

GA10 Risk assessment and method statement review

Company name		Project title	
Location		Contract no.	
Risk assessment and method statement activity			
Preparing company		Prepared by	
Document reference no. (if any)		Revision	
<i>Record of principal contractor's review. (Results of review to be formally communicated to preparing company.)</i>			
Check	Guidance on aspects that should be covered	Adequate? <i>(See comments)</i>	
		Yes	No
1. Scope of work	Brief description of work with scope defined by area, floor or structure (where specified conditions dictate). Should also define any limitations of use and must be site specific.		
2. Organisation	Key staff involved in managing and supervising the work and the anticipated type of labour required, including any required induction, training and proof of competence.		
3. Materials	Materials required, including storage location, any identifying marks and any special safety measures to be taken during storage, handling, use and protection. COSHH details as required.		
4. Plant/equipment	Major plant and equipment required, including any lifting equipment and any plant or equipment calibration/certification/thorough examinations: 12-monthly or 6-monthly if lifting people and for lifting accessories/weekly inspections.		
5. Preparation	Details of any permit approvals, notices or completion of other work needed prior to starting work (such as permit to dig, work or load), electrical isolations, mechanical isolations, commissioning, access proposals, restrictions and requirements.		
6. Safety and health	Safety and health of all who may be affected (employees/third parties), including anticipated hazards and required precautions (included or by reference to risk assessment). PPE, access, egress, control of work at height, first aiders, barriers, training, planning, inspections, communication, etc.		
7. Environment	Anticipated hazards or special conditions requiring precautions (such as traffic conditions, waste management/disposal, dust or noise, ground conditions, watercourses, environmentally sensitive areas and wildlife (animals and vegetation) protected) and appropriate mitigation measures.		
8. Emergency procedures	Procedures and arrangements for dealing with health, safety or environmental incidents and accidents (overarching is company/site management incident investigation process).		
9. Method and sequence	Definition of how the work is to be carried out, including the proposed sequence and any temporary works. (Required for complex operations only.)		
10. Protection	Protection of partly and fully completed work against damage, deterioration, third parties and/or the public.		
11. Inspections/ checks/tests	Required prior to, during and on completion of work. Any hold points where approval to continue is required and who can release them.		
12. Records	To be obtained or produced during and on completion of the work.		
This document is/is not* considered suitable and sufficient to allow the work outlined above to commence/continue*.			
All site supervisors and operatives undertaking the activity must be aware of and understand the risk assessment and method statement. It is important that the risks and controls are explained and understanding tested.			

* Delete as applicable

GA10 Risk assessment and method statement review *continued*

Comments							
1. Scope of work							
2. Organisation							
3. Materials							
4. Plant/ equipment							
5. Preparation							
6. Safety and health							
7. Environment							
8. Emergency procedures							
9. Method and sequence							
10. Protection							
11. Inspections/ checks/ tests							
12. Records							
Name		Position		Signature		Date	