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# Method Statement for Glazing & Window & Door Repairs

1<sup>st</sup> November 2024

## **METHOD STATEMENT FOR GLAZING AND WINDOW AND DOOR REPAIRS**

**Task:** This method statement covers works to be conducted for the installation of glazing and the repair of window and door products.

**Site Working Hours:** 8.30am – 5pm

**Site restrictions:** See 'Site Specific Risk Assessment' – Completed by the Installer

**Personnel involved:** 1-3 Number of operatives

### **Key Tools, Resources & Materials required:**

VEHICLES - Internally racked and shelved Transit style vehicles

POWER TOOLS – drills, saws, multitools etc.

HAND TOOLS – flat blades, Stanley knives, screwdrivers, hammers etc.

ACCESS EQUIPMENT – Extension ladder, step ladder, (very occasionally scaffold tower)

OTHER EQUIPMENT – Glass suction lifters

KEY MATERIALS – Glass, Hardware (handles, stays, espag mechanisms etc.), sealants, solvents & HHS2000 lubricating oil.

RISK ASSESSMENTS – Repairing Windows, Driving & Working at Height

### **Specific Identified Residual Hazards:**

- Manual handling
- Dust
- Flying debris
- Working at height
- HAV- Use of hand and power tools
- COSHH materials
- Noise
- Aggressive occupants or dogs

### **PPE requirements:**

SAFETY FOOTWEAR – To be worn at all times

SAFETY GLOVES – To be worn when removing glass and handling glass.

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

GOGGLES – To be worn whilst removing glass from wooden frames and using power tools that could result in flying debris.

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

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

### **Fall Protection Measures**

LADDERS - Ladder safety devices used or footed by a colleague. Set up ladder in accordance with the GGF Working Safely at Heights with Ladders.

TOWER SCAFFOLD - Must have handrails.

### **Public Protection & General Safety Points:**

- No operations are to be carried out if the customers or public are at risk of the working area.
- Before starting work, ensure all equipment is in good working order. Any defects must be reported and equipment taken out of use and labelled, until repaired or exchanged.
- Please ensure the Risk Assessments are reviewed and issues raised prior to the start of work.
- The site operatives will control all work and will ensure that the safe means of working as given by this method statement is complied with and that all work platforms are inspected prior to use.
- All equipment shall be cleared away and secured at the end of the working day. All access equipment shall be removed
- All rubbish and debris shall be taken away daily and disposed of in the correct manner.
- All Operatives are to be competent and authorised to operate any plant and/or give instructions to Plant Operatives.
- The building should be accessed via the main entrance initially 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 Seb Treglown.
- Ensure all operatives understand emergency procedures.
- Glazing or other items 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 glass up with rope through the opening without fall protection.
- Should any glazing work be required in Fire Rated products, it will be necessary to obtain all the required products to meet current regulatory requirements. Before commencing any work with Fire Rated Products Seb Treglown should be informed.

### **Method of Works:**

#### **CHECK YOU HAVE ALL THE PARTS REQUIRED TO CARRY OUT THE WORK**

- Run through the Work Report and check you have all the required parts, tools and equipment you need to carry out the work
- Ensure they are all in good working order before starting any work

#### **UPON ARRIVAL ON SITE**

- Park in a considerately
- Introduce yourself in a friendly and polite manner.
- Always carry overshoes on you so in case shoes are dirty or if the client has light carpets or wishes you to wear them.

#### **RUN THROUGH THE WORK TO BE CARRIED OUT**

- Speak to the client and briefly run through the work to be done in case anything has changed since the initial quote
- Check if they wish you to start in a particular place

#### **ASSESS FOR ANY POTENTIAL ISSUES**

- Check for any potential issues that may cause complications when carrying out the work
- If work is taking place on commercial premises, then the work area should be cordoned off.
- Plan how you will carry out the work in a **SAFE** and efficient manner
- Use Repairing Windows, Driving and Working at Height Risk Assessments as well as GGF Working at Height Safely with Ladders for guidance when carrying out work.

#### **SET UP YOUR WORKSPACE**

- Make sure that dust sheets are laid down to protect where you are working

- If ladders are required, then check they are in good working order and always use ladder safety devices. Refer to Working at Height Risk Assessment and Working at Height Safely with Ladders for guidance.
- Always be conscious of minimising any potential risk or damage

#### CARRY OUT THE WORK

- Ensure you have all the required tools and equipment, and they are all in good working order and wear PPE where required (see above PPE requirements)
- Always carry out work in line with the company's Health and Safety policy and relevant Risk Assessments
- Make sure all materials are kept out of the way of paths or walkways and all glass is stored vertically
- Carry out the work in a tidy and professional manner, cleaning as you go, always being diligent and respectful of the client's home.
- Remove defective materials carefully, eg. blown/damaged double glazed units, handles, mechanisms, stays etc.
- Once removed, clean and prepare the area adequately for the new materials (may require the use of solvents)
- Install new materials or carry out the repair as per the existing window or door.
- Finish off the job by making good where possible, lubricating any replacement hardware and cleaning any replacement glazing
- Once the work has been completed to a high standard, leave your work space clean and tidy, making sure all waste materials are disposed of offsite.

#### COMMUNICATE WITH CLIENT

- If any issues present themselves during the work, be sure to communicate with the client about any additional work that may be needed
- Inform client when the work has been completed.

#### **First Aid & Emergency Procedures:**

- All vehicles to be fitted with First Aid Kits
- In the event of an emergency - Dial 999
- Advise the appropriate and relevant emergency services of the exact location of the site and occurrence(s)
  - Inform the site supervisor and head office immediately
  - All plant, tools, machinery and equipment are to be shut down and

completely isolated

- The injured person(s) should NOT be moved unless it is absolutely necessary

**Public Protection & further comments:**

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 safety procedures specified in the company's Health and Safety Policy.

This method statement applies to all replacement glazing and window and door repairs. Any specific issues and instructions will be highlighted in a site specific risk assessment.