

Method Statement for Window and Door installations

Scope:

This method statement covers works to be conducted for the installation of windows and door products.

Site Working Hours:

8.30am – 5pm

Site restrictions:

See 'Site Specific Risk Assessment' – Completed by the Surveyor

Resources:

2 NUMBER OPERATIVES

TRANSIT TYPE VEHICLE

110 VOLT POWER TOOLS OR CIRCUIT BREAKER USED

LADDERS OR EASI-DEC OR STATIC SCAFFOLDING – SEE SITE SPECIFIC RISK ASSESSMENT FOR INSTRUCTIONS.

VARIOUS HAND TOOLS

WINDOW AND DOOR INSTALLATION RISK ASSESSMENT

PPE

PPE Requirements:

SAFETY FOOTWEAR – To be worn at all times

SAFETY GLOVES AND WRIST PROTECTORS – To be worn when removing windows/doors and handling glass.

LADDER SAFETY DEVICES – To be used when working from a ladder.

GOGGLES – To be worn whilst removing windows and doors and using power tools.

HI VISIBILITY WAISTCOATS/JACKETS – To be worn when poor visibility may cause a hazard such as working in/next to a roadway, during darker hours.

HEAD PROTECTION – To be worn where there is a risk of items falling (e.g. when working below work at height).

DUST MASKS – To be worn where there is a risk of inhalation (look out for MDF).

DUST MASKS – ASBESTOS – Wear FFP3 Masks – rather than the standard masks above.

OVERALLS – ASBESTOS – Wear full overalls when working around asbestos

HOOVER – Use the specialist hoover, with the correct filters which is stored at the factory.

EAR DEFENDERS – For use during noisy processes (e.g. drilling).

General Safety Points:

- Before starting work, ensure all equipment is in good working order and all pre-use checks are logged.
- Any defects must be reported and equipment taken out of use and labelled, until repaired or exchanged.
- Please ensure the 'Site Specific Risk Assessment' is reviewed and issues raised prior to the start of work.
- Please remember, as much work as possible should be done from inside the property, the only work that should be done from outside is the removal of external beads (providing the outgoing unit isn't too large or heavy) and fitting architraves and sealing. The surveyor will specify the method for Working at Height on the survey and if ladders are specified, then they must always be checked before use and ladder safety devices should be used at the top and bottom on every occasion. Ladders should only be used for light work and that of short duration, so if you have any concerns about the surveyors decision, then please contact the Contracts Manager before proceeding with the work.
- All Operatives are to be competent and authorised to operate any plant and/or give instructions to Plant Operatives.
- The building should be access via the main entrance and the client aware of your presence.
- Care should be taken when reversing, use a Banks-man where necessary to ensure the safety of others (hi-vis should be worn by Banks-man).
- Ensure good housekeeping at all times, within the clients property, your van and with respect of debris and waste products.
- If you suspect Asbestos is present – Stop work immediately, contact Head Office for further instructions.
- Ensure all operatives understand emergency procedures.
- Windows are to be taken through the house to/from upper levels where possible, where not possible correct hoist/wheel devices should be used with scaffold. Do Not pull windows up with rope through the opening without fall protection.

Method of Works:

REMOVAL OF WINDOWS AND/OR DOORS:

