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Project	Old Hall Bury
Client	David Garvey
Site Address	Chesham Crescent, Bury, BL9 6BX
Project Start Date	TBC
Projected Completion Date	TBC
Activity of Works	Heritage Windows
Working Hours	8am – 5 pm
Operatives Daily	3-4

	Name	Position	Signature	Date
Document Author	Nicola Holt	Office Manager/H&S Manager	N.Holt	22.05.23
In Conjunction with	Chris Greenhalgh	Contracts Manager	C. Greenhalgh	22.05.23
Authorised By	Lee Watkinson	Director	L.Watkinson	
Authorised by (for Client)				

Emergency Contact Details			
	Director	Manager	Contracts Manager
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Data Protection Statement

The information and data provided herein shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from Capital Windows & Conservatories.

Staff Information Sheet

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. **Please read the entire sheet before beginning, if you have any questions please contact your manager or safety representative.**

The main hazards to your health & safety are:

- Injury from slips trips and falls
- Injury falling from step ladders
- Injury falling from scaffold
- Injury from Manual Handling
- Injury to other contractors

Preventative Measures you must take;

- You must be “competent” to carry out the task
- Visitors and other members of staff are prohibited from entry unless accompanied by competent person, all visitors issued with personal protective equipment
- You must follow all directions given by the project manager or his agents

Personal Protective Equipment you must wear;

- Hi Viz Vests – EN20471 Class 2
- Hard Hats -EN 397:2012
- Gloves – BS EN 388:994 3444
- Safety boots – EN ISO 20345:2011
- Dust Mask – FFP3 NR D EN 149:2001
- Eye Protection
- Ear Protection

Long Length pants must be worn. Shorts are NOT acceptable. Vests are NOT acceptable work wear. Short sleeved shirts and t-shirts are permitted.

Environmental Protective Measures you must take;

You must dispose of all waste and return to Capital Windows for correct disposal.

Waste Carriers Registration Number: CBDU49375

Quality Control

- Adhere strictly to the following procedure to ensure quality of service
- If in doubt contact your manager for clarification before proceeding

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site foreman or safety representative.



Staff & Training

The projects will be carried out by staff from Capital. All members of staff are experienced, time served Joiners and or Window & Door Fitters. A site Foreman will be appointed to each contract and is responsible for quality and safety matters on site.

Supervisor SSSTS – Chris Greenhalgh Ratio 1:2

First Aid

It is the responsibility of Capital to ensure adequate first aid provision for its staff; Adequate means provision of suitable first aid equipment and the provision of an appointed person at the minimum. First aid kits are equipped in every van of Capital Windows and every employee has access to their first aid kits. Every kit is in date and fully equipped.

Site Access and Egress

Capital are responsible for providing safe access and egress to the site, Capital staff will ensure safe access and egress is maintained for themselves and other contractors in the area they are working in, good standards of housekeeping will be maintained.

Material Handling

All materials required for site will be unloaded to a designated unloading and storage area arranged by Capital which will be away from the work area as far as is practicable. The area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area to the work area. All staff will take care when handling materials.

Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling and have received manual handling training. Staff and contractors will not lift items or equipment beyond their capabilities. Heavy or awkward items will be broken down into similar pieces or dual lifted where this is not possible. It is the responsibility of the site foreman to identify and control potentially dangerous manual handling situations as they occur on site on a day to day basis.

Housekeeping

All employees to ensure they familiarise themselves with any Traffic Management/Access Routes during induction. Materials for the works should be in an area clearly set out for purpose, and should be neat and tidy to reduce risk of injury to other persons, ensure that no access/egress routes are hindered by materials. Keep work area clear at all times to reduce risk of injury.

Contractor/Visitor Safety

Capital will liaise with Seddon to ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves; other contractors, staff or visitors. All tools and equipment will be cleared to secure storage at the completion of each shift. Scaffold, ladders and any other access to height will be made inaccessible.

COSHH

All relevant COSHH data sheets are attached with these RAMS for the following products

- Silicone
- Solvent



- Expanding Foam

Power Tool Safety

Combi-drill (not on Hammer-drill) with SDS drill bit to limit any vibration is the only power tool to be used on this installation.

Hand Tools

Hand tools are to be used on this installation to ensure the delicate removal of existing windows/doors and installation of new windows/doors in-keeping with the conservation restrictions for this Grade II listed building.

Hammer

Chisel

Handsaw

Fixings

Stainless steel fixings only.

Dust

A building project may affect the air quality in and around the construction site. This usually takes the form of dust created during construction activities. Dust can be dirty and it can cause a nuisance. There are a number of routine tasks that are capable of producing levels of dust.

These might include:-

- Breaking out and cutting or chasing concrete and brickwork
- Mixing mortar or concrete on site
- Demolition work in general
- Sawing and sanding timber and plasterboard
- Preparing internal finishes such as rubbing down during decorating and the sanding of floors. A number of factors might contribute to increased levels of dust
- Prolonging the duration of a task will enable the build-up of dust
- Working in enclosed areas. Site personnel will be instructed on the risks of dust and how it can be a nuisance to the public and how in the extreme case how it can harm their health. Dust control measures will be in place.

