SITE survey. APP

SITE SURVEY REPORT

Method Statement

Prepared for	Mill Yard Developments (sample organisation)
Date	10 Sep 2026
Site	3 Mill Yard, Sheffield
Prepared by	K. Lambert

FORM

Method Statement

1. Job details

Project	3 Mill Yard, Sheffield: method statement for partitions (completed example)
Method statement reference	MS-RI-017
Revision	B
Site	3 Mill Yard, level 2 office fit-out
Customer	Mill Yard Developments (sample organisation)
Address	3 Mill Yard, Kelham Street, Sheffield
Where on site is the work?	Level 2, meeting rooms 1 to 6 and the corridor wall
Work position on site (GPS)	Level 2, meeting room 4 · 53.389420, -1.470310 (SK 35310 87900, ±11 m)
Task	Metal stud partitions and drylining
Scope of the work	Set out, frame, board and tape the six level 2 meeting room partitions to the underside of the slab, about 4 m, including the head seal to the slab.
Start date	14 Sep 2026
Expected finish date	9 Oct 2026
Calendar days, including the start and finish	26
Working hours	07:30 to 17:00, Monday to Friday
Will the building or area be in use while the work is done?	No

> What a method statement is for. HSE describes a method statement as setting out, in a logical sequence, how a job will be carried out safely, including the control measures. It is not required by law for most work. The legal duties are a suitable and sufficient risk assessment (regulation 3 of the Management of Health and Safety at Work Regulations 1999) and safe systems of work with the information, instruction, training and supervision needed (section 2 of the Health and Safety at Work etc. Act 1974). A method statement is a practical way to show how you meet them.

Is this construction work under CDM 2015?	Yes
Your role on this project	Principal contractor
Construction phase plan reference	CPP-3MY-01, rev C

Does the work include demolition or dismantling of a structure?	No

2. People and competence

Supervisor on site	K. Lambert, drylining supervisor
Supervisor phone number	Via the site office

Crew 1: K. Lambert

Name	K. Lambert
Company	Ridgeway Interiors
Cards and training held	CSCS, SMSTS or SSSTS, PASMA, First aid at work
Earliest expiry date of the cards needed for this job	31 May 2027
Has this person the skills, knowledge, training and experience for the tasks given to them?	Yes

Crew 2: A. Doyle

Name	A. Doyle
Company	Ridgeway Interiors
Cards and training held	CSCS, PASMA
Earliest expiry date of the cards needed for this job	28 Feb 2028
Has this person the skills, knowledge, training and experience for the tasks given to them?	Yes

Crew 3: P. Sutcliffe

Name	P. Sutcliffe
Company	Ridgeway Interiors
Cards and training held	CSCS
Earliest expiry date of the cards needed for this job	30 Nov 2027
Has this person the skills, knowledge, training and experience for the tasks given to them?	No

Employers must take account of people's capabilities when giving them tasks (regulation 13 of the Management of Health and Safety at Work Regulations 1999). On construction work, a contractor must not employ or appoint anyone who does not have, or is not in the process of obtaining, the skills, knowledge, training and experience for their tasks, and must give them appropriate supervision (CDM 2015, regulation 15(7) and (8)). The training or supervision is recorded below.

Training or supervision to be provided	Apprentice, working towards his NVQ. Works alongside A. Doyle at all times, does not cut boards at height and does not erect or move the tower.
People on the crew	3
Are any subcontractors doing part of this work?	No

3. Sequence of work

Is there a risk assessment for this work?	Yes
Risk assessment reference	RA-RI-017
Date of the risk assessment	10 Sep 2026

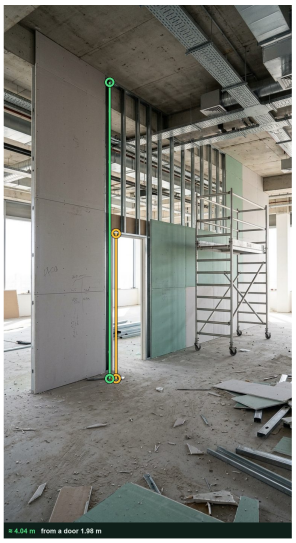
Sequence of work 1: Set out

What is done at this step	Set out
How it is done	Mark partition lines on the slab and soffit from the drawings with a laser level.
Hazards at this step	Work at height
Working height at this step (m)	4
Controls at this step	Podium steps with gates closed. No overreaching.
Is there a hold point before the next step?	Yes
What is checked, and by whom?	Setting out checked against drawings by the site manager

Sequence of work 2: Fix head and base tracks, then studs

What is done at this step	Fix head and base tracks, then studs
How it is done	Fix tracks to slab and soffit with approved fixings. Cut and fit studs at 600 mm centres.
Hazards at this step	Work at height, Noise or vibration, Manual handling
Working height at this step (m)	4.04

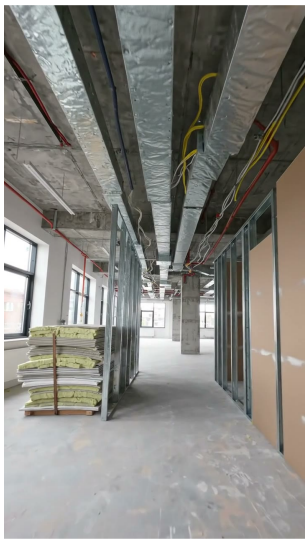
Working height at this step (m): measuring photo



Controls at this step	Mobile tower to PASMA, outriggers fitted, platform at 2.5 m with guardrails and toe boards, so the head track at about 4 m is fixed from the platform without overreaching. Cordless tools. Hearing protection when fixing into the soffit.

