method statement

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spaceoasis

Completing task in a safe manner is very important to Spaceoasis. We identify the risks and take steps to reduce them to deliver possibly the best service to our customers.

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Method Statement

Customer: your company name

site: your site address
location: floor, room number
supplier: Spaceoasis Ltd.
product category: screens / furniture
applications: breakout ares, study areas, meeting areas, reception, etc.
start & completion date: DD-MM-YY to DD-MM-YY
order number: your order number

Method Statement:

1.0 General:

The scope of works to be undertaken by Spaceoasis Limited is the supply and installation of its proprietary screen and furniture systems for Breakout Area, Study areas, Meeting Areas, Reception etc at your premises.

The system consists of timber based laminated panels connected together using integral steel posts.

The work carried out on site is predominately assembly although there is the possibility of sundry works relating to site scribing, the use of water based adhesives on joints and silicon seals to the rear of fitted work surfaces or under side of panels.

The work will be carried out according to our generic risk assessments and any additional assessments the installation supervisor considers necessary. He will liaise regularly with the client's health and safety representative.

The work areas will be tidied at the end of each working period and any waste material either removed from site or placed in skips.

Method Statement

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1.1 Operatives:

- one site supervisor (skilled joiner)
- one other operative

1.2 Site Preparations:

Up to date printed layout drawings will be needed for accurate setting out and installation of product. You will need to confirm the exact locations for all units prior to installation as once units are fitted, subsequent relocation has not been allowed for in our quote.

1.3 Other Trades:

The area is expected to be clear of other works and un-associated product as no allowances have been made for the removal or relocation of such items.

All floor finishes should be complete prior to us commencing assembly.

Spaceoasis Limited are not responsible for the connection of services and so will liaise with the site supervisor regarding the timely completion of these works once units are in place.

1.4 Protection of Works:

There is no allowance made for any special protection of works after completion unless specifically agreed in writing at the time of contract.

Or (delete non relevant option here)

Once each unit is completed, a sign off will be obtained and the works will be protected with Cushion Wrap 1207 (LPS 1207)

2.0 Delivery and Loading:

Goods will arrive on delivery vehicles in crates; individual items will be unpacked whilst still on the vehicles. All packaging will be taken away or placed in skips on the day of delivery.

2.1 Holding area:

Before goods are off loaded we will require a safe dry area inside the building for temporary storage prior to transporting to the appropriate floor / area.

2.2 Movement of goods:

Components are within accepted guidelines for manual lifting by either one or two people and moved from vehicle to installation location with mechanical assistance. An ergonomic assessment is carried out based on relevant size of the components to be moved. Control measures are used to avoid hazardous manual handling operations so far as reasonably practical; assess any hazardous manual handling operations that cannot be avoided and reduce the risk of injury so far as reasonably practical.

2.3 Storage and location of goods:

Spaceoasis Limited would prefer storage facilities so that component sets are transhipped to their installed location at the time of assembly. This will keep the site clear and offer better protection for materials awaiting site installation.

3.0 Assembly of Units:

Each area follows the same setting out and assembly procedure. Occasionally it is necessary for assembly posts to be modified on site; this is done by hand with tape measure and hacksaw to achieve the required length.

3.1 Screen Panels - Reception, Meeting, Breakout Pod Screens:

Segments are assembled using an integral steel post system. Panels are linked to

the posts using standard mechanical fixings. Each panel run is completed with a solid plywood capping.

3.2 Furniture Components – Desktops, Seats & Shelves:

The furniture system links to the panels with blades that lock into position onto the integral steel post. Once in place blades, desktops, seats, shelves etc. are mechanically fixed into position. Once the desktop is assembled cable access holes can be added (position to be confirmed on site) by using a power drill and range of hole cutters.

4.0 Plant & Tools

Power Tools (110v):
- pistol Drill
- vacuum Cleaner
- extension Leads
- transformer

Cordless Power Tools:
- drills

5.0 Personal Protection Equipment (PPE)

All operative will be issued with:
- safety Helmets to BS 5240
- safety Footwear to BS 1870
- high Visibility Vest
- gloves
- dust Masks
- light Eye Protection

Some activities may require operatives to remove PPE for a short period of time. Such incidences will be cleared first with the supervisor who will assess and monitor the risk.

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