



METHOD STATEMENT & RISK ASSESSMENT – RAMS

Installation of the Winding Engine & Ore Conveyor.

SAMPLE DOCUMENT · FICTITIOUS PROJECT · NOT A LIVE RECORD

KM4120-HOB-TEC-MST-04-CIN-00003 · Rev 03

PROJECT

Cinderstone Mine — themed walkthrough attraction

CLIENT

Marlhollow Leisure Ltd

ISSUE STATUS

Status A — Approved. Approved for construction

PREPARED BY

Hobfolk — Compliance desk

VENUE

Kettle Moor Park, Area 04

ACTIVITY

Receipt, erection, mechanical and electrical installation, commissioning

DURATION

11 working days, night shift

RESIDUAL RISK RATING

Medium — see §5

SECTION 0.1

Document control and approval

A method statement that is not approved is not a method statement — it is a proposal. This page is the difference, and it is the first page a consultant turns to.

DOCUMENT NUMBER	KM4120-H0B-TEC-MST-04-CIN-00003	REVISION	03
TITLE	Method statement and risk assessment — installation of the winding engine, ore conveyor and steam effect, Area 04	TYPE	Method statement
WORKS COVERED	Offload, set out, erect, mechanically and electrically install, test and commission three show elements. Night shift, venue open to the public by day.	STATUS	A — APPROVED
PRINCIPAL CONTRACTOR	Coldharrow Construction Ltd	START	14/09/26
WORKS CONTRACTOR	Hobfolk, for the show-element package SHW-04	DURATION	11 shifts
SITE HOURS	Night shift 22:00–06:00, Mon–Sat. No Sunday working. No work while the venue is open to the public.	PERMIT REGIME	Principal contractor’s

0.1.1 Preparation, review and approval

PREPARED Hobfolk Compliance desk Document author <i>Hobfolk</i> 28/08/26	REVIEWED — TECHNICAL A. Pellowe Project engineer, Hobfolk <i>A.Pellowe</i> 28/08/26	REVIEWED — HSE N. Farrant HSE adviser <i>N.Farrant</i> 29/08/26	APPROVED G. Sillitoe Principal contractor, site manager <i>G.Sillitoe</i> 01/09/26
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0.1.2 Revision history

REV	DATE	DESCRIPTION	STATUS SAMPLE
00	30/07/26	First issue for review.	C
01	12/08/26	Returned: lift plan and appointed person not identified; no rescue plan for work at height; COSHH assessments referenced but not attached.	C
02	21/08/26	Lift plan and appointed person added (§3.3). Rescue plan added (§8.3). COSHH register attached (§7). Returned: sequence did not show hold points against the ITP.	BR
03	28/08/26	Sequence rewritten with hold and witness points cross-referenced to the ITP (§2, §9). Night-shift noise controls added (§8). Approved for construction.	A

The rejections are left in the history. Rev 01 and Rev 02 were both sent back, and for the three things method statements are most often sent back for: no named appointed person for the lift, no rescue plan behind the work-at-height control, and controls referenced rather than attached. A revision history that runs 00 → A in one step usually means nobody read it.

0.1.3 Briefing requirement

No operative works under this document until briefed on it and recorded at §10, in a language they understand, before first shift and again at each daily pre-start. A signature records that the person was briefed — not that a document was issued to them.

SECTION 0.2

Contents and reference documents

1	Scope, exclusions and interfaces	5	Risk assessment
1.1	Scope of these works	5.1	Scoring matrix and how to read it
1.2	Excluded, and who holds it	5.2	Assessment — activity by activity
1.3	Regime, and the Gulf equivalents	6	Permits and hold points
2	Sequence of operations	7	Substances — COSHH register
2.1	Preliminaries and site set-up	8	Environmental controls and emergency arrangements
2.2	Sequence, with hold and witness points	8.1–8.4	Environment, noise, rescue, emergency
3	Plant, equipment and lifting	9	Inspection and test plan — extract
3.1–3.3	Plant, tools and torque, lift plan	10	Briefing and acceptance register
4	Personnel, competence and responsibilities		

