



CASTLE OFFICE MOVES METHOD STATEMENT

Method Statement:

Access and egress from site will be via approved entrances at the client's discretion.

All loading and unloading will be carried out in line with laid down Health and Safety guidelines.

Movement and installation of furniture will be carried out using both Government and manufacturers guidelines.

All employees have PPE.

Rubbish clearance will comply with the Company's environment policy.

A working Supervisor will be on site at all times.

Staff and sub-contractors will be made aware of all risks identified on each site by the working Supervisor.

The client should inform Castle Office staff of any additional risks that may occur during works.

Castle Office operates a Health and Safety Policy and will ensure that all staff and sub-contractors are aware and adhere to the Health and Safety Policy.

Lifting: Castle Office staff are all manual handling trained and use the Kinetic system of lifting and carrying.