

METHOD STATEMENT FOR GENERAL OFFICE MOVES & MOVING OF HEAVY FURNITURE WITHIN THE FACULTY OF ARTS AND HUMAN SCIENCES (FAHS)

INTRODUCTION

This Method Statement describes the specific safe working methods which will be used to carry out the work. It gives details of how the work will be carried out and what health and safety issues and controls are involved. The content of this Method Statement reflects the finding of the relevant Risk Assessment(s).

Planning

- Where possible plan the move well in advance. Last minute moves are not a good idea, as there is no guarantee that all the necessary people and equipment will be available. This can lead to the task not being carried out correctly or staff members lifting heavy loads because not enough individuals are present.
- Inspect room that is being emptied prior to move to check layout for any unusual or awkward equipment/furniture that may require specialist lifting or moving equipment other than is readily available, i.e. a safe.
- Calculate and obtain the correct amount of packing cases, file boxes or crates required for the emptying of lockers, desks, bookcases and drawers etc.
- Contact the IT department if IT equipment has to be disconnected or decommissioned, and establish the procedure with them for reconnection and recommission.
- Inspect the room the equipment/furniture is going into, and the best order in which to take the equipment/furniture to avoid having to move it again or the blocking of corridors, walkways, fire exits etc.
- Plan the best route you should take between the rooms you are moving, ensure any internal doors are wedged open in advance to make the transition between rooms as smooth as possible. Including the locking off of lifts or stairs if going between floors.
- Ensure that all the necessary moving equipment is available including trolleys, skates, packing crates or boxes etc are available prior to carrying out the move, along with the correct number of people, as identified in the Risk Assessment.
- Ensure that only one person is managing the move and giving the necessary instructions to the others, to avoid any confusion as to what goes where, and what order it is going to be moved in. Write it down if necessary.

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- Ensure that everyone involved in the move understands the procedure in the unlikely event of an accident or incident.
- Check that the correct Personal Protective Equipment (PPE) is available and worn by any members of staff involved in the physical move i.e. safety boots/shoes and impact gloves etc.
- Finally make staff/students in the immediate area aware of the move and the route you intend to take, this way they can perhaps use an alternative route, and this will keep them out of the way of the task. Also insure that should the Fire alarm sound, you will not obstruct any fire exit or fire path with equipment or furniture that could stop people escaping from the building.

The Move

- Try to avoid moving from room to room if the route crosses a student mass exodus point. Either replan the route or ensure it takes place when the route is as empty or quiet as possible.
- Empty bookcases, drawers and Filing cabinets prior to being moved, and the contents placed into either packing crates or file boxes.
- Packing crates or file boxes should not be over filled. A maximum of 20kg for a single man lift or 40kg for a two man lift is recommended. The maximum weights should be reduced if the items are awkward, unwieldy or bulky. Take into account the amount of crates or boxes being moved at any one time, and split the movement of these items if necessary.
- All moveable items such as desk lamps, telephones, in/out trays, plants, etc should be removed from on top of any furniture that is due to be moved. (IT Equipment should be moved by IT only, and if possible prior to the move taking place)
- Take care during the move, especially when lifting or carrying, taking all due precaution and care in line with Manual Handling and Kinetic Lifting procedures. Do not attempt to tilt, drag, push or lift heavy, large or unwieldy items alone, if in doubt ask for assistance.
- Chairs on wheels can simply be wheeled along to the next office if on the same level or if having to use the lift, however if having to use the stairs ensure that the chair is not too heavy for one person to comfortably carry safely.
- Confidential Material should not be left unattended, and if possible identified prior to the move taking place, rooms should be locked when taking a comfort break or when going to lunch to ensure access to this material is not possible throughout the duration of the move.

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- Cupboards will need to be emptied, and their contents packed as per (Filing Cabinets) Small cupboards may remain full at the discretion of the move organiser and in accordance with the Risk Assessment.
- Desks will need to be emptied if they are the (fixed drawer type) before moving can take place. If the drawers are in a separate pedestal unit then this can be moved full, providing it is not going to have to be carried down the stairs.
- Ensure that all drawers and cupboard doors are either locked or secured, thus preventing them to come open once lifting and moving operations have begun.
- Any electrical equipment such as heaters, fans, free standing lamps, etc, should be unplugged and moved as and when required, so as to not obstruct the move.
- Any unwanted equipment or furniture that is not required in the new office location, can either stay where it is until needed, placed in storage, or depending on its condition, disposed of accordingly.
- Keys to all lockable equipment must be kept safe, and put back into the furniture from which they came once the move is complete.
- If possible label crates and boxes to ensure that the contents are emptied in the same order that they were filled.
- Laptops should be kept secure, and not left unattended throughout the duration of the move.
- Notice Boards & White Boards if required, should be removed from the wall once the move is complete, and then relocated into the new office as necessary.
- If during the move you notice any electrical item that has not been P.A.T tested or the label indicates it is out of date, bring this to the attention of the Buildings & Facilities Manager, who can arrange for it to be tested.
- If having to move a large photocopier then ensure that if leased the Engineer has been informed of its relocation, and if possible arrange to have him present to carry out a recommissioning test to ensure that it still functions correctly.
- Small photocopiers, fax machines, and printers can be moved to the new location, and tested by IT once in place.
- Pictures should be removed as per (Notice Boards & White Boards)

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- If a move involves racking then this should be emptied and the contents packed as with (Bookcases & Filing Cabinets) the racking will then have to be dismantled and reassembled in the new location. Note: Some racking needs to be fixed to the floor & to the wall ensure that this is possible before moving it to the new location.
- Wall mounted shelving will need to be emptied and the contents packed accordingly, remove the individual shelves one at a time, and then the supporting brackets, before attempting to remove the main wall uprights.
- Care should be taken when relocating any wall mounted items to ensure that the wall can take the weight of the item being fixed to it, and the wall contains no electrical wires or pipes in the location where the wall mounted item is due to be fixed.
- Small items such as coat hooks, first aid boxes, clocks, etc, that are to be wall mounted should also bare in mind the above.
- Room numbers and names should also be changed if applicable, and any relevant list such as First Aider, Fire Warden, etc, updated accordingly
- All crates and file boxes should be unpacked as soon as possible and in accordance with the Risk Assessment.
- Any unwanted items left over from the move, should either be stored, relocated, or disposed of accordingly. This would also include rubbish and or packing materials.

On Completion of Move

- Contact IT and inform them that the move is complete, so they can then re - patch both phones and computers, and test them.
- Inform the contract cleaners that the move has taken place so that they can add the new office to their list if necessary.
- Remove all door wedges from doors that have been kept open during the move
- Unlock any lifts that may have been used during the move
- Return all lifting and moving equipment to its relevant location, and oil, service, etc, as necessary.

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- Finally inform the relevant people who may have been affected by the move that it is complete, so they no longer need to take an alternative route.