0.2.1 Reference documents

REFERENCE	TITLE · SAMPLE
KM4120-RGC-HSE-PLN-00-00001	Construction phase plan — principal contractor
KM4120-HOB-TEC-ITP-04-CIN-00004	Inspection and test plan, Area 04 — extract at §9
KM4120-HOB-TEC-LFT-04-CIN-00005	Lift plan and lifting assessment, Area 04
KM4120-HOB-TEC-O&M-SHW-04-CIN-00001	O&M manual — the deliverable this installation feeds
CIN-DE04-01 to -04, CIN-EL04-01/-02	Fabrication and installation drawings, Area 04
MLL-EST-PRO-002	Venue estates procedure — contractor working out of hours

SECTION 1.3

Regime, and the Gulf equivalents

These works are in Great Britain and are governed by the left-hand column. The right-hand column is what the same document is written against when the same package is installed in the UAE — included because most contractors we write for work in both, and because a method statement that names the wrong regime is rejected before it is read.

DUTY	GREAT BRITAIN — THESE WORKS	GULF EQUIVALENT, WHERE THE SAME PACKAGE IS INSTALLED THERE · SAMPLE
Overarching management	CDM 2015. Construction phase plan held by the principal contractor; this document sits under it.	Abu Dhabi: OSHAD-SF and the CoP applying to the activity. Dubai: Dubai Municipality HSEMS and a project-specific HSE plan approved by the project consultant.
Approval route	Approved by the principal contractor. No authority submission for this activity.	Submitted to the Consultant for status A/B/C, typically alongside the ITP and material submittals. Work does not start on a C.
Work at height	Work at Height Regulations 2005. Hierarchy applied, rescue plan required — §8.3.	Same hierarchy; the plan is normally required as a named section of the method statement rather than a separate document.
Lifting	LOLER 1998 and BS 7121. Appointed person named at §3.3; certification current.	Third-party certification of crane, operator and accessories, verified by the Consultant before the lift.
Substances	COSHH 2002. Register at §7, assessments attached.	Safety data sheets submitted with the material approval; the register travels with the method statement.
Electrical	Electricity at Work Regulations 1989; installation to BS 7671.	Installation to the project specification, commonly BS 7671 or IEC 60364, plus the local distribution authority's requirements.

DUTY	GREAT BRITAIN – THESE WORKS	GULF EQUIVALENT, WHERE THE SAME PACKAGE IS INSTALLED THERE • SAMPLE
Fire, materials in a public building	Reaction to fire to BS EN 13501-1.	UAE Fire and Life Safety Code of Practice (2018 edition), Civil Defence, plus any emirate amendment current at submission.
Workforce	UK employment and working-time law; site induction by the principal contractor.	Federal Decree-Law No. 33 of 2021, plus the summer midday working restriction, which changes the shift pattern and therefore the programme.

Why this table is in a sample. The commonest reason a competent British contractor’s method statement is rejected in the Gulf is not the method — it is that the document cites CDM, COSHH and a UK ACOP to a consultant for whom none of those exist, and offers no approval block for them to stamp. The method survives translation. The regime, the vocabulary and the approval route do not.

SECTION 1.1

Scope, exclusions and interfaces

1.1 Scope of these works

Receipt and offload of three pre-fabricated show elements at Kettle Moor Park Area 04; setting out; erection of the head frame; assembly and installation of the winding drum, rocking beam and drive; installation of the ore conveyor frame, belt and dummy skips; installation of the steam effect, reservoir and pipework; installation of the control panel and safety circuit; scenic making-good; testing, commissioning and handover.

Night shift, in a venue that opens to the public each day. That single fact drives most of the controls in this document: the work area is handed back clean, safe and open every morning at 06:00, and the assessment at §5 is written around handback as much as around the work itself.

