Method Statement

For the Refurbishment and Installation of Sash and Case Windows:

(Specific Staff Training Requirements)

1) A Competent and experienced site supervisor will be appointed to manage and oversee the works, including on site health and safety.

2) All operatives are to receive information and instruction on the content of this method statement and the attached risk assessments.

3) 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.

4) All operatives are to receive training on safe manual handling techniques and asbestos awareness.

5) All operatives have received 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 or MEWP

6) Whilst it is the responsibility of each operative, the supervisor must ensure that the site safety rules are followed at all times and any breaches of these rules must be reported to the site supervisor immediately.

7) All work will be carried out by competent experienced window fitters.

8) A record of all training is maintained and will be available on request.

Sequence of Operation

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.
2) Ensure all materials, parts and equipment have been ordered and/or manufactured and are available for the start of works.

3) On commencement of the 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 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 material 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.

WINDOW INSTALLATION

1) This should be carried out in strict accordance with the manufacturers’ recommendations and in the sequence specified by the manufacturer.

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

3) The following order of works should apply:

**Stage One – The Method of Window Casement Refurbishment**

   a) Dust sheet room
   b) Remove baton rods and dispose
   c) Cut ropes to Lower sash and place outside
   d) Remove parting beads and dispose
   e) Screw plywood templates to side of casement, cut ropes on upper sash and lower sash into a locked position
   f) Screw upper sash so that top of sash is 800m below head of casement
   g) Use two plywood templates provided. These templates must be in your tool bag at all times. Three screws in each template.
   h) When top sash is secured, the pulley wheels and the pointing can be removed.
   i) When the upper casement is sanded and prepared, the new pulley wheels can be fitted
      *Never stand on the stone cill!*
   j) Carefully remove pockets and remove weights and store in rubble bag outside...don't place on floor put straight into rubble bag underneath the window that they are from.
      *Do not mix up weights!*
   k) Chip out all existing pointing
   l) Take paint off external bead with scraper and finish off with sander so no paint built up is left. This is required so the new sashes run smoothly.
   m) Scrape casement of excess paint build up and sand smooth.
   n) Check cills for rot and chisel off and remove any rotten half sills.
   o) If cills are sound use scraper to take off excess paint and finish off with sander
   p) At end of day screw existing sashes back into position
Always leave the site tidy

Stage One – The Tools required for Window Casement Refurbishment

a) Ladders  
b) Dust sheets  
c) Hand tools and cordless  
d) Extension cable  
e) Sander and sand paper  
f) Scraper  
g) Dustpan and brush  
h) Rubble bags  
i) Plywood safety straps

Order of Works for casement refurbishment

a) With upper sash fixed - Refurb upper and lower  
b) Remove sash when refurbing middle section only.

Stage Two – The Method of Dry Fit Sash Installation

a) Remove top and bottom sash from case.  
b) Strip out parting beads and baton rods.  
c) Remove pockets and weights from box.  
d) Remove old ironmongery and pulley wheels.  
e) Inspect case for rot and make repairs as required.  
f) Supply and fit new solid brass, ball race pulley wheels.  
g) Renew all pointing  
h) Refit pockets.  
i) Fit new upper sash with nylon core sash rope.  
j) Fit new parting beads with integral brush strips.  
k) Fit new lower sash and rerope.  
l) Fit new baton rods with integral brush strips.  
m) Fit moulding with integral brush strip.  
n) Fit new Brighton sash fastener.  
o) Supply and fit easy clean (simplex) system to upper levels or supply and fit lockable Brighton fasteners, and height restrictors to ground floor windows.  
p) Supply and fit new sash lifts.

Always dry fit your sashes before planing them to see if the mid-rails lines up. Adjust to suit, try them in place again and then rope them.

q) Adjust casement if necessary by packing down the head of the case or adding onto the cill to get a good fit.

Stage Two – The Tools required for Dry Fit Sash Installation

a) Ladders  
b) Dust sheets  
c) Hand tools and cordless
4) On completion of the works K Construction (Scotland) 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.

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

**TEMPORARY WORKS**

1) 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.

**ACCESS AND EGRESS**

1) Access to and egress from the working area will be via the front rear doors of the premises, access to the first floor will be via the internal staircase.

2) 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**

1) Do not store tools or materials on top of working platforms or around holes in the floor when working above ground level.

2) Exclusions zones shall also be established in the area beneath all such works, to protect others from the risk of falling tools, equipment and materials. 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 regulations.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

1) As a minimum safety boots, hard hats, safety gloves, hearing protection and eye protection shall be used.

2) Staff should ensure that they are adequately stocked with relevant PPE before commencement of job.

**EMERGENCY PROCEDURE**

1) Call 999 and advise the appropriate emergency services
2) Isolate any plant, machinery or other equipment

3) Do not remove the injured person unless it is absolutely necessary and they are in danger by remaining where they are.

4) Keep the injured person warm and dry.

5) Inform the site manager and head office.

**FIRST AID PROCEDURE**

1) The name of the first aid person will be identified to all personnel at the site induction

2) A first aid box is available in every vehicle.

**GENERAL INFORMATION**

1) All plant, machinery tools and equipment will be inspected on each occasion 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.

2) The use of tools that contribute to hand arm vibration and whole body vibration will be limited to 10 minutes in any half hour for any individual before any similar tool is used.

**USE OF CRANES**

1) Before obtaining the crane/lifting equipment, the required capacity will be assessed. This will depend on the site conditions and the required reach of the equipment.

2) The crane/lifting equipment operators to be certified and provide relevant test certificates, for the equipment, chains and slings etc. before setting up commences.

3) Exclusion zones for the crane/lifting equipment to be clearly marked and a trained banks-man to be available to assist the crane/lifting equipment operator.

4) In the event that the crane/lifting equipment operator decides that the weather conditions are unsuitable for uploading to commence, site personnel cannot over-rule this decision.

5) All uploading is to be done with the use of correctly secured and erected work platforms/ ladders.

6) All lifting hooks and loose materials must be easily accessible from a work platform/ ladder but preferably from the ground.

7) All loose materials are to be built into bales, provided with lifting hook and strapped to aid unloading. These hooks must also be easily accessible from a ladder.
SCAFFOLDING

1) Under the control of the site agent all scaffolding must be erected by certified scaffolders who will complete all the relevant completion/hand over certificates. The operatives must satisfy themselves that these certificates are in place and that the scaffold is therefore safe to use.

2) Scaffolding must be erected in such a manner that a full working platform extends 0.5 m either side of the window opening as a minimum.

3) Handrails are to be used on the inside of ladder and loading bays. Scaffolding should be erected along main line of the building and all alcoves etc. are to be filled in with the use of putlogs, tube and fittings etc. as required.

METHOD STATEMENT RECORD

We the undersigned have read and understood the attached method statement and agree to comply with the specified requirement 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:
Position:
Date:

Name:
Position:
Date: