Method Statement

This method statement is to be read in conjunction with the attached risk assessments and the Wembley Windows (SC) Ltd Health and Safety Policy and Procedures Manual.

Description of the Task/Activity:	General door/window fitting/replacement				
Project Name:		**Project Ref:**			
Site Address/ Location:		**Start Date/Time:**			
		Finish Date/Time:			
Personnel involved:	**Name**	**Role/Trade**			
		Works Supervisor/Senior Window Fitter			
		Window Fitter			
		Labourer			
Works Supervisor:		**Role:**	Works Supervisor	**Tel:**	
Key Plant and Tools Required:	• Chop saw, jig-saw • Spanners, Screwdrivers, Chisels, Stanley knife, Pliers, Hammers, Hand Saws, Files and other small tools • Wrecking bar • Lump hammer • Hammer drill • Reciprocating saw • Battery powered cordless drill/screwdrivers • Work bench				
Key Materials Required:	• Miscellaneous trims and packing • UPVc doors and door frames • Replacement UPVc windows and associated frames • Miscellaneous hinges, brackets, locks and fixings • PVA Wood Glue/Adhesive • Expanding builders foam • Gripfill				
Other Essential Equipment:	• Podium steps • Clamps • Fire extinguisher • First aid kit • Inspection lamp • Dust sheets • Hop-ups • Crawl boards				
Specific Identified Residual Hazards:	Please refer to the attached risk assessments. The key hazards are: • Manual handling • Use of power tools • Working at height • Slips, trips and falls				

Specific Staff Training Requirements:	A competent and experienced site supervisor will be appointed to manage and oversee the works, including on-site health and safety. All operatives are to receive information and instruction on the content of this method statement and the attached risk assessments. All operatives are to receive a site safety induction prior to the commencement of works. All operatives using power tools are to have received suitable and sufficient training in the use of the equipment. Only those considered competent to use such equipment shall be permitted to operate such tools. All operatives are to receive training on safe manual handling techniques and asbestos awareness. All operatives are also to receive training in safe working practices for work at height and are to be advised that the use of step-ladders/ladders shall only be used where there is no other suitable alternative, such as full access scaffold, mobile tower scaffold or MEWP. All work is to be carried out by competent experienced window fitters, as a company we are registered and audited by FENSA to ensure that we maintain their high standards of workmanship. A record of all training shall be maintained and will be available on request.
Sequence of Operations:	1. Liase with the client prior to the start of works to determine start dates and durations for the works. Advise the client of the hazards associated with the works. 2. Ensure all materials, parts and equipment have been ordered and are available for the start of works. 3. On Commencement of works, prepare the site for work by advising the residents of the property of the scope of works and the restrictions that will be placed upon the working area in terms of where the client and other contractors can and cannot go whilst the works are being undertaken. 4. Carry out a visual inspection of the work area to ensure that the required works are as per the specification and that no additional works or materials are likely to be required. Check to see if any suspect substances, such as asbestos are present. If additional works are required, or any suspicious substances have been identified, contact head office immediately and advise the client. 5. Deliver all parts and materials to site, ensuring that appropriate care is taken when manual handling large, heavy or awkward shaped objects, such as heavy glazed units. 6. Cover all affected areas of flooring, soft furnishings, white goods and other items with dust sheets or other appropriate protective sheets to prevent any damage being caused to them.

Sequence of Operations:

Door Replacement/Installation

7. This should be carried out in strict accordance with the manufacturers' recommendations and in the sequence specified by the manufacturer. Before starting work ensure that the correct door and frame sizes have been supplied, together with all the necessary ironmongery, locks and fixings etc.

8. Where applicable any existing door should first be removed by removing the hinges from the door frame. The existing door frame can then be removed from the wall; this will be done by cutting through the frame and levering the frame away from the wall with a wrecking bar.

9. Carefully remove all old fixings and other parts of the door frame assembly from the wall and dispose of safely in the site skip.

10. Prior to the fitting of the new door and door frame, the walls must be checked to ensure that they are sound and secure, and suitable for the fittings to be used. Where sections of the wall are damaged or are not suitable, the area should be made good or alternative fixings used.

