



## **Delivery and Installation Statement**

When we deliver and install our office furniture there are many factors that we have to take into account to ensure that the installation proceeds smoothly and safely. To this end we send out forms for completion well in advance of any office furniture delivery/installation: you may download further information below

All Pure Office Solutions Ltd representatives will be briefed on the method Statement and risk assessment before commencing work.

All Pure Office Solutions Ltd representatives will sign in and out as Required and display the relevant passes at all times.

All works to be carried out to All Pure Office Solutions Ltd Health and Safety Policy and will adhere to Clients requirements.

Each project will Have a nominated site foreman and project Manager

Good housekeeping to be observed at all times to prevent any Environmental impact and any waste will be tidied up on a daily basis and disposed of correctly.

All materials will be delivered by suitable vehicles and unloaded in an allocated area prior to the commencement of work.

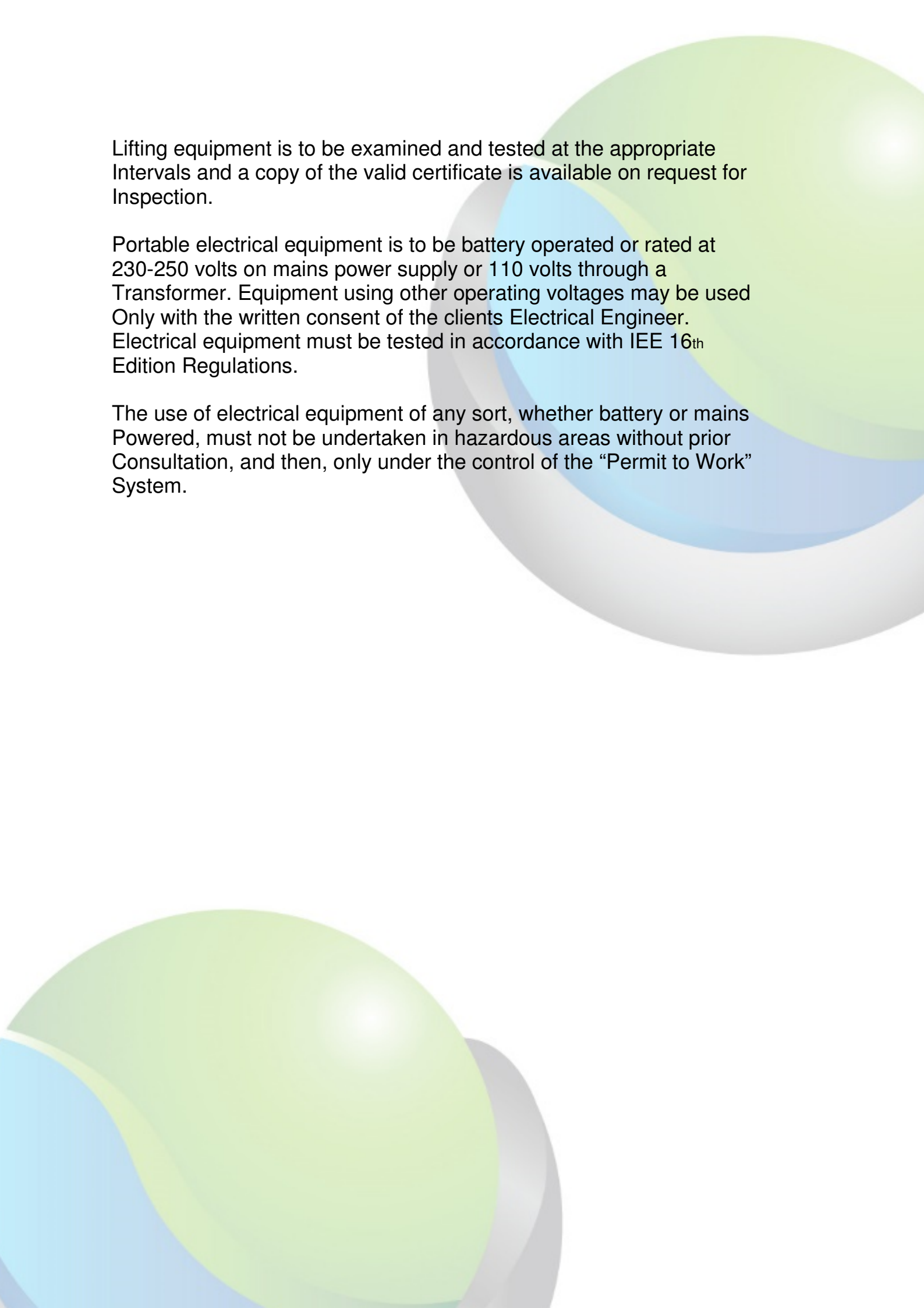
Materials will be transported to final location and installed in line With installation risk assessment.

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 will 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.

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 16<sup>th</sup> 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.