



## TOOLBOX TALKS

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### Toolbox Talk Details

Title	A05 - Risk assessments and method statements
Reason	Work must be planned and carried out in a safe manner. The construction industry continues to have an unacceptable accident record.
Outline	This talk covers what risk assessments and method statements mean to you.

### Risk assessments

1. All employers have a legal duty to prepare risk assessments for work activities that could foreseeably result in injury or ill health to any person or damage to equipment.
2. Risk assessments identify the ways in which the job activities, environment or the materials used could result in injury, ill health or damage (the hazards) and the control measures that must be put in place to ensure that the chance of anything going wrong is eliminated or reduced to an acceptable level.
3. Employers with five or more employees must have written risk assessments.
4. If there are fewer than five employees, the risk assessments must still be carried out, although there is no legal duty to write them down.
5. Employers have a legal duty to communicate the significant findings of risk assessments to workers who may be affected. It is important that you understand what they say.
6. There is no specified way for laying out a risk assessment so you must familiarise yourself with the way your employers present theirs.
7. In many cases, the risk assessments will form the basis for a method statement.

### Method statements

1. A method statement is a written list of operations, to be carried out in a logical, specified sequence, in order to complete a work activity in a safe manner.
2. Everyone involved in a job for which a method statement has been written should read it (or have it explained to them) and sign it, having understood its contents.
3. A well-written method statement addresses all the hazards present and plans the work so that the risk of an accident is eliminated or reduced to an acceptable level.
4. Method statements should be site and task specific.
5. It is important that you understand all aspects of your method statement fully.

Revision Date	Assessed By	Signature
January 2021	Michael Reddan	