

<b>METHOD STATEMENT</b>		
<b>Method Statement:</b> Laboratory Relocation		<b>Version Number:</b> 0.01
<b>Associated risk assessments, Manual handling Lab moves</b>		
<b>Title:</b> Laboratory Relocation		<b>Date Prepared:</b> 24/11/2016
<b>Company Name and Address:</b> Mounts Removals and Storage		
<b>Description of Work:</b> Laboratory Relocation		
<p><b>Logical sequence of Task:</b></p> <p><b>Pre placement works</b>            Ensure all staff are inducted to perform lab moves            All members of staff are to sign in and be aware of emergency procedures including safe vacation areas, muster points, spillages and special equipment            Ensure that all parking permits are displayed and the vehicle is in a safe position            Ensure crates are available            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            Specialist PPE would be used</p> <p><b>Additional information</b>            A member of the university will be present to explain the scope of the work and any other requirements</p> <p><b>Sequence of work</b>            Before work commences, the works foreman will give a brief on the hazards of lab work and ensure that all staff know the correct procedures such as use of lab coats, emergency procedures and decontamination processes            Staff will commence packing ensuring that the correct amount of protection is used per item            Only items that have been decontaminated will be packed and moved (workers to confirm this with client)            Larger items to be moved with necessary manual handling aids that are suitable for the item with the correct amount of personnel            Routes to be cleared of all obstacles and walked prior to work</p>		
<b>Proposed start date:</b>	<b>Duration:</b> TBC	<b>Working hours:</b> 08:30-17:00
<b>Special Considerations:</b> Neighbours, Parking of deliver vehicle	<b>Access to Work Areas</b>	
<b>Resources required to undertake work:</b> Sack barrows, skates, ramp, tail lift		
<b>Staff members last date training:</b> All staff in position of manual handling training		
<b>Supervisor:</b> Jamie Mount		
<b>Environmental Issues:</b> hazardous chemicals	<b>Temporary arrangements:</b> Parking permit	
<b>Prepared by:</b> Lee Sadd	<b>Verified by:</b>	
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