1.2 Excluded from these works

EXCLUDED	BY WHOM	INTERFACE · SAMPLE
Slab preparation, coring and setting-out survey	Coldharrow Construction	Handed over to us as a hold point — H1 at §2.2
Supply and termination at DB-04A	Venue M&E contractor	Live terminations by others; we present a labelled tail. Hold point H5.
Cold water supply to the Area 04 stopcock	Venue M&E contractor	Available and tested before our first wet commissioning shift
Fire alarm interface cable and contact	Venue life safety contractor	We terminate our end only. Proved jointly at H6.
Guest walkway, barrier and finishes	Coldharrow Construction	Protected by us during works; condition recorded before and after
Scaffold design, erection and inspection	Coldharrow Construction	We are a user, not an erector. We do not alter it — see §5.2.

“We are a user, not an erector.” That line exists because the single most common serious incident on a job of this shape is a fitter moving one scaffold board or removing one guardrail to get an awkward component through. It is stated here, it is on the permit, and it is briefed nightly.

1.3 Interfaces requiring coordination

WITH	ON WHAT	HOW IT IS MANAGED · SAMPLE
Principal contractor	Permits, access, scaffold, waste, welfare	Daily pre-start at 22:00. Permits issued nightly, not for the duration.
Venue estates	Isolations, alarm interface, out-of-hours access	Venue procedure MLL-EST-PRO-002. 48 h notice for any isolation.
Venue M&E contractor	Final termination at DB-04A, water availability	Joint hold point H5. We do not energise our own supply.
Venue life safety contractor	Fire alarm interface	Joint proving at H6, both parties present, result recorded in both logs.
Venue operations	Morning handback	Handback inspection at 05:30 nightly, signed by both. No handback, no leaving site.

SECTION 2

Sequence of operations

Eleven shifts. Hold points (H) stop the work until released by the named party; witness points (W) require attendance but do not stop the work if the witness declines to attend. Both cross-reference the ITP at §9.

2.1 Preliminaries, every shift

1. Attend the principal contractor's pre-start at 22:00. Collect permits for that shift only.
2. Confirm the venue is closed and Area 04 is clear of public and of other trades.
3. Erect the exclusion zone: barrier, signage, and a lit route around it for other trades.
4. Lay protection to the guest walkway and barrier. Photograph the condition before covering.
5. Task lighting to the work face — the venue's show lighting is off at night and is not a work light.
6. Brief the shift on the activities running that night and the controls at §5 that apply to them.

2.2 Sequence, with hold and witness points

SHIFT	ACTIVITY	DETAIL AND CONTROL	POINT · SAMPLE
1	Site set-up, offload and check	Offload by HIAB to the pre-agreed laydown. Check against the delivery schedule and record damage before the vehicle leaves. Damage found after the vehicle leaves is ours.	—
1	Verify the slab and setting out	Confirm the survey, anchor positions and the recorded service duct. Do not drill until released.	H1 — PC survey
2	Drill and set resin anchors	M20 to the drawing. Scan before every hole, not once per zone. Cure time observed — it is not negotiable against programme.	W1 — anchor pull test
2–3	Erect head frame, lower section	Two sub-assemblies craned into position, bolted to baseplates. Temporary propping until the upper section ties in. Frame is not self-stable at this stage and is not left unpropped at handback.	—
3	Erect head frame, upper section	Lift per the lift plan (§3.3). Match plates bolted, torqued to §3.2 in two passes, cross-pattern.	H2 — torque record
4	Install drum, shaft and bearings	Shaft through bearings, drum to flange. Alignment checked before final torque.	—
4–5	Install rocking beam and counterweight	Beam chocked from the moment it is landed until the eccentric is connected and proved. Two persons at all times. Counterweight fitted last.	H3 — beam secured
5	Install drive unit and chain	Drive to the frame, chain dressed and tensioned to 10–14 mm mid-span slack. Guarding fitted before any rotation.	—
6	Install conveyor frame, belt and skips	Frame fixed at 10 points (two added — see the as-built note). Belt tracked, skips fixed at 18 N·m, A2-70 stainless.	—
6–7	Install steam effect, reservoir and pipework	Reservoir set, double check valve at the fill point, condensate to the tundish and trapped waste. Pressure-test the wet side before the enclosure closes.	W2 — pressure test
7–8	Install control panel, containment and cabling	Panel set, SWA pulled and glanded, cores identified at both ends. Safety circuit wired as two independent channels — no shared conductor, no shared gland.	—
8	Present tails at DB-04A	Labelled, terminated our side, isolated and locked. We do not energise.	H5 — joint, M&E
9	Dead testing and first energisation	Continuity, insulation resistance and polarity before energising. Energise on the M&E contractor's release only.	H4 — dead test record
9	Prove the fire alarm interface	Both parties present. Loss of the healthy contact must stop the element. Result into both logs.	H6 — joint, life safety
10	Interlock and e-stop proving	Every device, both channels, timed. Any failure stops commissioning — there is no partial pass.	H7 — witnessed

