Method Statement

Guidelines

## The FQM Ltd Guide to Method Statements

**What is a method statement?**

A method statement is a logical, step by step guide to completing a job in the safest way possible.

**When should I write a method statement?**

A method statement needs to be written before the job begins.

But it should also be written after a risk assessment is carried out.

This is because a method statement addresses any hazard identified in the risk assessment, and explains how those hazards can be controlled while the job is being carried out.

The method statement should be a ‘live’ document that is reviewed as the job progresses. This allows you to take into consideration any unexpected occurrences or the need for the adoption of different work practices.

**What should I include in my method statement?**

A good method statement should state **how**a task is being carried out, and not just state **what**is being carried out. For example:

On an electrical installation, instead of writing:

*“Run cable from distribution board to first light.”*

A good method statement could read:

*“Run 1.5mm² single core cables through existing metal 40mm² X 40mm² trunking from distribution board using a tower scaffold for access. Pull cables through pre-drilled hole ready for termination.”*

A method statement should also include:

* Name of the company
* Start and completion dates
* Location of where the task will be carried out, including address
* Site contact details, including Site Supervisor and who to contact in case of emergency
* Name of person who completed the method statement
* Brief description of the scope of work
* Personal Protective Equipment (PPE) required
* Work equipment and tools required
* Names of people carrying out the task

The level of detail included within your method statement should reflect the complexity of the stated task.

**How do I write a method statement?**

We have guides to writing method statements for a variety of industries.

These guides also include examples of method statements to illustrate what a good method statement should look like. Please note that these are examples only, your method statement should be constructed to reflect the task you are undertaking.