11. Clean the area and prepare the recess for the installation of the new door frame. Fit the frame into position, ensuring a tight fit, checks should also be made to ensure the frame is plumb and square.

12. Use packers where necessary to secure and level the frame in position and then drill through the frame into the masonry/stud wall for the frame fixings. A minimum of 3 frame fixings should be used on each element of the door frame.

13. Once the frame fixings have been inserted and securely fixed /tightened, any voids at the back of the frame should be filled with expanding foam to provide added protection against the weather/water ingress and from unwanted noise.

14. The door hinges can then be fitted to the frame and the door hung on the frame and the door furniture added, this will involve simple hand tools and electric screwdrivers etc.

15. The glazed panels can then be carefully lifted into position, grip gloves should be worn at all times when lifting glazed units and for large panels a minimum of 2 persons should be used to lift and secure the panels in place. The use of suction lifters should also be used to provide a safe and secure grip when lifting large and heavy glass panels/units.

Sequence of Operations:

16. The door should then be tested to ensure that it opens and closes smoothly without rubbing or catching, if necessary the hinges and door should be adjusted to ensure a suitable fit.

17. Once the door has been suitably adjusted, the remaining door locks, handles and other ironmongery can be fitted into the pre-formed recesses and secured into place.

18. The door frame should then be trimmed and sealed both internally and externally and the area cleaned and made good.

19. Remove all rubbish, scrap and waste materials/packaging from the premises and dispose of appropriately. Thoroughly vacuum and clean through the area and all transit routes leaving the property in a clean and tidy state.

Window Installation

20. This should be carried out in strict accordance with the manufacturers' recommendations and in the sequence specified by the manufacturer. All work will also be carried out in strict accordance with FENSA requirements.

21. Before starting work ensure that the correct window sizes have been supplied, together with the necessary fixtures and fittings.

22. Where applicable the existing windows should first be removed by removing the hinges from the window frame. The existing widow frame can then be removed from the wall; this will be done by cutting through the frame and levering the frame work from the wall with a wrecking bar.

23. The old windows and frames will be removed from site and disposed of via a licensed waste carried for disposal at a licensed waste site.

24. All work will generally be carried out from the inside of the property, however, where work is being carried out on floors other than the ground floor, or where work is carried out on the ground floor and level of the ground outside of the window is more than 1.5m below the sill height AND where the internal sill height is less than 910mm (or 950mm on properties constructed after April 2005) above the internal floor level, then additional measures must be implemented to safeguard against falls through the open window aperture. This is to ensure compliance with the Work at Height Regulations 2005. In such instances where the sill height is below 910mm (or 950mm on new properties) either a temporary hand rail at 950mm must be erected; or those carrying out the works, must wear a full body harness with a lanyard attached to a suitable anchor point.

Sequence of Operations:

25. Prior to the fitting of the new window and window frame, the walls must be checked to ensure that they are sound and that any old fixings have been removed and disposed of. Where sections of the wall have been damaged or are not suitable, the area should be made good or alternative fixings used.

26. Clean the area and prepare the recess for the installation of the new windows. Fit the new window frame into position, ensuring a tight fit and ensuring that the frame is plumb and square.

27. Use packers where necessary to secure the frame in position and then drill through the frame into the masonry wall for the frame fixings. A minimum of 2 frame fixings should be used on each element of the window frame, though for long windows additional fixings will be required.

28. Once the frame fixings have been inserted and securely fixed /tightened, the back of the frame should be filled with expanding foam to provide added protection against the weather, water ingress and from unwanted noise.

29. Where applicable the individual windows openings can be inserted and fixed to the window frame with the hinges. Generally all windows and frames should be supplied pre-assembled prior to arriving on site.

30. Once the windows and frames have been installed, the glazing units can be inserted. Each unit should be installed and secured into position with the appropriate beading/seals. The glazed panels can then be carefully lifted into position, grip gloves should be worn at all times when lifting glazed units and for large panels a minimum of 2 persons should be used to lift and secure the panels in place. The use of suction lifters should also be used to provide a safe and secure grip when lifting large and heavy glass panels/units.

31. The windows should then be tested to ensure that they open and close smoothly without rubbing or catching, if necessary the hinges should be adjusted to ensure a suitable fit.

