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Minor Works Method Statement & Risk Assessment

1. DESCRIPTION OF WORKS TO BE CARRIED OUT:									
Project:								MS/RA No	
Assessment by:					Title:			Date:	
Description of Task and Location									
2. IDENTIFICATION OF THOSE AFFECT AND DURATION									
Number of Operatives Involved		Other Site Operatives Effected (Tick)		General Public Effected (Tick)		Duration: (Days)		Start Date:	
3. IDENTIFICATION OF RISKS (Tick)									
Scaffolding		Mobile Access Towers		Ladders		Work at Height		Falls of Material/Tools	
Noise		HAVS		Dust		Manual Handling		Excavations	
Buried Services		Overhead Services		Plant and Equipment		Power Tools		Lifting	
Electricity		COSHH Materials		Creating Heat/Sparks		Slips/Trips and Falls		Fire/Explosion	
Biological Hazards		Works in occupied/public areas		Works on/near vehicle/plant routes		Restricted Access/Egress		Produce Hazardous Waste	
Fuels/Oils		Others(s):							
3. CONTROL MEASURES IMPLEMENTED (Tick)									
Remember Hierarchy of control 1. Eliminate the Hazard 2. Separate Persons from the Hazard 3. Change the work methods 4. Use Personnel Protective Equipment									
*Additional to Hard Hat/Steel Toe Cap Boots/Hi-Visibility Clothing # Detail in Risk Assessment									
Respiratory PE		PPE*/#		Excavations Batter/Bench		Excavations Shored		Spill Kit(s)	
COSHH Assessment (Attached)		Safety Signage#		All movements under control of Banksmen		Out of hours working		Edge Protection /Guard Rails	
Isolation of Plant/Equipment		Alteration of pedestrian / vehicle routes		Safety barriers, fence, isolate/enclose restrict access/flying debris		Permits required**: Excavation, Hot Works, Ladder Permit		Certification# CPCS/IPAF PASMA etc	
Special First Aid Provision		Supervision		Liaison with Third parties		Storage of Materials		Disposal of waste(s)	
Continue in section 4) use additional sheets if necessary									