SHIFT	ACTIVITY	DETAIL AND CONTROL	POINT · SAMPLE
10	Functional and effect commissioning	Endurance run; steam plume tested in still air with the doors closed, which is the condition that matters and the one usually skipped.	W3 — consultant
11	Scenic making-good and clean	Repairs in the classified coating system only. Record which system was used.	—
11	Demobilise and hand over	Exclusion zone struck, protection lifted, walkway condition compared to the shift-1 photographs, waste removed.	H8 — handover

H3 is the one that matters. The beam is counterweighted and holds energy from the moment it leaves the sling. It is chocked continuously — landed chocked, stays chocked, released only once the eccentric is connected and proved — and that is a hold point rather than a control measure because it is the step where an experienced fitter, working quickly at 03:00, is most likely to decide it is fine.

SECTION 3.1

Plant, equipment and lifting

ITEM	QTY	CERTIFICATION REQUIRED	CONTROL · SAMPLE
Mobile crane, 35 t	1, shifts 2–5	Thorough examination, current	Per the lift plan. Outriggers on spreader mats; ground bearing confirmed by the PC.
HIAB-equipped rigid, offload	1, shift 1	Thorough examination, current	Offload to the agreed laydown only.
Scissor lift, 10 m	2	Thorough examination, current	IPAF operators. Harness and restraint lanyard in the basket.
Mobile tower, 4 m	2	Inspected before use, recorded	PASMA-trained erector. Never moved with a person or tools on the deck.
Chain block, 1 t, and slings	1 set	Thorough examination, 6-monthly	Accessories are 6-monthly, not 12. Tags checked at each shift start.
110 V transformer and leads	2	PAT, in date	110 V CTE for all site tools. No 230 V hand tools on the work face.
SDS drills, magnetic drill	4	PAT, in date	On-tool extraction where drilling masonry — see §5.2 and §7.
Torque wrenches, 20–450 N·m	3	Calibration certificate, in date	An uncalibrated torque wrench produces a record that is worse than no record.
Cable scanner	2	Calibration, in date	Scan before every hole. Function-check on a known service at shift start.
Insulation and continuity tester	1	Calibration certificate, in date	Prove–test–prove. Results recorded as numbers.
Task lighting, festoon and podium	As required	PAT, in date	The venue’s show lighting is off at night and is not a work light.

3.2 Torque values

JOINT	FASTENER	VALUE · SAMPLE
Baseplate to slab	M20, 8.8	380 N·m
Head frame match plates	M16, 8.8	195 N·m
Drum flange to shaft	M12, 8.8	83 N·m
Conveyor frame to slab	M12, 8.8	83 N·m
Skip fixings	M8, A2-70	18 N·m
Scenic cladding	M6, A2-70	9 N·m

Stainless takes roughly half the carbon-steel value for the same size; applying the 8.8 figure to the A2-70 skip fixings will gall and snap them. The cladding value is limited by the FRP boss, not the bolt — the correct torque feels loose.

3.3 Lift plan – summary

Lift plan	KM4120-H0B-TEC-LFT-04-CIN-00005
Classification	Standard lift, planned by an appointed person
Appointed person	J. Restrict (named, in post, certified)
Slinger / signaller	Two, both certified; one signaller only at any time
Heaviest lift	Beam and counterweight, 340 kg
Max radius	14 m
Ground conditions	Confirmed by the PC; outriggers on mats
Exclusion zone	Full radius, barriered, no person under a suspended load
Wind limit	Stop at 10 m/s at the hook, or on the crane maker’s lower figure
Abort	Named in the plan. The appointed person stops the lift; nobody overrules that.

