

Risk assessment

Identify hazards, who may be harmed, existing controls and any additional measures required. Residual risk should be reviewed after controls are applied.

Method statement

The method statement should describe the sequence of work, resources, access arrangements, plant, exclusion zones, supervision, emergency arrangements and key control measures relevant to the activity.

Review and change

Documents should be briefed to the people carrying out the work and reviewed when conditions, design, sequence, equipment or significant risks change.

Key requirements

✓	Identify hazards and affected persons.
✓	Define suitable control measures.
✓	Communicate the safe system of work to the team.
✓	Review documents when conditions or methods change.

General company template for website use. This document should be reviewed and adapted to the specific project, client requirements and applicable UK legislation before being adopted as a formal company-controlled document.

Document status: General information / template