Photos or drawings for this step





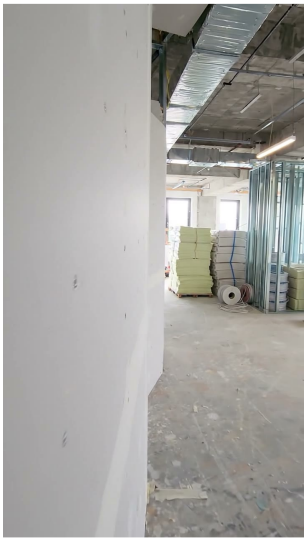
Is there a hold point before the next step?	Yes
What is checked, and by whom?	Services in the partitions checked by the electrical supervisor before boarding

Sequence of work 3: Board and seal the head

What is done at this step	Board and seal the head
How it is done	Board both sides, then seal the head to the slab as the partition specification requires.

Hazards at this step	Manual handling, Hazardous substances or dust, Work at height
Working height at this step (m)	4
Controls at this step	Two person lift for full boards. Score and snap, not power saw. Vacuum with H class extraction for sanding.

Photos or drawings for this step



Is there a hold point before the next step?	Yes
What is checked, and by whom?	Head seal inspected by the site manager and photographed before the ceiling closes

Sequence of work 4: Tape and fill

What is done at this step	Tape and fill
How it is done	Tape joints and fill to the finish level in the specification.
Hazards at this step	Hazardous substances or dust
Controls at this step	Ready mixed filler. Sand with an extracted sander only. FFP3 masks, face fit tested, for sanding.
Is there a hold point before the next step?	No
Steps recorded	4
Steps with a hold point	3
Steps with work at height	3
Highest working height (m)	4

4. Plant, materials and PPE

Plant and power tools	Hand tools only, Cordless power tools
Access equipment	Podium steps, Mobile tower

> Work at height is planned. The Work at Height Regulations 2005, regulation 4, require it to be properly planned and appropriately supervised, and done only when the weather does not put people at risk. Planning includes emergencies and rescue.

Will equipment be checked before each use, and faults reported?	Yes
Materials delivered and used	Plasterboard, metal studs and tracks, fixings, acoustic insulation, joint tape and ready mixed filler. Delivered to level 2 by the goods lift.
Will any hazardous substances be used or produced?	Yes

Hazardous substances 1: Plasterboard dust from sanding

Product or substance	Plasterboard dust from sanding
Has a COSHH assessment been made for this work?	Yes
COSHH assessment reference	COSHH-RI-04

Hazardous substances 2: Ready mixed joint filler

Product or substance	Ready mixed joint filler
Has a COSHH assessment been made for this work?	Yes
COSHH assessment reference	COSHH-RI-07
Could the work disturb materials that may contain asbestos?	No
PPE to be worn	Safety helmet, Safety boots, High visibility clothing, Gloves, Eye protection, Hearing protection, Respiratory protective equipment

5. Permits, emergencies and environment

Permits needed	None
First aider on site	K. Lambert, and the site first aiders listed in the site office
Where is the first aid kit?	Site office, ground floor, and level 2 welfare point

> Health and Safety (First-Aid) Regulations 1981, regulation 3. Employers must provide equipment and facilities that are adequate and appropriate in the circumstances so first aid can be given to employees who are injured or become ill at work.

Nearest hospital with an emergency department	Kelham General Hospital, emergency department, about 2 miles
Fire assembly point	Kelham Street, opposite the main gate · 53.389150, -1.470820 (SK 35276 87870, ±6 m)
What happens in an emergency	Stop work, make tools safe and leave by the stair core to the assembly point. Report injuries to the site manager straight away.

> Serious and imminent danger. Employers must set up appropriate procedures for serious and imminent danger. Regulation 8 of the Management of Health and Safety at Work Regulations 1999.

Rescue plan for work at height	The tower platform is no higher than 2.5 m and has full guardrails, so no one works from a harness and no one can be left suspended. A fallen worker is treated where they lie by a first aider and 999 called. The tower is moved only by the two PASMA card holders.
Waste produced	General waste, Packaging, Metal
Will waste be taken off site?	Yes
Waste carrier	Pennine Waste Services, through the site skips

> Duty of care for waste. Waste may only be passed to an authorised person, with a written description of it. Environmental Protection Act 1990, section 34.

Noise, dust, spills and neighbours	Cutting and sanding kept to level 2 with extraction. Offcuts bagged daily. No noisy work before 08:00.

6. Briefing

Has everyone on the crew had the site induction?	Yes
Has the crew been briefed on this method statement?	Yes
Briefed by	K. Lambert
Date	14 Sep 2026
Does anyone need the briefing in another language or format?	No
Has the crew been told to stop and report if the work or conditions change from this method statement?	Yes
Questions or points raised by the crew	Crew asked where to store full board packs. Agreed: on the level 2 loading bay, no more than one day's use.

Crew briefed and signed 1: K. Lambert

Name	K. Lambert
Signature	

Crew briefed and signed 2: A. Doyle

Name	A. Doyle
Signature	

Crew briefed and signed 3: P. Sutcliffe

Name	P. Sutcliffe
Signature	
People signed	3

7. Approval and sign-off

Points to resolve before work starts	0

> Nothing counted above. The method statement is ready for the work to start, once the site conditions match it.

Written by	K. Lambert
Date written	10 Sep 2026

Author signature



Has someone other than the author checked and approved it?	Yes
Approved by	N. Ward, site manager
Date approved	11 Sep 2026

Approver signature



Review date	9 Oct 2026
Days from writing to review	29

Review the method statement if the method, the crew, the equipment or the site conditions change, after an incident or near miss, and when the linked risk assessment is revised.