Personnel, competence and responsibilities

ROLE	NO.	COMPETENCE REQUIRED, EVIDENCED	RESPONSIBLE FOR • SAMPLE
Site supervisor	1	SSSTS or equivalent; first aid; briefed on this document	The shift. Stops work on any deviation from this document. Holds the permits.
Appointed person, lifting	1	Appointed person certification, current	The lift plan and every lift under it. Sole authority to stop or proceed.
Slinger / signaller	2	Slinger-signaller certification, current	Load attachment and signalling. One signaller at a time.
Installation fitter	4	Trade competence; abrasive wheels; manual handling; PASMA or IPAF as used	Mechanical assembly to drawing and torque.
Approved electrician	1	Recognised electrical qualification; competent for dead testing and certification	Cabling, terminations, dead testing, certification. Nobody else opens the panel.
Commissioning engineer	1	Competence on this element type; controls competence	Interlock proving, functional and effect commissioning, records.
Scenic finisher	2	Trade competence; COSHH briefed on the coatings used	Making good in the classified system, and recording which system.
HSE adviser	Visiting	Recognised HSE qualification	Audit against this document. Attends H3 and H7.

Numbers are maxima per shift, not a headcount for the job. Where an operative holds more than one competence, the roles may be combined — except the appointed person, who does not also sling, and the electrician, who does not also fit. Both exclusions exist because the combined role is where the check gets skipped.

SECTION 5.1

Risk assessment

5.1 Scoring

Risk = Severity × Likelihood, each 1–5. Scored before controls (initial) and after (residual). **Work does not proceed on a residual score above 9.** A control that does not move the score is not a control, it is a wish.

S ↓ / L →	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

5.1.1 Reading the score

BAND	SCORE	ACTION · SAMPLE
Low	1–4	Proceed under the controls stated.
Medium	5–9	Proceed; supervisor confirms the controls are in place at the pre-start.
High	10–16	Do not proceed. Add controls and re-score, or refer up.
Extreme	17–25	Do not proceed under any circumstances. The activity is redesigned.

Severity 1 first aid · 2 lost time · 3 reportable injury · 4 major or life-changing · 5 fatality.

Likelihood 1 rare · 2 unlikely · 3 possible · 4 likely · 5 almost certain, if uncontrolled.

5.2 Assessment – activity by activity

ACTIVITY	HAZARD AND HARM	WHO	CONTROL MEASURES	S	L	INIT.	RESID. · SAMPLE
Offload and laydown	Load shift, crush injury, dropped load	Crew, driver	HIAB with current thorough examination; banksman controls the offload; exclusion zone at full radius; nobody under a suspended load; loads to the agreed laydown only, on level ground.	4	3	12	8
Drilling into slab	Striking a buried service — electrocution, flood	Crew, venue	Scan before every hole , not once per zone; scanner function-checked at shift start on a known service; PC survey released at hold point H1; recorded duct positions marked on the deck; stop and re-scan on any change of resistance.	5	3	15	5
Drilling into slab	Silica dust — long-term respiratory harm	Crew	On-tool extraction, M-class; FFP3 as a second line, face-fit tested; wet suppression where extraction cannot be used; nobody outside the task within 3 m.	4	3	12	8
Crane lifts, head frame	Dropped or swinging load; crane instability	Crew, others	Lift plan §3.3 by a named appointed person; current certification for crane, operator and accessories; ground bearing confirmed; outriggers on mats; single signaller; full-radius exclusion; wind limit 10 m/s; the appointed person stops the lift and nobody overrules that.	5	3	15	5
Erecting head frame	Partially built frame collapsing	Crew	Temporary propping designed and fitted before the sling is released; frame is never left unpropped at handback ; supervisor inspects propping before anyone leaves the shift.	5	2	10	4
Installing beam and counterweight	Stored energy — beam swings under gravity	Crew	Hold point H3. Beam landed chocked and stays chocked until the eccentric is connected and proved; only the supplied chock at the marked position; chock seating confirmed by hand from outside the swing path; two competent persons throughout; counterweight fitted last; nobody works within the swing arc while the eccentric is disconnected.	5	3	15	5
Work at height, head frame and conveyor	Fall from height	Crew	Scaffold and MEWP in preference to ladders; IPAF operators, harness and restraint lanyard in the basket; PASMA erector for towers, never moved when occupied; no anchor point on the frame is rated for fall arrest and none is used ; rescue plan at §8.3, rehearsed before first use.	5	3	15	5