- (A) ON ARRIVAL AT SITE, PROTECT ALL AREAS WHERE WORK IS TO BE CARRIED OUT AND WHERE ACCESS IS REQUIRED WITH CLEAN DUST SHEETS AND INFORM THE CUSTOMERS/RESIDENTS TO AVOID THESE AREAS IF POSSIBLE, OR TAKE EXTRA CARE AS THESE MAY CAUSE A TRIPPING HAZARD.
- (B) SEE SITE SPECIFIC RISK ASSESSMENT TO IDENTIFY THE METHOD FOR WORKING AT HEIGHT. IF LADDERS ARE SPECIFIED THEN CHECK THEY ARE IN GOOD WORKING ORDER AND ALWAYS USE LADDER SAFETY DEVICES. IF EASI-DEC IS SPECIFIED THEN ROLL THIS AGAINST THE HOUSE WALL ON THE ELEVATION/S WHERE IT IS REQUIRED. IT SHOULD BE LOCKED INTO POSITION BY INSERTING STEEL PINS THROUGH THE HOLES WHEN AT THE CORRECT HEIGHT. A LADDER SHOULD THEN BE TIED TO THE DECKS BY MEANS OF RATCHET STRAPS ALLOWING SAFE ACCESS TO THE TOP OF THE EASI-DECS. IF STATIC SCAFFOLDING IS SPECIFIED, CHECK IT IS IN GOOD WORKING ORDER AND THEN ATTACH A LADDER TO THE DECKS BY MEANS OF RATCHET STRAPS ALLOWING SAFE ACCESS TO THE SCAFFOLDING.
- (C) BEFORE REMOVING ANY PART OF THE FRAMES OR GLASS, MEASURE THE EXISTING OPENING AND COMPARE THE SIZES WITH THE SURVEY SHEET AND THE NEW FRAME TO ENSURE THE NEW FRAME FITS. ALSO MAKE SURE THAT THE SURROUNDING AREA DOESN'T CONTAIN ASBESTOS.
- (D) WHEN YOU ARE SATISFIED THAT THE NEW FRAME WILL FIT, BEGIN REMOVING THE OLD FRAME BY FIRSTLY CUTTING THE FRAME TO PLASTER SEAL ALL ROUND WITH A STANLEY KNIFE AND WHERE APPLICABLE CHOPPING THE TONGUE OFF THE EXISTING WINDOW BOARD WITH A SHARP WOOD CHISEL.
- (E) THEN REMOVE THE BEADS THAT ARE HOLDING THE GLASS IN PLACE. IF THE BEADS ARE EXTERNAL AND THE SURVEYOR HAS SPECIFIED WORKING FROM A LADDER, THEN PLEASE MAKE SURE YOU CHECK THE LADDERS BEFORE USE AND ALWAYS USE THE LADDER SAFETY DEVICES PROVIDED. THE BEADS SHOULD BE RELEASED AND THE GLASS PASSED BACK INSIDE THE PROPERTY TO THE OTHER FITTER. REMEMBER, IT IS ONLY ACCEPTABLE TO USE A LADDER FOR LIGHT WORK AND THAT OF SHORT DURATION, SO IF YOU HAVE ANY CONCERNS, PLEASE CONTACT THE CONTRACTS MANAGER BEFORE PROCEEDING WITH THE WORK. ONCE THE BEADS HAVE BEEN REMOVED AND THE GLASS PASSED BACK INSIDE THE PROPERTY, GO BACK INSIDE TO CONTINUE WITH THE REMOVAL OF THE WINDOW.
- (F) NEXT REMOVE ANY OPENING VENTS, DUMMY VENTS OR DOOR LEAVES AND BEADS.
- (G) CUT THROUGH AND REMOVE ANY EXPOSED MULLIONS OR TRANSOMS CAREFULLY WHICH WILL THEN EXPOSE AT LEAST ONE GLASS EDGE, WHICH WILL THEN GIVE YOU AN OPENING TO BE ABLE TO TAKE THE GLASS OUT. WHERE POSSIBLE THE GLASS SHOULD BE TAKEN OUT IN ONE PIECE, BUT WHERE THIS IS NOT POSSIBLE THE GLASS CAN BE CUT INTO TRIANGULAR PIECES WITH A GLASS CUTTER.
- (H) WHEN ALL THE GLASS, MULLIONS AND TRANSOMS HAVE BEEN REMOVED, THE OUTER FRAME CAN BE REMOVED BY FIRSTLY CUTTING THROUGH THE JAMBES AT A SLIGHT ANGLE AND FOLDING THEM INTO THE OPENING. NEXT CUT THE HEAD IN THE SAME WAY AND FOLD IT DOWN INTO THE OPENING, THE CILL FRAME SOMETIMES CAN BE REMOVED THE SAME WAY BUT USUALLY REQUIRES A SECTION CUTTING OUT OF THE CENTRE AND THEN THE ENDS KNOCKING IN TOWARDS THE CENTRE TO RELEASE THE BUILT IN HORNS. IF THE ITEM BEING REMOVED IS ATTACHED TO ANY FORM OF ASBESTOS, PUT ON THE APPROPRIATE PPE - SEE PPE REQUIREMENTS. THEN SPRAY THE AREA AROUND ANY SCREWS AND NAILS WITH PVA, THEN CAREFULLY RELEASE THE ITEM FROM THE SCREWS/NAILS. ONE OPERATIVE SHOULD POSITION THE HOOVER AS CLOSE AS POSSIBLE TO THE FIXING POINT, WHILST THE OTHER OPERATIVE CAREFULLY RELEASES THE FRAME FROM THE SCREWS/NAILS. THEN HOOVER THE SURROUNDING AREA. WHEN REMOVING BOX SASH WINDOWS, REMOVE ALL THE WOODEN SURROUNDING BOX SECTIONS TO EXPOSE THE ROPE, THEN APPLY PVA TO THE ROPE WHERE YOU INTEND TO CUT IT, THEN ONE OPERATIVE SHOULD CUT THE ROPE WHERE PVA HAS BEEN APPLIED WHILST THE OTHER HOLDS A HOOVER AS CLOSE AS POSSIBLE TO WHERE THE ROPE IS BEING CUT. FOLLOWING THIS THE CHAMBER SHOULD BE HOOVERED TO REDUCE THE AMOUNT OF DUST RELEASED INTO THE PROPERTY AND FINALLY THE SURROUNDING AREA SHOULD ALSO BE HOOVERED.

