

METHOD STATEMENT		
Method Statement: IT Packing and Relocation		Version Number 0.01
Associated risk assessments, Manual handling		
Title: IT Packing and Relocation		Date Prepared: 24/11/2016
Company Name and Address: Mounts Removals and Storage		
Description of Work: IT Packing and Relocation		
<p>Logical sequence of Task:</p> <p>Pre placement works Ensure all staff are inducted to the workplace All members of staff are to sign in and be aware of emergency procedures including safe vacation areas and muster points Ensure that all parking permits are displayed and the vehicle is in a safe position Ensure all crates are in position and are correct Ensure all other packing material is available and ready to use Foreman would brief all team members on the scope of work and organise the teams to their role</p> <p>Additional information A member of the university will be present to explain the scope of the work and any other requirements</p> <p>Sequence of work A team of at least two (IT Team) will be disconnecting IT equipment whilst the other team (removal team) removes the crates The IT team will liaise with the client to ensure that all IT equipment is ready to move and switched off The removal team will deliver the crates and the bubble wrap to the IT team for packing IT team will prepare the crates and cut the bubble wrap to size ready for packing IT team will line each crate with bubble wrap and ensure that the IT equipment is adequately protected Once packed, the removal team will move crates using skates ensuring the heaviest crates are on the bottom and they are stacked no more than four high. The removal team will put the crates in the correct location for the IT team to re connect to correct network points ready for easy set up by the client. Once re-connected, the removal team will transport the crates back to the designated area Once completed, the foreman will do a final check with the client to ensure that all equipment is ready for operation and delivered to the correct place.</p>		
Proposed start date:	Duration: 1 weeks	Working hours: 08:00-16:00
Special Considerations: Neighbours, Parking of deliver vehicle	Access to Work Areas	
Resources required to undertake work: Sack barrows, skates, ramp, tail lift		
Staff members last date training: All staff in position of manual handling training		
Supervisor: Jamie Mount		
Environmental Issues:	Temporary arrangements: Parking permit	
Prepared by: Lee Sadd	Verified by:	
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