ACTIVITY	HAZARD AND HARM	WHO	CONTROL MEASURES	S	L	RESID.	
						INIT.	SAMPLE
Use of the principal contractor's scaffold	Fall, or collapse after alteration	Crew, others	We are a user, not an erector. No board, tie, brace or guardrail is moved by us for any reason; scaff-tag checked before every access; anything in the way is reported to the PC and altered by them.	5	2	10	4
Manual handling of frame sections and skips	Musculoskeletal injury, crush	Crew	Mechanical aids first; team lifts to a briefed plan with one caller; weights marked on components before delivery; task rotation across the shift; no lifting above shoulder height from a tower.	3	4	12	6
Electrical installation and first energisation	Electric shock, burns, arc flash	Electrician	Dead working only; 110 V CTE for site tools; prove–test–prove with a proving unit; lock-off with a personal lock, key held by the holder; we present labelled tails and do not energise — energisation is by the venue M&E contractor at H5.	5	2	10	4
Commissioning with guards removed	Entanglement in a moving mechanism	Commissioning engineer	Guards refitted before any rotation as standard; where a guard must be off to observe, the element runs in inch mode only, one person at the control with hands on it, a second person as observer, and the exclusion zone held; never in auto cycle with a guard off.	4	3	12	6
Wet commissioning of the steam effect	Scald from the heated element; slips	Crew	Element reaches 96 °C; electrical isolation is not thermal isolation and a 20-minute cool-down is enforced before access; absorbent mats under the test area; spill cleared immediately, not at the end of the shift.	3	3	9	3
Scenic coatings and solvents	Inhalation, skin sensitisation, fire	Crew	COSHH register §7 with assessments attached; water-based systems specified in preference; where solvent-based is unavoidable, forced ventilation and RPE, and never inside the cladding void , which becomes a confined space the moment solvent is used in it; no hot work in the area during application.	3	3	9	4
Night working	Fatigue-related error; poor lighting	Crew	Maximum 8-hour shift with a mid-shift break; no consecutive shifts beyond six; task lighting to the work face independent of the venue's show lighting; lit route around the exclusion zone for other trades; the safety-critical steps — H3 and H7 — are not scheduled in the last hour of a shift.	4	3	12	6
Morning handback to a public venue	Public entering an unsafe area; trip and slip left behind	Public, venue staff	Handback inspection at 05:30 by our supervisor and the venue, signed by both; frame propped or complete; no tool, lead, spoil or standing water left; protection lifted and the walkway compared to the shift-1 photographs; no signature, nobody leaves site.	4	3	12	4
Waste and spoil removal	Environmental release; manual handling	Crew, environment	Segregated at source; drill spoil bagged wet, not swept; no washing of any material into a gully; coatings and solvents removed from site by us, never into the venue's waste stream.	2	3	6	2

Nothing above proceeds at a residual score over 9, and four activities start in the high band and are brought down by a specific, checkable control — not by “take care” or “use PPE”. Where the residual stays at 8, as it does for offloading and for silica dust, that is stated rather than argued away: the control is good, the risk is real, and the supervisor confirms it at every pre-start.

SECTION 6

Permits and hold points

PERMIT OR POINT	ISSUED BY	VALIDITY	APPLIES TO · SAMPLE
Permit to work, general	Principal contractor	Per shift	All activity in Area 04. Collected at the 22:00 pre-start, returned at handback.
Permit to drill / break out	Principal contractor	Per shift	Anchor drilling. Not issued before H1 is released.
Permit to lift	Appointed person	Per lift	All crane lifts. Wind and ground conditions confirmed at issue, not at planning.
Permit to work at height	Principal contractor	Per shift	MEWP and tower work. Rescue plan confirmed in place at issue.
Electrical isolation certificate	Venue estates	Per isolation	Any work on or near the venue supply. 48 h notice.
Permit to energise	Venue M&E contractor	Once	First energisation at H5. Not ours to issue and not ours to assume.
Hot work permit	Principal contractor	Per occurrence	Not anticipated. If it becomes necessary, this document is revised first — a hot work permit is not a substitute for an assessment that does not cover hot work.

