



**FAIRWAY OFFICE SUPPLIES LTD & FAIRWAY OFFICE
INTERIORS**

Method Statement for the Installation of Office Furniture and Storage

Approved by:

For Client:

Issue No. 1

For Fairway Office : Date.

METHOD STATEMENT – OFFICE FURNITURE INSTALLATION

Observations & Requirements

1. All Fairway Office representatives will be briefed on the method statement and risk assessment before commencing work.
2. All Fairway Office representatives will sign in and out as required and display the relevant passes at all times.
3. All works to be carried out to Fairway Office Health and Safety Policy and will adhere to Clients requirements.
4. Supervisor dealing with this contract:

Site Foreman TBA
5. Good housekeeping to be observed at all times to prevent any environmental impact. All materials will be stored in a lockable container in an appointed area and any waste will be tidied up on a daily basis and disposed of correctly.

WORK METHODOLOGY

6. All materials will be delivered by suitable vehicles and unloaded in an allocated area prior to the commencement of work. Vehicles to be reversed with the aid of a Banksman. Vehicles to be booked in prior to delivery as required.
7. Materials will be transported to final location and installed in line with installation risk assessment.

Manual Handling

Manual Handling operations will be subject to the Manual Handling Operations Regulations 1992.

Materials that cannot be offloaded from delivery vehicles and transported to the working areas by hand may be handled by suitable equipment such as trolleys pallet truck and furniture skate.

Manual lifting of weights over 25kg must use the team lifting option.

Lifting of loads in excess of 100kg must conform to an approved Method Statement.

Plant & Equipment

All hand tools and plant equipment shall be in good condition and be suitable for their intended duty.

Lifting equipment is to be examined and tested at the appropriate intervals and a copy of the valid certificate is available on request for inspection.

Portable electrical equipment is to be battery operated or rated at 230-250 volts on mains power supply or 110 volts through a transformer. Equipment using other operating voltages may be used only with the written consent of the clients Electrical Engineer.

Electrical equipment must be tested in accordance with IEE 16th Edition Regulations.

The use of electrical equipment of any sort, whether battery or mains powered, must not be undertaken in hazardous areas without prior consultation, and then, only under the control of the "Permit to Work" system.

Appendix 1
Project Risk Assessment

A. POSSIBLE HAZARDS TO FAIRWAY OFFICE REPRESENTATIVES / CLIENT EMPLOYEES / OTHERS ON SITE

Hazard	Yes/ No	Control Measures/Remarks
Fall from over 2 metres	NO	
Fall from ladder	NO	
Fall through fragile roof	NO	
Fall through roof glazing	NO	
Slip or trip	YES	Employees receive site induction. Safety Footwear to be worn
Falling objects	YES	Hard Hat to be worn when required.
Fire / explosion	YES	Employees receive site induction detailing evacuation procedures
Chemical	NO	
Asbestos	NO	
Electrical	NO	
Noise	YES	Appropriate ear protection to be worn where necessary
Manual Handling	YES	Employees trained in manual handling techniques. To follow manual handling procedures
Entrapment from handling materials	YES	Competent persons with full experience
Entry in confined spaces	NO	
Risks from Operations of Client/Other	YES	Employees wear appropriate PPE

Appendix 2
Safety Equipment

Equipment	Yes/ No	Comment
Hi-viz Jacket	YES	Wear according to site instruction
Overalls	NO	
Safety helmet	YES	Wear according to site instruction
Safety glasses	NO	
Safety goggles	NO	
Safety footwear	YES	Wear according to site instruction
Safety harness	NO	
Face mask	NO	
Gloves	NO	
Aluminium tower	NO	
Wooden or Aluminium	NO	
Crawling boards	NO	
Barricades	NO	
Manual Handling Equipment		
MEWP	NO	
Sack trucks	YES	Competent person with full experience
Manual pallet trucks	YES	Competent person with full experience
Powered pallet trucks	NO	
Vehicle tail lifts	YES	Competent person with full experience