

Method statement

Removal and replacement of existing windows

Location:	ACE WINDOWS	Completed by:	R Pyne
Date:	02/02/2018	Signature:	

Task	Key point
1 Carry out a risk assessment before use to ensure hazards have been indentified and risk reduced	Always carry out a risk assessment
<p>2 Ensure tools are fit for purpose and comply to PUWER Regs Key Plant and Tools Required:</p> <ul style="list-style-type: none"> • 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 	Inspect all tools before use
<p>Other Essential Equipment:</p> <ul style="list-style-type: none"> • Podium steps / working platforms • Clamps • Fire extinguisher • First aid kit • Dust sheets • Safety Harness and Lanyard 	<p>Avoid working at height if possible.</p> <p>Ensure working platforms are erected safely.</p>
<p>4/ Please refer to the attached risk assessments. The key hazards are:</p> <ul style="list-style-type: none"> • Manual handling • Use of power tools • Working at height • Slips, trips and falls 	Always refer to risk assessments before commencing work
<p>Contract On this contract the majority of the installation works are to be carried out whilst working from the first floor level or ground level. When working at first floor level work will be carried out via a safe working platform (If work cannot be carried out from inside the premise)</p>	Always follow safe working procedures.
<p>Sequence of Operations:</p> <p>1. Liaise 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 and ensure all materials, parts and equipment have been ordered and are available for the start of works.</p>	

2. On Commencement of works, prepare the site for work by advising the client 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.

3. Ensure that all vehicles are considerately and safely parked with all doors securely locked when unattended.

4. The works will be carried out in accordance with an agreed programme of works so it is known in advance on which day which windows are to be replaced.

5. 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.

6. Review the clients asbestos register and check to see if any suspect substances, such as asbestos may be present on site. If additional works are required, or any suspicious substances have been identified, contact head office immediately and advise the client.

7. Due to the nature of the site, all external working areas immediately below and around where the windows are to be replaced are to be securely fenced off at ground level to prevent any unauthorised persons entering the working area, this will also provide protection against any falling items during the works. Any working platforms will be erected Warning signs will also be erected to advise and inform others of the works, whilst the installation manager will liaise daily with the clients nominated representative. Any working platforms will be erected

8. 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.

9. Ensure that all areas where the windows are to be replaced are vacant for the duration of the works. Where applicable, cover all affected areas of flooring, soft furnishings, IT Equipment and other items with dust sheets or other appropriate protective sheets (where appropriate) to prevent any damage being caused to them during the works.

10. All works are to 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/Building Regulations requirements**.

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

12. Whilst working from the working platform, the existing windows should first be removed by removing the hinges from the window

frame/casement. The existing window frame can then be removed from the wall; this will be done by removing the frame fixings where accessible and then by cutting through the frame using a reciprocating and levering the frame work from the wall with a wrecking/pry bar.

13. The old windows and frames will be carried by hand from the property to the waste skips to be removed from site and disposed of via a licensed waste carrier for disposal at a licensed waste site. All broken glass will be placed into heavy duty waste sacks and care will be taken to avoid overloading and puncturing the sides of the bags.

14. Care must however be exercised when handling glass and care must be taken to avoid breaking the glass as this increases the risks of injury.

15. 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.

16. 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.

17. 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.

18. 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.

19. Where applicable the individual window 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.

20. 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, cut resistant 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.

21. 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.

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

23. Upon completion of the works, Ace Windows 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.

24. When passing materials between the first floor level flat roof and ground level, care must be taken to ensure that "no-one" is located within the area below where the materials are being lifted and/or lowered. Mechanical lifting must be utilised to eliminate the risks associated with manual handling and the consequences of dropping the materials being lifted or lowered. A materials lift or fork lift or telehandler etc provided/operated by the Principal Contractor should therefore be utilised for the vertical movement of all materials.

25. Care must be taken to ensure that the glass is not broken and that when handling glass and windows, that appropriate cut resistant gloves and coveralls are worn at all times.

26. Ace Windows 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.