

Appendix 1: Method Statement template

PROJECT NAME:

CONTRACT NO.:

DOCUMENT NO.:

CONTRACTOR:

DATE:

PROPOSED ACTIVITY (give title of Method Statement and reference number from the EMPr):

WHAT WORK IS TO BE UNDERTAKEN? (e.g. give a brief description of the works)

WHERE ARE THE WORKS TO BE UNDERTAKEN? (where possible, provide an annotated plan and a full description of the extent of the works)

START AND END DATE OF THE WORKS FOR WHICH THE METHOD STATEMENT IS REQUIRED

Start date:

End date:

DESCRIPTION OF HOW POTENTIAL ENVIRONMENTAL IMPACTS WILL BE PREVENTED OR MANAGED (provide as much detail as possible, including annotated sketches and plans where possible)

ENVIRONMENTAL STANDARDS (list the applicable environmental standards to be met):

MONITORING AND RECORD KEEPING (Describe how the activity will be monitored to ensure that the environmental standards are met, as well as the records to be kept, the table below includes examples):

1. Daily site walkabout by EO	Record: Site diary entry
2. Weekly/Fortnightly inspections by Contractor, ECO	Record: Weekly checklist
3. Monthly audits by ECO	Record: Monthly delivery of audit checklists

4. Incident reporting	Record: Environmental Incident Reports including corrective action
5. Public complaints	Record: Formal External Communications Register
6. Staff training	Record: Induction training register