



- Title :** Basic Risk Assessments and Method Statements
- Aim :** To provide delegates with an understanding of how method statements are key documents in describing and communicating safe systems of work and the output from risk assessments.
- Objectives :** By the end of the training delegates will :-
- Understand the legal requirements for safe systems of work and risk assessments.
 - Understand the Company procedures for risk assessment.
 - Know when method statements are required.
 - Know what information should be included within a method statement.
- Duration :** 1 Day
- Timing :** 09.00 – 16.00 inclusive of break periods
- Delegates :** Site staff with specific responsibility for producing or approving method statements.
- Tutors :** Company Safety Trainers with input from local senior manager and safety manager
- Delegate / Tutor Ratio :** Max 15:1
- Evaluation :** Through a combination of :-
- Delegate input and discussion during the course
 - Practical exercises and review periods
 - Test paper at end of course
 - Post course questionnaire

COURSE PROGRAMME

Course Title : Basic Risk Assessment and Method Statements

	Duration	Subject	Tutor
09.00	10 mins.	Introduction	Senior Manager
09.10	20 mins.	Legislation and Procedures :- <ul style="list-style-type: none"> • HASAWA • Management of Health and Safety at Work Regs • HSG 65 • Company Safety Management System. 	Safety Trainer
09.30	20 mins.	Risk Assessments :- <ul style="list-style-type: none"> • Hazard • Risk • Company procedures for carrying out a risk assessment. 	Safety Trainer
09.50	55 mins.	Risk assessment exercise and review	Safety Trainer
10.45	15 mins.	Break Period	
11.00	90 mins	Method Statements :- <ul style="list-style-type: none"> • What makes a good method statement • How to incorporate the safety precautions from a risk assessment into a method statement • Company procedures for writing method statements. 	Safety Trainer
12.30	30 mins	Lunch	
13.00	30 mins.	Method statements exercise and review.	Safety Trainer
13.30	60 mins	Project : To carry out a risk assessment on a specific task that would be carried out at your place of work.	Safety Trainer
14.30	15 mins	Break Period	
14.45	60 mins	Project : To incorporate the findings of the Risk Assessment into a method statement.	Safety Trainer
15.45	25 mins	Delegates to review each others method statement and to debate their findings.	Safety Manager /Senior Manager
16.10	5 mins	Close	