|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WORK PACKAGE/METHOD STATEMENT /TASK BRIEFING DETAILS** | | | | | | | |
| Project Name: | | |  | | Project No: | |  |
| Contractor Name (If applicable): | | |  | | | | |
| Document Number: | | |  | | Rev No: | |  |
| Description of Work: | | |  | | | | |
| Programme Dates: | | | Start: |  | Finish: | |  |
| **DOCUMENT APPRAISAL** | | | | | | | |
| Appraised By | Name: |  | | | | Signed: |  |
| Title: |  | | | | Date: |  |

|  |  |  |
| --- | --- | --- |
| **Tick** |  | |
|  | **Accepted** | Work may proceed |
|  | **Not Accepted** | Work may NOT proceed until further control measures, as indicated, are in place. |

|  | **CONTENT** | **N/A** | **YES** | **NO** | **COMMENTS** |
| --- | --- | --- | --- | --- | --- |
| **A** | **WORK PACKAGE/METHOD STATEMENT DETAILS** |  |  |  |  |
|  | Has the work been clearly defined to allow sufficient planning and risk assessment? |  |  |  |  |
|  | Has a specific sequence of work been clearly defined in sufficient detail incl. deliveries? |  |  |  |  |
|  | Has a detailed risk assessment been produced? |  |  |  |  |
|  | Have all risks in relation to the work been identified along with suitable control measures? |  |  |  |  |
|  | Have all the applicable fatal risks been assessed and suitably controlled? |  |  |  |  |
|  | Are details and signature of the assessor included on the risk assessment? |  |  |  |  |
|  | Have health and safety roles and responsibilities of Supervisors been detailed in the document (Subcontractors) or as specified in CPP (Direct) |  |  |  |  |
|  | Are the personnel required to complete the activities clearly identified, including supervision? |  |  |  |  |
|  | Has the number and competence of personnel and supervisors been identified and adequate for intended works including PVMs, Slinger/Signallers etc? |  |  |  |  |
|  | Is the type of equipment to be used identified, including any specific requirements? |  |  |  |  |
|  | Are the materials and tools to be used identified in sufficient detail (e.g. logistics, deliveries, movement on site)? |  |  |  |  |
|  | Have any risks associated with falling tools or materials been identified and adequate control measures detailed? |  |  |  |  |
|  | Have the relevant COSHH assessments been provided? |  |  |  |  |
|  | Is the Manufacturers’ information in accordance with the COSHH assessments? |  |  |  |  |
|  | Is the standard of PPE to be worn identified, including any non-mandatory PPE? |  |  |  |  |
|  | Have applicable drawings/sketches, etc. been identified? |  |  |  |  |
|  | Have the requirements for any permits been identified, and details of how these will be controlled and provided? |  |  |  |  |
|  | Are the specific Installation Inspection Check Lists and Test Certificates to be completed for the work identified? |  |  |  |  |
| **B** | **SITE DETAILS** |  |  |  |  |
|  | Are there specific arrangements for the movement of personnel around site and have the on-site controls been taken into consideration? |  |  |  |  |
|  | Are the details in line with the Project PVPMP/Traffic Management Plan and has consideration been given to movement around the site? |  |  |  |  |
|  | Has loading / unloading been considered (if applicable)? |  |  |  |  |
|  | Have the site location and layouts specific to the work at each location been identified, including details of sufficient space for plant & vehicle operations/interfaces, relevant lay down areas, storage areas and safe places? |  |  |  |  |
|  | Are appropriate protection and isolation measures detailed (if applicable) e.g. fencing, and the responsibility for implementing and maintaining these measures? |  |  |  |  |
|  | Have clear communication routes been identified and are contact details available for all relevant parties? |  |  |  |  |
|  | Have all foreseeable emergencies been identified and are appropriate arrangements detailed, (e.g. working at height, fire, environmental, release of gas, etc.) including escape, evacuation and muster arrangements? |  |  |  |  |
|  | Have interfaces with the public and other workers been considered? |  |  |  |  |
|  | Have welfare arrangements been considered? |  |  |  |  |
| **C** | **BRIEFING** |  |  |  |  |
|  | Has the document been broken down into manageable elements to assist delivery and understanding of briefings |  |  |  |  |
|  | Is there detail on the required frequency of briefings? |  |  |  |  |
|  | Is there detail on how, when and who will brief supplier employees prior to setting them to work complete with a method of acknowledging understanding? |  |  |  |  |
|  | Has consideration been given to the correct level of detail to be included in such briefings so that information is clear and concise for supplier employees to understand? |  |  |  |  |
|  | Have associated Work Instructions or any additional information included been reviewed for suitability (if applicable)? |  |  |  |  |
| **Other Comments** | | | | | |