32. The window frame should then be trimmed and sealed both internally and externally and the area made good.

33. Upon completion of the works, Wembley Windows (SC) Ltd will remove all rubbish, scrap and waste materials/packaging from the premises and dispose of appropriately. Thoroughly vacuum and clean through the area and all transit routes leaving the property in a clean and tidy state.

34. Care must be taken to ensure that the glass is not broken and that when handling glass and windows, that appropriate gloves are worn.

Sequence of Operations:	35. Wembley Windows (SC) Ltd have a policy of a Tidy Site is a Safe Site and in this respect all employees are required to remove and dispose of waste as it is generated, leaving a clean and tidy site at all times. All waste is to be segregated where applicable and placed into the appropriate waste containers/skips. At the end of each working day, a check is to be made to ensure that all waste has been removed from the site and placed into the appropriate waste containers/skips and that the site is left in a clean and tidy state.
Temporary Supports and Props needed to facilitate the works:	At the end of each shift, ensure that all working areas are left tidy, safe and secure and remove or cover anything which may constitute a trip hazard, or result in a danger to other workers/persons.
Method of Access and Egress to the work area:	Access and egress to the working area will be via the front/rear doors of the premises, access to the first floor will be via the internal staircase. In areas where external access is needed all work will be carried out from full access scaffolds or tower scaffolds, the use of ladders will not be permitted for use as a working platform.
Fall Protection Measures:	Do not store tools or materials on top of working platforms or around holes in the floor when working above ground level. Exclusion zones shall also be established in the area beneath all such works, to protect others from the risk of falling tools, equipment and materials etc. Access scaffolds are to be used for all external work at height to provide a safe working platform and protection from falls, all scaffolds will be provided with close boarded platforms, toe boards and double handrails in full accordance with the Work at Height Regulations 2005.

Hazardous Substances:

 Very Toxic	 Harmful/ Irritant	 Corrosive	 Dangerous for the environment	 Oxidising	 Highly flammable	 Explosive
No	**Yes**	**No**	**No**	**No**	**No**	**No**

SWL's:	Not applicable.

Required Personnel Protective Equip.:	 Safety Boots	 Hard Hats	 Safety Gloves	 Hearing Protection	 Respiratory Protection	 Eye Protection	**Other:** 1. Hi-Viz 2. Coveralls 3.
	Yes	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	
	At all times	**At all times**	**When using selected power tools**	**When using power tools**	**When using selected power tools**	**When using power tools**	

Emergency Procedures:	Call 999 and advise the appropriate emergency services Isolate any plant, machinery or other equipment. Do **NOT** move the injured person unless it is absolutely necessary and they are in danger by remaining where they are. Keep the injured person warm and dry. Inform the site manager and head office.	
 **First Aid Facilities:**	**Name of On-Site First Aider:**	
	First Aid Box Location:	A first aid box is available within each of the company's vehicles.
	Location of Nearest Hospital:	
Other Information & Comments:	All plant, machinery, tools and equipment will be inspected on each occasion before it is used and in accordance with the manufacturers and statutory requirements. If any defects are identified, the equipment shall be taken out of use and replaced. Wembley Windows (SC) Ltd are very aware of the potential health hazards presented by hand arm vibration (HAV) and whole body vibration (WBV), the use of tools such as angle grinders which can be responsible for HAV will therefore be limited to reduce the effects of HAV, a limit of 10 minutes (max.) will be placed on the usage of such tools for each individual. There must then be a break of at least 20 minutes before the tool, or another similar tool is used again.	

Other Information & Comments:	The use of low vibration tools will be utilised where possible, only low vibration models will be purchased and when tools are being hired, consideration is to be given to lower vibration models. As with vibration, low noise tools will be selected where appropriate, consideration has been given to the selection of appropriate tools in this method statement and quieter methods of working are selected where appropriate.

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with the company's Health and Safety Policy.

Reviewed by:

Position: Works Supervisor **Date:**

Method Statement Briefing Record

Briefing delivered by:

Position:

Date:

We (the undersigned) have read and understood the attached method statement and will comply with the specified requirements and control measures. If the work activity changes or deviates from that originally envisaged, we will seek further advice and request an amended method statement.

Name (Print)	Signature	Date