There are a number of important principles/methods to consider when controlling the level on of dust during construction activity:

- Dust Masks – P3 to be worn
- Undertake the activity in well ventilated areas.
- The use of barriers, screens or tarpaulin
- Clean down the areas of work after dust-creating activities
- Delivery vehicles and skip lorries should have their loads fully sheeted.

The contractor will need to undertake regular inspections of the equipment and the cleanliness of the site to help ensure that there is minimal dust pollution and that air quality is maintained.

Working at height

All employees have been made aware of the dangers and consequences of falling from height, all working at height will be properly planned, organised and supervised; only competent members of



staff will be allowed to work at height and it is the responsibility of the site foreman to ensure conditions are safe before allowing any work at height to take place.

The foreman will carry out a risk assessment before carrying out work at height and put in place equipment and measures to prevent falls occurring.

Where he cannot eliminate the risk of a fall he will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur. All company access equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately.

Ladders

Capital will make sure all ladders have been checked and signed off prior to any use on site

Aluminium Tower scaffold

The site foreman will ensure any Aluminium Tower Scaffolds are erected correctly by a competent person. Aluminium tower scaffolds must be used on flat level ground and the stabiliser riggers must be fully deployed and secured prior to working from the tower.

Daily visual checks will be carried out by site foreman on all the above items and defects reported immediately, defective equipment will be removed from service immediately.

Only **PASMA** trained staff will be erecting and signing off any erected scaffold on site.

Lighting

All task lighting in rooms should be undertaken by Capital before any work will commence if required.

Emergency Procedures

Capital staff will be made aware of any emergency exit and muster points at the start of installations.

Removing Existing Glass

If removing old glass ensure all units are taped up to stop flying objects. Always wear goggles and gloves. Broken glass straight into glass buckets and disposed of into the correct bins. Areas are to be blocked to public/residents when removing glass or working overhead to minimise any risk

Use of Phones on Site

Never walk and talk/text as risk of injury increases due to distraction. Only use phone if necessary and ensure work is left safe before walking away to take a call. Keep any calls short.

Briefing

Any employee of Capital that will be undertaking any works on site will be briefed by their Contracts Manager prior to arriving on site and a register will be signed off confirmation of these briefings

Area of Works

Old Hall Bury

Tools Required

- Basic range of hand tools including scrapers, mallets, files etc
- Cleaning products, glass and frame cleaner, tissue and wet wipes
- Levels



- Foams

Task Description

This method statement describes the work process for the installation of Heritage Windows

Work Procedure

- Put on your personal protective equipment
- Take tools and equipment to work area
- Cordon off work area
- Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained
- Do not leave tools and equipment unattended at any time

Heritage Windows/Doors

Run a sharp blade around the perimeter of the old glass, both internally and externally, to break the seal between the frame and structure.

Remove the window and clean off any old sealant and debris from around the opening, removing any loose mortar.

Glass may have to be carefully removed by cutting from glazed apertures.

Run a sharp blade around the perimeter of the old window, both internally and externally, to break the seal between the frame and structure.

Remove the door and clean off any old sealant and debris from around the opening, removing any loose mortar. When removing windows it is likely that these will have to be cut to aid their removal.

Place the new frame into the opening, making sure it's central and in location agreed with client/planners. Use packers all around the frame checking it's level, square and plumb and that the 5mm expansion gap is maintained variation to this may be required subject to site conditions and client/planners request

Double check that the frame is positioned correctly before drilling (Combi drill – no hammer action – SDS Bit) fixing holes for the sides of the frame, no closer than 150mm from the bottom and top corners and 600mm centres in between. If interlocking wedges are in place, take care to ensure that the frame isn't twisted and that packers are positioned to support the frame.

Fix the sides of the frame to the structure using nylon sleeve frame anchors, self-tapping masonry screws or other suitable fixings, stainless steel or similar into the aperture and surrounds. Packers need to be positioned between the frame and the brickwork at all of the fixing points to maintain the 5mm expansion gap. It is important that packers bridge the full width of the frame to prevent distortion.

Directly fix the top and bottom of frames over 1200mm in width in accordance with industry codes of practice to stop deflection in adverse conditions.



Use silicone in and around the holes that have been drilled through the bottom of the frame before inserting the screws - this prevents water ingress. Remember, packers should be placed adjacent to the fixings to maintain the 5mm expansion gap and prevent distortion.

Use insulating expanding foam to fill any air gaps between the frame and the structure allow to set before trimming off flush with frame

In preparation for sealing, break off the excess length of the packers with a chisel. Clean any brick dust or debris from the frame and surrounding areas before fitting the glazing.

Final finish around the windows fitted within the stone mullions is to be agreed, this will be decided by the client/planner and consist of black LMN silicone to create a waterproof seal. A decorative, trowelled, stone coloured mastic/pointing product may be requested subject to technical approval.

Run a strip of masking tape around the perimeter of the frame and internal wall in preparation for sealing.

To allow for redecoration, use acrylic sealant or decorator's caulk. Once all four sides have been sealed, peel away the protective tape before the sealant sets for a neat, clean finish. This completes the internal work.

Show customer how to work the window.

Print:.....Sign:.....

Print:.....Sign:.....

Print:.....Sign:.....