

METHOD STATEMENT – DELIVERY AND INSTALLATION OF MOBILE ALLOTMENT SYSTEM

The Following Method Statement form is provided only as a template and guide

Events/School Name -

Address -

Post Code -

Contact/Teachers Name

Equipment to be used for the delivery and installation of a Mobile Allotment System

- 1 Vehicle and Trailer with drop down tailboard
- 2 Mobile planter dimensions – 1.2m x 1m x 0.800m
- 3 Motorised Forklift Pallet truck or Manual Forklift Pallet truck

Movement and installation of Mobile Allotment System

Arrival

1 - Country Classrooms will arrive on site with the mobile allotment using a motor vehicle and trailer, they should be meet by a member of staff from the venue to allow them to sign in if applicable, after doing so, the member of staff from the venue should guide them to a safe and suitable unloading point free from obstructions, staff and students.

Site Evaluation

2 – After the vehicle and trailer are suitably parked, Country Classroom staff along with a member of staff from the venue should then together assess a suitable route to move the mobile allotment around or through the building to its final destination. This route should be free from obstruction as per risk assessment. Only when a site evaluation and safe route has been agreed will unloading proceed.

Unloading and final destination

3 – To enable unloading of the mobile allotment system, the tailboard on the trailer on which the planters have been carried will be lowered to the floor allowing either the motorised or manual forklift pallet truck safe and obstruction free movement. Each allotment will be lifted using the forklift truck and will be



manoeuvred down the tailboard ramp to floor height and then will be moved through the approved route agreed prior by both the venue staff and Country Classroom staff. This will be repeated until all allotments are placed at their final destination

Leaving Site

4 – After all allotments have been placed in their final destination, the forklift truck will be loading back on the trailer in the same way as previously described, securely fastened for transportation, the tailboard/ramp will then be lifted and secured. Country Classroom staff will then sign out of the venue and vacate the premise

I have read and understood Country Classrooms Ltd Method Statement

Teacher's Name as an authorised signature

Authorised Signature

Date

Authorised Signature on behalf of Country Classrooms Ltd

Name as an authorised signature

Authorised Signature

Date

Country Classrooms Ltd

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