



**Nottinghamshire  
County Council**

## **Seasonal Decorations – Method Statement Format for the Erection and Removal of Decorations Guidance Notes**

A method statement is a formal written safe system of work produced where work with foreseeable high risk content is to be carried out.

It should specify the operations to be undertaken on a stage by stage basis and indicate precautions to be taken to reduce risk.

There is no set format for method statements but the following provides a framework covering key points.

### **Scheme Outline**

To Include

<b>Description of works</b>	(Erection and Removal)
<b>Location</b>	(Town and Street)
<b>Time Frame</b>	(Start Date, Working Hours and Duration)
<b>Work Undertaken By</b>	(Operatives Names)
<b>Supervision Arrangements</b>	(Supervisor Name and Contact Details)

### **Work Method**

To Include

**Sequence of work**  
**Plant and Equipment to be Utilised**  
**Method of Working at Height**  
**Method of Lifting and Lowering Decorations**  
**Prevention of Falling Objects**  
**Traffic and Pedestrian Management Arrangements**

### **Safety Considerations**

To Include

**Significant Hazards and Control Measures**  
**Safety on Third Parties**  
**Personal Protective Equipment**  
**Operatives Competencies and Qualifications Specific to the Task**  
**Emergency Procedures to Include Fire, First Aid, Recovery from Height**