SECTION 7

Substances – COSHH register

SUBSTANCE	USED FOR	PRINCIPAL HAZARD	CONTROL	SDS · SAMPLE
Resin anchor capsule	Holding-down anchors	Skin and eye irritant; sensitiser	Nitrile gloves, eye protection; dispensed with the supplied nozzle; cartridges not decanted.	Attached
Waterborne bonding primer	Scenic making-good	Low; mild irritant	Gloves; general ventilation.	Attached
Two-pack epoxy primer	Steel touch-up	Sensitiser; solvent vapour	Forced ventilation and RPE; mixed outside the void; never applied inside the cladding void.	Attached
Solvent cleaner	Tool and surface cleaning	Flammable; vapour	Minimum quantity at the work face; sealed container; no ignition source; not used in the void.	Attached
Scale inhibitor	Reservoir dosing	Irritant	Gloves and eye protection; dosed at fill only.	Attached
Descaler, acidic	Commissioning clean	Corrosive	Gloves, eye and face protection; never mixed with the inhibitor; eyewash at the work face.	Attached
Silica dust (generated, not supplied)	Drilling	Long-term respiratory harm	On-tool M-class extraction; FFP3 face-fit tested; wet suppression as an alternative; 3 m exclusion.	n/a

Assessments are attached, not referenced — that was comment 3 on Rev 01 and it is the commonest reason a COSHH section fails review. A register that points at a data sheet somebody else holds is not an assessment.

SECTION 8

Environmental controls and emergency arrangements

8.1 Environmental

Waste	Segregated at source; removed by us; nothing into the venue's waste stream.
Spoil	Bagged wet at the point of drilling. Never swept dry.
Water	No material washed into any gully. Commissioning water to foul drain only, with estates' agreement.
Spill	Spill kit at the work face, not in the van. Any release reported to the PC the same shift.
Deliveries	Night deliveries to the agreed gate only; engines off, no idling near residential boundaries.

8.3 Rescue plan – work at height

- MEWP is the primary means of access; the secondary lowering control at the base is checked and proved at shift start, by the operator, every shift.
- A second trained person remains at ground level whenever a MEWP is occupied, and knows how to operate the ground control.
- On entrapment or incapacity: lower using the ground control; do not attempt to climb to the casualty.
- If the ground control fails, the emergency services are called immediately — a suspended casualty is a time-critical emergency and there is no self-recovery on this site.
- The plan is rehearsed before first use of each machine and recorded on the §10 register.

8.2 Noise, night shift

Percussive drilling is confined to 22:30–01:00, which is the window agreed with the venue and with the local authority. Outside that window the work is assembly only. Hearing protection is mandatory within 5 m of drilling regardless of the window – the neighbour limit and the operative limit are different problems and only one of them is about the time of night.

8.4 Emergency arrangements

First aid	Two first aiders on shift; kit at the work face; eyewash where the descender is used.
Raising the alarm	Principal contractor’s night procedure; supervisor calls it. Site address and gate number briefed nightly.
Fire	Venue procedure. Extinguishers at the work face; no hot work.
Access for emergency services	The exclusion zone never blocks the venue’s emergency route. Confirmed at set-up each shift.
Incident	Stop, make safe, preserve the scene. Report to the PC within the shift, not the next morning.

SECTION 9

Inspection and test plan — extract

The hold and witness points from §2.2, as they appear in the ITP. H = hold, work stops until released. W = witness, attendance invited, work continues if declined. R = review of records only.

