Method statement

Blank form for one job. Use it with the risk assessment for the same work.

Client asking for RAMS on every job? The Site Book writes them from a short description of the work. Your first job is free: **thesitebook.co.uk/features/rams**

Company name _____ **Client** _____

Job and site address _____ **Start date and expected duration** _____

Prepared by _____ **Date** _____

Risk assessment reference _____ **Date of next review** _____

Scope of the work

Describe the work this method statement covers, where it happens and anything about the site that affects how it is done.

Scope of the work

Sequence of work

List the steps in the order the work will be done, from setting up to clearing away. Put the controls for each step next to it.

Step	What will be done	Who	Plant, equipment and materials	Controls for this step
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

People and competence

List who will do the work. Each person needs the skills, knowledge, training and experience for their tasks, or must be in the process of getting them.

Name	Role or trade	Relevant training, qualifications or cards

Plant and equipment

Plant or equipment	Used for	Notes

Personal protective equipment (PPE)

PPE	Needed for which steps

Emergencies

Record the arrangements for any foreseeable emergency, including how to evacuate the site.

First aider _____ **First aid kit location** _____

Nearest A&E (name and address) _____ **Assembly point** _____

How to raise the alarm _____ **Site contact and phone number** _____

If there is serious and imminent danger, workers should stop work immediately, report it and go to a place of safety.

Who workers report danger to _____

Briefing record

Brief everyone doing the work on this method statement and the risk assessment that goes with it before the work begins. Each person signs to confirm.

Name	Company	Signature	Date

Approval

	Name	Signature	Date
Prepared by			
Approved by			

Based on: CDM 2015, regulations 15 and 30; the Management of Health and Safety at Work Regulations 1999, regulation 3; HSE guidance L153.

- CDM 2015, regulation 15: https://www.legislation.gov.uk/uksi/2015/51/regulation/15
- CDM 2015, regulation 30: https://www.legislation.gov.uk/uksi/2015/51/regulation/30
- Management of Health and Safety at Work Regulations 1999, regulation 3: https://www.legislation.gov.uk/uksi/1999/3242/regulation/3
- HSE, Managing health and safety in construction (L153): https://www.hse.gov.uk/pubns/books/l153.htm

Blank template from The Site Book, October 2026. Fill it in for the actual job and site.