INSTALLATION OF WINDOWS AND OR/DOORS:

- (I) CLEAN ALL DEBRIS AWAY FROM THE OPENING BEFORE OFFERING THE NEW FRAME INTO POSITION.
- (J) REMOVE THE TAPE FROM THE PROFILE. BEFORE ATTACHING THE CILL (IF APPLICABLE) APPLY A LINE OF SILICONE BETWEEN THE SECOND RIB IN FROM THE INSIDE, AND AT BOTH ENDS OF THE PROFILE I.E. IN A U-SHAPE/

- (K) THEN WHERE APPLICABLE, THE CILL SHOULD BE SCREWED ON FROM THE UNDERNEATH OF THE CILL TO THE FRAME. ON RARE OCCASIONS A FRAME MAY BE TOO BIG TO ATTACH THE CILL IN THIS WAY AND IF THIS DOES OCCUR THEN THE SILICONE SHOULD BE APPLIED TO THE CILL AND THEN THE FRAME SHOULD BE SLID ONTO THE CILL AND SCREWED DOWN THROUGH THE FRAME. SILICONE SHOULD THEN BE APPLIED OVER THE TOP OF THE SCREW AND FRAME TO STOP WATER PENETRATING THROUGH THE HOLE MADE BY THE SCREW.
- (L) THE TWO INSTALLERS ARE REQUIRED TO POSITION THE NEW FRAME INTO THE OPENING. ONE WILL HOLD IT SAFELY UNTIL ALL FIXINGS ARE INSERTED. THE CORNER FIXINGS SHOULD BE BETWEEN 150MM AND 250MM FROM THE EXTERNAL CORNER. NO FIXINGS SHOULD BE LESS THAN 150MM FROM THE CENTRE OF A TRANSOM/MULLION. INTERMEDIATE FIXINGS SHOULD BE AT CENTRES NO GREATER THAN 600MM. THERE SHOULD BE A MINIMUM OF TWO FIXINGS ON EACH JAMB. FIXING GUIDELINES ARE AS PER THE GGF'S GUIDANCE. TURBO FIXINGS CAN BE SCREWED DIRECTLY INTO THE BRICKWORK. IF THE SOFFIT ABOVE CONTAINS ASBESTOS, THEN DO NOT FIX INTO THE HEAD. INSTEAD MAKE SURE THAT THE FRAME IS SECURED ON THE SIDES AND BOTTOM. IF YOU FEEL THE FRAME WILL NOT BE ADEQUATELY SECURED USING THIS METHOD, THEN CONTACT MANAGEMENT TO AGREE A SOLUTION.
- (M) THE FRAME CAN THEN BE GLAZED. ALL NEWLY FITTED WINDOWS MUST BE GLAZED BEFORE REMOVING THE NEXT ITEM.
- (N) WHERE APPLICABLE, INTERNAL WINDOWBOARDS SHOULD BE FITTED. THESE SHOULD BE STUCK DOWN USING CAULK. IF BAY WINDOWBOARDS ARE REQUIRED THEN THESE SHOULD BE MITRED WITH A SAW AND STUCK DOWN USING CAULK.
- (O) PLASTERING SHOULD BE CARRIED OUT IF INSTRUCTED ON THE SURVEY.
- (P) THE FRAME SHOULD THEN BE SEALED WITH SILICONE AND ANY ARCHITRAVES SHOULD BE FITTED AS SPECIFIED BY THE SURVEY. IF THE SURVEYOR HAS SPECIFIED SEALING FROM A LADDER, THEN THE LADDER SHOULD BE CHECKED BEFORE USE AND THE LADDER SAFETY DEVICES SHOULD ALWAYS BE USED.
- (Q) ALL ITEMS FITTED ON EACH DAY MUST BE FULLY COMPLETED.
- (R) ALL DEBRIS TO BE REMOVED FROM SITE AND WHERE APPLICABLE ALL TRIMS STILL BEING REQUIRED EITHER STORED SAFELY AND SECURELY OR REMOVED UNTIL THE NEXT VISIT.

FIRST AID EMERGENCY:

- ALL VEHICLES TO BE FITTED WITH FULLY STOCKED FIRST AID KITS
- ALL ACCIDENTS/INCIDENTS OR NEAR MISSES TO BE REPORTED TO SUPERVISOR IMMEDIATELY

PUBLIC PROTECTION:

NO OPERATIONS ARE TO BE CARRIED OUT IF THE CUSTOMERS OR PUBLIC ARE AT RISK OF THE WORKING AREA.

THIS METHOD STATEMENT WILL APPLY TO ALL WINDOW AND DOOR INSTALLATIONS AND ANY SITE SPECIFIC INSTRUCTIONS WILL BE IDENTIFIED IN THE SITE SPECIFIC RISK ASSESSMENT.