

Specialist Office Services Ltd



Method Statement

This is a general MS & RA used for sites that do not ask for specific MS & RA. SOS Ltd will produce specific MS & RA as required.

Revision	Date	Author	Notes

Assessed by F Davies **Date** Ongoing
Title Company Director SOS Ltd
Reassess by Director SOS Ltd **Date** Ongoing

(1) GENERAL SCOPE OF WORKS

Installation, Relocation and Reconfiguration of Office Furniture
Work Content:

- Site delivery vehicle in a safe position. Offload product in a safe manner.
- Transport product from the back of vehicle to our designated entrance into the building via skates and pallet trucks.
- Move goods to other floors via lift or manually carry goods up flights of stairs to relevant floors if necessary. No more than 20kg's to be lifted by any one person.
- Units over 20kg will be moved using rubber wheeled trolleys and mechanical aids as appropriate
- Ensure floor area is clear before unpacking product.
- Build and Place in position to an agreed floor plan and level as necessary.
- All packaging then to be removed from site and separated ready for recycling etc.
- All work areas to be left clean and tidy.
- Staff will be distributed in accordance with each phase of the install. I.e. two on the back of the delivery truck, two on the ground at the back of the truck, the rest distributed to carry the goods in to the building and unwrap and position.
- All staff will have adequate PPE as per the site / job requirements.
- All staff will understand Manual Handling procedures for moving furniture.
- All staff will receive a full induction on their first day on site where required.
- Protection of work areas where requested, floor protected by the use of rubber wheeled sack-trucks / skids etc.

(2) PROJECT ORGANISATION

Farley Grist and Frank Davies	Installation Team Directors/Managers
Christopher Shepherd	Installation Team Leader
Gary Shepherd	Installation Team Sub Leader
Darren Miles	Installation Team Sub Leader
Frank Davies	First Aid Trained

All SOS Limited staff have been registered and tested in accordance with the CSCS scheme and carry current valid CSCS cards.

KEY RISKS AND CONTROLS

Key risks	Control measures
Damage 3rd Party	Ensure working area is taped off with temporary hazard tape if necessary
Positioning of Delivery Vehicle	Ensure Delivery Vehicle is parked in such a way as to offer a level offloading surface, and short access to the site entrance where possible.
Staff	Ensure all staff have been inducted for site safety if required, and that all are wearing adequate PPE as per site and job requirements.
Manual handling and general H & S	Ensure all staff have read the Safe Manual Handling Poster and Tool Box Talks, and these have been explained and demonstrated where necessary.
Waste Disposal	Ensure waste is tidily placed whilst unpacking units. All waste is to be cleared daily and recycled, this will be sorted onto SOS Ltd Vans.

(3) DELIVERY SCHEDULE

Vehicles will park as near to the entrance as possible ensuring that it is not blocked where we will transport our product into the building to it's designated area as per the floor plans. In the event of a fire we shall evacuate the building using designated fire exits.

(4) ACCESS

By means of designated site entrance and use of lift where available. Site induction will identify fire escapes and safety routes. Where there is no site induction, staff must make themselves aware of Fire and Safety procedures for particular site. Safety/Fire routes not to be blocked at any time.

Mechanical handling i.e. use of lift required where possible. Some goods may need to be manually lifted upstairs. When not being lifted upstairs all the goods will be moved on rubber wheeled trolleys or skids.

(5) LIGHTING

- Building lighting unless otherwise agreed.

(6) PLANT AND EQUIPMENT

- Battery Powered Hand Drills / Drivers where necessary.
- Removal Skates
- Mobile 'A' Frame
- General Hand Tools
- Removal Crates

(7) SITE ORIENTATION

- Site induction will identify all safety routes and site-specific procedures regarding safe use of escape routes etc.
- Where site induction is not carried out, SOS Ltd staff will assess work area and building to identify Fire escapes, Muster points, First Aid facilities and personnel, and services as required.

(7) HAZARDOUS MATERIALS AND SUBSTANCES

- None Required or used

(8) WASTE MANAGEMENT

- All waste and packaging to be removed from site by SOS Ltd staff and vehicles
- SOS Ltd will keep work areas clean and clear at all times.
- Waste to be cleared daily in most cases.
- Waste will be sorted for Recycling.

(9) GENERAL STACKING OF PRODUCT

- All goods will be stacked tidily and safely on the floors whilst waiting to be built
- Stacking goods against walls should be avoided in most cases except where goods must not be laid flat. In this instance, walls must be adequately protected to prevent damage to decoration.
- Goods will always be stacked leaving adequate walkways, and never block fire exits, extinguishers or doorways

(10) UNIFORM

- Staff will wear company uniform with logos for identification at all times
- PPE should be worn depending on site and job carried out
- Safety boots will be worn at all times