

METHOD STATEMENT		
Method Statement: Furniture and Equipment Relocation Method Statement		Version Number: 0.01
Associated risk assessments, manual handling, general removals		
Title: Furniture and Equipment Relocation Method Statement		Date Prepared: 24/11/2016
Company Name and Address: Mounts Removals and Storage		
Description of Work: Furniture and Equipment Relocation		
Logical sequence of Task:		
Pre placement works		
<ul style="list-style-type: none"> • Only trained persons are to carry out the role • Team leader to ensure that all equipment is on the vehicle before leaving the yard • Vehicle is to be parked in an area that does not give rise to additional hazards but as close to the work area as possible. If needed, trained banksman are to be deployed to achieve this and cones or signs are to be placed. • Removal team are to ensure their presence is known in the area and they are familiar with the fire policy and fire assembly points. 		
Plan of works		
<ul style="list-style-type: none"> • The removal team are to inspect the items to be carried prior to work to best plan how to undertake the task. • The removal team are to plan the best route of carrying to ensure it is both safe and as short as possible • If there are bulky items, then the removal team are to see if it is possible to partly dismantle them for ease of handling. For example, desks. 		
Furniture and Equipment Relocation		
<ul style="list-style-type: none"> • Using manual lifting aids over team lifting where possible • All two person carries are to be identified as such and team members who are a similar build and speed to be paired up. • Items on manual handling aids to be pushed not pulled and good visibility is to be achieved. If this is not possible, then an additional person will be used around areas with poor visibility. • Crates not to be transported more than 4 high at any time. • Heavy crates to be stored at low level and lighter crates to be stored towards the top • Use is to be made of two persons when on steep gradients and manoeuvring over uneven flooring and thresholds 		
Proposed start date:		Duration: 1 week
		Working hours: 08:30-17:00
Special Considerations: Neighbours, Parking of deliver vehicle		Access to Work Areas: Noise, students and others
Resources required to undertake work: Sack barrows, skates, ramp, tail lift		
Staff members last date training: All staff in position of manual handling training, first aider on site.		
Supervisor: Jamie Mount		
Environmental Issues:		Temporary arrangements: Parking permit, passes for all on site.
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