

# Gas Work Method Statement

Guidance Note 11

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**accreditation**

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## **Gas Work Method Statement**

### **A Basic Guide to preparation**

#### **Introduction**

This Guidance Note gives practical information about creating a method statement.

A completed sample template has been included in Appendix 1 and a blank template in Appendix 2. If you wish to use the template in Appendix 2 to construct your own documents, you must ensure that all references to **Santia Accreditation** have been removed and the final documents are clearly incorporated into your existing safety management system.

A method statement is an ideal way of recording the hazards involved in a specific work activity and communicating the risk and precautions required to all those involved in the work, including those undertaking the work and their immediate managers.

A method statement should be developed in conjunction with a risk assessment and together these demonstrate a safe system of work. The method statement needs to be clear, no longer than necessary, and not over complicated. The document should avoid ambiguities or generalisations, which could lead to confusion, and layout a step-by-step sequence of work to describe how the activity is to be carried out safely.

#### **Format**

The actual format is dependent on the work being undertaken and the organisational arrangements in place but generally the following headings should be present:

- Organisation/company in control of the operation
- Named individual responsible for the activity and its safety
- Name of method statement originator and authorisation date
- Arrangements for changing/deviating from method statement
- General description of activity
- Location of activity including access and restrictions
- General working environment considerations, e.g. temperature and wind speed
- Protection of others, e.g. members of the public
- Emergency procedures, including location of emergency equipment
- Identity of operatives (and any specific training or certification required)
- Requirements for Personal Protective Equipment
- Plant and equipment used, including safety precautions and restrictions
- Materials information e.g. hazard information and storage/transport requirements
- Work sequence, including associated risks and required control measures for each stage
- Safety checks/clearances at specific stages
- Final clearance that activity is completed to specification
- Any other additional information that may be relevant.

The list above is not exhaustive and a method statement may or may not include each and every item. However, as a minimum it must achieve the following objectives:

- It should be up to date, identifiable and its source accountable.
- It should contain the sequence of works.
- It should identify the associated risks and control measures.
- It should state actions/authorisation required to deviate from method statement.

Appendix 1 is a sample method statement for gas work activities. It can be as simple or as detailed as the job/risk requires, so long as it meets the four main objectives.

## Appendix 1

### Gas Work Method Statement

Contract Manager: Joe Bloggs	Site Supervisor: David Jones	
Originator: Joe Bloggs	Position: Contracts Manager	Date: 01/11/2013
<p>Strict adherence to this method statement is critical to the health and safety of all engaged in the work.</p> <p>Any deviation must first be authorised by the Site Supervisor.</p>		
<p>Planned Task/Activity Description:</p> <p>Replace Defective Burner Motor.</p>		
<p>Location and Access: (attached plan as appropriate)</p> <p>Boiler located within the plant room on the ground floor.</p>		
<p>Working Environment &amp; Restrictions:</p> <p>Fully operating plant room, work to be undertaken after 5pm to allow for room closure.</p>		
<p>Protection of others:</p> <p>Warning sign placed on the outside of the plant room entrance.</p>		
<p>Emergency Procedures:</p> <p>Normal site emergency procedures followed.</p>		
<p>Operatives/Competence:</p> <ol style="list-style-type: none"> <li>1. ABC Gas Services are a Gas Safe registered gas installer.</li> <li>2. All staff have appropriate Gas Installation qualifications.</li> </ol>		
<p>Personal Protective Equipment:</p> <p>Overalls, gloves, goggles, safety footwear.</p>		
<p>Plant &amp; Equipment:</p> <p>Isolation lock, hand tools and test equipment.</p>		
<p>Materials Handling/Storage &amp; Safety Information:</p> <p>Only hand held tools, storage of tools in a clear area of plant room avoiding the creation of slip and trip hazards.</p>		

Critical Stages: (must be undertaken in correct sequence)

1. On arrival ensure site contact is made and site induction is undertaken
2. Access and check the site log book and asbestos register, collect the equipment manufacturer's specifications and complete the site permit to work
3. Place warning sign at plant room entrance and ensure adequate lighting is available for procedure
4. Isolate and lock off electrical supply to burner
5. Remove supply fuses to equipment and place under your control
6. Check isolation of equipment with suitable test apparatus
7. Isolate gas supply to equipment and lock shut
8. Dismantle equipment to gain access to motor
9. Replace motor as per manufacturer's specifications
10. Reassemble in reverse order as per manufacturer's specifications
11. Carry out all gas safety checks and testing
12. Place boiler back on line and into service
13. Reinststate all control settings
14. Clear away all equipment/materials and leave in a safe condition
15. Report back to site contact, sign off permit to work, hand over relevant gas safety documentation and manufacturer's specifications.

Final Clearance: (Work/Activity completed to satisfaction).

Name

Position:

Date:

## Appendix 2

### Blank Method Statement Template

Contract Manager:		Site Supervisor:
Originator:	Position:	Date:
<p>Strict adherence to this method statement is critical to the health and safety of all engaged in the work.</p> <p>Any deviation must first be authorised by the Site Supervisor.</p>		
Planned Task/Activity Description:		
Location and Access: (attached plan as appropriate)		
Working Environment & Restrictions:		
Protection of others:		
Emergency Procedures:		
Operatives/Competence:		
Personal Protective Equipment:		
Plant & Equipment:		
Materials Handling/Storage & Safety Information:		
Critical Stages: (must be undertaken in correct sequence)		
Final Clearance: (Work/Activity completed to satisfaction).		
Name	Position:	Date:

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