Office Move RAMS Template

SECURE TRANSPORTATION SINCE 1996



A ready-to-complete risk assessment and method statement for office relocations, desk moves and IT reconnection, for building managers and client safety teams

1. Document Control:

Document title: Office Move Risk Assessment and Method Statement

Project name: [Insert project name]

Client: [Insert client name]

Origin site and floor: [Insert origin site]

Destination site and floor: [Insert destination site]

Prepared by: Secure Transportation Ltd

Prepared for: [Insert client, facilities or building manager contact]

Document reference: [Insert RAMS reference number]

Version: [Insert version number]

Date issued: [Insert date]

Review date: [Insert date]

2. Scope of Works:

This document covers the planned relocation of an office and its equipment from the origin site to the destination site.

The scope may include:

- desk decommission, cable labelling and packing
- packing of IT equipment, monitors and peripherals
- movement of furniture, boxes, crates and storage items

- internal movement through lifts, corridors and loading bays
- loading, secure transport and unloading
- placement at the destination against the move matrix or seating plan
- removal of packaging and waste
- final handover and sign-off

It is intended for weekend, out-of-hours and phased office moves. Server room and data centre moves need their own RAMS.

3. Description of Activity:

The move will be carried out by trained personnel using appropriate handling aids, protective materials and secure vehicles, to an agreed schedule.

Activities will follow:

- the agreed project schedule and access windows
- building management requirements at both sites
- site health and safety and security rules
- client instructions for what moves, what stays and what is disposed of
- relevant manual handling and transport regulations

The work will be coordinated to minimise disruption to other occupants and to protect the building, the equipment and the people involved.

4. Key Objectives:

The purpose of this method statement is to ensure:

- safe working by all personnel on site
- every desk, device and item reaches the right place
- protection of building finishes, lifts and common areas
- minimal disruption to staff and other building users
- a clear record of what was moved and signed off
- compliance with client and building-specific requirements

5. Personnel and Responsibilities:

Project Manager

- confirms the scope, schedule and sequence
- agrees access, lift and loading bay bookings with building management

- issues the move matrix and this RAMS
- manages communication and escalation

Site Supervisor or Team Leader

- briefs the crew before work starts
- supervises safe working and checks this RAMS is followed
- confirms completion of each floor, zone or stage

Crew

- follow the method statement and use the correct PPE
- label, pack and move only in-scope items
- report hazards, damage and deviations at once

Client or Site Representative

- confirms what is in scope and what stays
- confirms access to both sites
- approves completion and signs off

6. Equipment and Materials Used:

Depending on scope, the following may be used:

- crates, boxes, labels and cable ties
- monitor sleeves and anti-static bags
- floor, corner, lift and door frame protection
- trolleys, skates, dollies and pallet trucks
- stair climber equipment where the route needs it
- lifting straps and load restraints
- barcode scanner, asset sheets and move matrix
- tail lift vehicles and secure transport
- PPE and waste bags

7. Personal Protective Equipment:

The following PPE will be used as the site rules and task require:

- safety footwear
- work gloves
- high visibility clothing
- ID badges and security passes
- any site-specific PPE set by building management

8. Method Statement:

Step 1: Pre-move planning and briefing

- Confirm the scope, schedule, access windows and move matrix
- Confirm lift and loading bay bookings at both sites
- Confirm which items move, stay, are stored or are disposed of
- Brief the crew on the sequence, hazards and escalation route

Step 2: Site access and preparation

- Sign in with building security and complete any induction
- Inspect the routes at both ends for hazards and obstructions
- Apply floor, corner, lift and door frame protection
- Mark out the holding and loading areas

Step 3: Desk and IT decommission

- Verify each desk against the move matrix before touching equipment
- Power down and disconnect devices in the agreed order
- Label every cable, device and accessory with the desk reference
- Bundle cables and pack each desk kit together

Step 4: Packing

- Pack equipment, files and personal items to the agreed standard
- Label every crate and box with its destination
- Protect monitors, screens and fragile items
- Keep high-value or sensitive items under supervision

Step 5: Internal movement

- Move items on the planned route using suitable handling aids
- Control the pace and communicate at corners, doors and lifts
- Do not overload lifts or crates
- Keep escape routes and walkways clear