REF	ACTIVITY	VERIFIED AGAINST	RECORD PRODUCED	HOBFOLK	PC	CONSULTANT · SAMPLE
H1	Slab, setting out and services	Survey and service drawing	Survey release note	R	H	R
W1	Anchor installation	Anchor pull test to spec	Pull test record	W	W	W
H2	Head frame torque	§3.2 torque schedule	Torque record, value found and set	H	R	R
H3	Beam secured before eccentric release	§5.2 control; visual	Supervisor sign-off, HSE attends	H	H	—
H4	Dead testing before energisation	BS 7671, edition current at test	Schedule of test results	H	R	R
H5	Tails presented, first energisation	Termination schedule; labelling	Permit to energise	H	H	R
H6	Fire alarm interface proving	Loss of contact stops the element	Joint record, both logs	H	H	W
H7	Interlock and e-stop proving	BS EN ISO 13849-1:2023, Cat 3 PL d	Timed results, every device, both channels	H	W	H
W3	Functional and effect commissioning	Design intent; still-air plume test	Commissioning record	W	W	W
H8	Handover and demobilisation	Snag list; walkway condition	Handover certificate	H	H	H

H7 is the consultant’s hold, not ours. The party with the least to gain from the answer holds the point that most needs an independent one. A hold point that the doer releases is a record, not a control — and the records produced by every line above become sections 5 and 6 of the O&M manual, which is why they are specified here rather than gathered afterwards.

SECTION 10

Briefing and acceptance register

Every person working under this document signs it. The signature records that they were briefed and understood it — not that a copy was issued to them.

#	NAME	ROLE	COMPANY	DATE	SIGNATURE · SAMPLE
1	G. Sillitoe	Site manager (PC)	Coldharrow	01/09/26	G.Sillitoe
2	M. Ferreira	Site supervisor	Hobfolk	13/09/26	M.Ferreira
3	J. Restrict	Appointed person, lifting	Hobfolk	13/09/26	J.Restrict
4	N. Farrant	HSE adviser	Hobfolk	13/09/26	N.Farrant
5	T. Vasey	Approved electrician	Hobfolk	13/09/26	T.Vasey
6	R. Okonkwo	Commissioning engineer	Hobfolk	13/09/26	R.Okonkwo
7		Installation fitter			
8		Installation fitter			
9		Slinger / signaller			

Rows are left blank deliberately. The register is filled in at the briefing, in front of the person signing — a register printed already complete is the clearest possible evidence that the briefing did not happen.

THE POINT OF THE EXERCISE

A method statement is a control, or it is paperwork.

Everything above is invented. The discipline is not.

What gets one approved

- It is written **to your scope**, not around a template. The controls name this element, this venue, this shift pattern.
- Controls are **checkable**. “Scan before every hole” can be audited; “take care” cannot.
- The **score moves**, and where it does not move far, that is said rather than argued away.
- Hold points are **held by the party with least to gain**, and they produce a named record.
- Assessments are **attached, not referenced** — the commonest single reason a COSHH section fails review.
- The rescue plan, the appointed person and the permit route are **named**. Those three absences send more documents back than any technical error.
- It names **the right regime**. Method survives translation; vocabulary and approval route do not.

How this one was produced

- Written against a **standard that is itself written down**, and against the scope, drawings and programme of the job — never around a template.
- **Every citation verified** against the issuing body before use: edition, amendment and current status.
- **Checked against the standard automatically**, line by line, before a person saw it.
- Then handed to a **second desk with no stake in the answer** to try to fault.
- **A person read it** before it went anywhere.
- The standards behind it were designed with practising health-and-safety and compliance specialists, and they check the work.
- The records this document specifies become **sections 5 and 6 of the O&M manual** — which is why the handover pack is finished on the day, not rebuilt from memory afterwards.

This is a sample. Cinderstone Mine does not exist. Kettlemoor Park, Marlhollow Leisure Ltd, Coldharrow Construction Ltd, and every supplier and person named in this document are fictitious. Every document number, drawing reference, test result and signature was invented for this sample. **No content from any real project appears anywhere in it.** The regulations, standards, guidance and frameworks cited are real and were verified current at 3 September 2026; the application of them here is to a project that does not exist, and this document is not advice on yours.

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