

Method Statement

Project: Delivery and Installation of Sven Christiansen Office Furniture

Description of activity

Delivery and Installing New Office Furniture.

Involves:

- Delivery of Product using our own fleet, 18t box, Sprinter, Transit, Lo Loader dependent on site access.
- Installation of new office furniture.

Training

All operatives are adequately trained to carry out required tasks.

All site operatives hold current certification and have the following training:

- CSCS certification
- Manual Handling Training

Working at height

When working at height, site operatives must ensure that the working area is cleared on a period basis to ensure that there is continually a clear and safe working area to prevent slips trips and falls. Only the driver will be allowed on the back of the vehicle during the unloading process.

Welfare

Welfare arrangements are supplied by the client or principal contractor.

These should be in line with Schedule 2 of the Construction Design & Management Regulations 2015 (CDM). All sites are to have a minimum amount of welfare facilities available for workers, which include the following:

- Toilets
- Washing facilities
- Heating

First aid

All Sven vehicles contain a small First Aid Kit for use by the team members.

The client or principal contractor should nominate an appointed person to take care of first-aid arrangements.

Emergency procedures

The client or principal contractor will ensure that the existing site emergency procedures are followed, and that relevant information is given to operatives at time of induction or when changes are made to procedures.

Unloading Procedures

Prior to unloading the vehicle(s) a quick site check will be made by the supervisor to ensure access is clear and the area is ready for installation.

Condition of access areas are to be inspected and any damage observed and brought to the attention of the Site Manager who is to sign the DISC (Delivery, Installation, Service, Collect) report accordingly, the supervisor will take photo's as necessary.

During delivery care must be given to product, premises and persons working in, or who have access to the area.

All Lifts and doorways to be protected as necessary. Floorings to be protected where pallets trucks may be used, or pallets trucks designated for indoor or outdoor use.

Overshoes to be worn to protect flooring (carpets) during delivery/installation.

All Site restrictions must be obeyed unless a dispensation has been given by a suitably authorised person.

Any concerns regarding suitability of PPE shall be raised with the appropriate Site Manager and Sven Transport Manager.

Installation Procedures

Furniture should only be installed in areas that are suitably complete and clear of other contractors who may put fitters and product at risk of injury or damage.

Furniture is assembled by trained and experienced fitters using hand tools and maximum 18v cordless drills.

It may be necessary to place appropriate protection down in the work areas. This must be suitable and not act as a trip hazard.

All Sven staff are to work with due consideration for other contractors still on site.

Where reasonably practicable complete areas to enable other contractors, e.g. IT, to start working behind us.

Sign-Off Procedures

Any snagging is to be noted on the drawing/floor plan and notations made on the delivery notes before the client is asked to sign.

Site reports (DISC) are written out by the installation crew and form the basis of rectification reporting to our service department.

The senior fitter/supervisor on site is responsible for the collation of this information.

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