

METHOD STATEMENTS

1. The method statement, also known as a "safe system of work", details the way a process is to be completed. It outlines the hazards involved and includes a guide on how to do the task safely. A method statement is a vehicle for ensuring that:
 - a. The risks for an activity have been considered.
 - b. The measures to be implemented are presented in a 'checklist' style.
 - c. Any new thinking about that activity is recorded and the process modified.
 - d. There is an audit of periodic review of process.
2. The Method Statement lists the control measures required to ensure the safety of anyone who is affected by the task or process. In Medicine these will be used to manage the risks and set the process for teaching related activity where risks are present. The Method Statement is for staff and students in that it describes the process to be followed; what staff should do, what students should be told and what staff should ensure that students do. This style is applicable for all teaching activity or teaching related activity where there are repeated processes. If hazardous substances are required then a COSHH risk assessment should be also be used.
3. **Process.** Each year lead tech reviews the practical, this revision is signed off by the lead academic, the lead academic may or may not run the statement past the Ethics Committee. The end result is a 'current year version,' which may be the same as the last version, which is scanned and logged.
4. **Format.** Format available to read as a [pdf](#) or as a [Word Template](#).
5. **Naming convention.** Method statements should be named;

Field	'Method Statement'	Functional area	Activity / practical	date
Comments	So all readers are clear what this is	The space or area involved; DR, Clin Skills, MPL, field work	Specifically the activity involved	The date of last revision
For example	'Method Statement'	MPL	Triple Response prac	19102015

This gives; "*Method Statement_MPL_Triple response prac_19102015*"

6. **Register of Method Statements.** To follow, Medinternal folio...
7. **Archive.** Existing method statements in MedInternal 'current teaching method statements' move old versions to the archive section.