Step 6: Loading and secure transport

- Load so that items are stable and restrained
- Check counts and labels before the vehicle leaves
- Keep the vehicle locked and monitored when unattended

Step 7: Delivery and placement

- Confirm the access arrangements before arrival
- Unload using the same protective methods
- Place crates, furniture and equipment at the destination against the move matrix or seating plan

Step 8: Reconnection support

- Place equipment at each desk as planned
- Reconnect or support reconnection only where included in the scope
- Record any missing, damaged or unlabelled items

Step 9: Waste and clean down

- Remove packaging and waste to the agreed route
- Keep waste from mixing with building waste unless agreed
- Leave the area clean, clear and safe

Step 10: Completion and sign-off

- Reconcile what was moved against the move matrix
- Record exceptions, damage and delays
- Obtain sign-off from the client or site representative

9. Risk Assessment Summary:

Manual handling injuries

Risk: strain or injury when lifting or carrying crates, furniture and equipment.

Controls:

- trained staff only
- trolleys, dollies and lifting aids where suitable
- team lifts for heavy or awkward items
- crates not overloaded

Damage to equipment, furniture or the building

Risk: items dropped, struck or scraped, and damage to walls, floors and lifts.

Controls:

- protective wrapping and padding
- floor, corner and lift protection
- controlled handling on routes, thresholds and corners
- supervised loading and unloading

Slips, trips and obstructions

Risk: trips over cables, crates, thresholds or packaging.

Controls:

- route checked before work starts
- walkways kept clear

- packaging and waste removed as work progresses

Occupied buildings and other building users

Risk: other occupants, visitors and contractors affected by the move.

Controls:

- work in agreed zones and time windows
- loading bay and lift slots booked
- signage and supervision at lifts and doors
- escape routes and fire exits kept clear

Lifts, ramps and stairs

Risk: overloaded lifts, unsafe stair movement and trapped hands.

Controls:

- lift capacity checked and not exceeded
- stair climber equipment used only by trained staff and where the RAMS allows
- crew communication at every stage

Vehicle loading and transport

Risk: injury during loading and load movement in transit.

Controls:

- suitable vehicle and load restraint
- supervised loading and unloading
- vehicle parked in the approved loading area
- counts checked before and after transport

Out-of-hours working and fatigue

Risk: reduced concentration during night or weekend moves.

Controls:

- planned shift lengths and breaks
- team supervision
- escalation route if conditions become unsafe

10. Emergency Procedures:

In an emergency:

- stop work immediately
- make the area safe where possible
- notify site security, the site contact or emergency services as appropriate

- notify the Secure Transportation project lead
- record the incident once the immediate danger is controlled

Emergency contacts:

Project Manager: [Insert name and number]

Site contact: [Insert name and number]

Security or reception: [Insert number]

11. Environmental Considerations:

- packaging waste is removed to the agreed route
- redundant equipment is separated from items that are moving
- ITAD or WEEE processing, where in scope, is handled under separate documented procedures
- vehicle engine idling is kept to a minimum on site

12. Quality and Documentation:

The following records may be completed as part of the move:

- move matrix and desk completion tracker
- asset list and packing list
- route and access checklist
- photo evidence where requested
- delivery sign-off
- exception and incident log
- final completion record

These records can be issued to the client after the project.

13. Exclusions:

Unless agreed in writing, this RAMS does not include:

- structural cabling or network reconfiguration
- electrical works beyond standard plug connection
- IT configuration, software or data backup
- assembly of new furniture
- disposal of items not listed in scope
- server room or data centre moves

14. Acceptance:

This RAMS template must be reviewed and approved before work starts. Project-specific details must be inserted before it is issued.

Prepared by:

Name:

Position:

Signature:

Date:

Reviewed by:

Name:

Position:

Signature:

Date:

Approved by client or site representative:

Name:

Position:

Signature:

Date:

15. Final Sign-Off:

Move completed by:

Name:

Signature:

Date:

Supervisor review:

Name:

Signature:

Date:

Client approval (if required):

Name:	
Signature:	
Date:	