Construction Method Statement Template

A method statement sets out how a specific construction task will be carried out safely: the sequence of work, the people and plant involved, and the control measure at each stage. Use this template to write a method statement for any task on site, from excavation and work at height to lifting operations and confined space entry. Replace the prompt in each section with your own detail, then have it reviewed and accepted before work starts.

How to use it: complete the document control block, work through each section, and fill the sequence of work last, because every step needs its control beside it. Print and complete this on paper, or build the same check as a digital checklist in GoAudits so supervisors verify it on site with photos, timestamps and an audit trail.

1. Document control

Project / site		**Document reference**	
Client		**Revision number**	
Principal contractor		**Date issued**	
Contractor		**Prepared by**	
Reviewed by		**Approved by**	

2. Scope of works

Describe the task this method statement covers, and state clearly what it does not cover (for example, erecting the tower scaffold, but not the work carried out from it).

3. Programme

Start date, expected duration, working hours, and where this task sits in the wider construction programme.

4. Associated risk assessment

Reference number and revision of the risk assessment this method statement is paired with. Together they form the RAMS.

5. Personnel and competencies

Named operatives and supervisors, their roles on this task, and the competencies, training or card numbers that qualify them for it.

6. Plant and equipment

Every item of plant and access equipment to be used, with its current inspection, thorough examination or certification status.

7. Materials and substances

Materials and substances involved, with COSHH assessment references and safety data sheets for anything hazardous.

8. Site set-up, access and egress

How the work area is set up and reached: exclusion zones, barriers, traffic management, temporary works, and access and escape routes.

9. Sequence of work

Step	Activity	Control measure at this step
1		
2		
3		
4		
5		
6		
7		
8		

Never leave the control column blank. A sequence of steps with no control against each one is a work plan, not a method statement.

10. PPE by stage

The PPE required, set against the stage of work it applies to, rather than as a single blanket list for the whole task.

11. Permits required

Permits this task depends on, and who issues them: hot work, confined space, lockout/tagout, excavation or dig permits, roof access.

12. Environmental controls

Controls for dust, noise, vibration, waste and spill containment, and anything required by the site's environmental management arrangements.

13. Emergency and rescue arrangements

First aid provision, fire arrangements, emergency contacts and nearest A&E. Include a rescue plan where the task involves work at height or confined space entry.

14. Monitoring and supervision

Who checks that the work is being carried out in accordance with this method statement, how often they check, and what they record when they do.

15. Briefing and sign-on record

Name	Trade / company	Signature	Date

Everyone signing confirms they have been briefed on this revision and understand the sequence, the controls and the stop-work triggers.

16. Review triggers

State what obliges this method statement to be stopped, revised and re-briefed. As a minimum:

1. .....
2. .....
3. .....
4. .....

Common triggers: the task or scope changes, the sequence changes, new plant or a new crew arrives, a near miss or accident occurs, or a hazard appears that this document does not cover.

17. Approvals and revision history

Revision	Date	Description of change	Approved by
1.0		Initial issue	

Keep every superseded revision. If an incident is investigated later, the question will be which revision the crew signed against on the day.

Turn your method statements into on-site checks

Writing the method statement is half the duty. GoAudits turns your RAMS review into a mobile checklist supervisors complete at the task, with photo and timestamp proof, corrective actions assigned to named owners, and an audit trail you can hand to the principal contractor. Start a 14-day free trial, or book a demo to see it on your own documents.

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