



Method Statement

This method statement is to be read in conjunction with the attached risk assessments and the Wembley Windows Ltd Health and Safety Policy and Procedures Manual.

Description of the Task/Activity:	Removal and replacement of existing windows				
Project Name:		Project Ref:			
Site Address/ Location:		Start Date/Time:			
		Finish Date/Time:			
Personnel involved:	Name		Role/Trade		
	Peter Jurczak		Fitter		
	Robert Piechocki		Fitter		
	Wlodek Ekielski		Fitter		
	Adam Stepien		Fitter		
	Sebastian Yabukak		Fitter		
	Arthur Kritinski		Fitter		
	Vassile Saexi		Fitter		
Dori Ndal		Fitter			
Works Supervisor:	Brendon Kelly	Role:	Installations Manager	Tel:	020 8208 4100
Key Plant and Tools Required:	<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 				
Key Materials Required:	<ul style="list-style-type: none"> Miscellaneous trims and packing Replacement windows and associated frames Miscellaneous hinges, brackets, locks and fixings Expanding builders foam Gripfill 				
Other Essential Equipment:	<ul style="list-style-type: none"> Podium steps Clamps Fire extinguisher First aid kit Dust sheets Safety Harness and Lanyard 				



Specific Identified Residual Hazards:	<p>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
Specific Staff Training Requirements:	<p>A competent and experienced site supervisor will be appointed to manage and oversee the works, including on-site health and safety.</p> <p>All operatives are to receive information and instruction on the content of this method statement and the attached risk assessments. All operatives are to receive a site safety induction prior to the commencement of works.</p> <p>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. All operatives are to receive training on safe manual handling techniques and asbestos awareness.</p> <p>All operatives are also to receive training in safe working practices for work at height including the safe use of safety harnesses.</p> <p>All work is to be carried out by competent experienced window fitters in accordance with current building regulations requirements. A record of all training shall be maintained and will be available on request.</p>
Sequence of Operations:	<p>On this contract the majority of the installation works are to be carried out whilst working from the first floor level on the flat roof area.</p> <p>All windows are located at first floor level with access available from the flat roof area. There is therefore no requirement for the provision of an external access scaffold.</p> <p>MP Brothers will however arrange in advance of the works for a rigid hand rail system to be erected around the perimeter of the roof to provide protection against falls off the roof edge. MP Brothers will also provide a lookout at ground level to help facilitate the works and manage access/deliveries etc.</p> <ol style="list-style-type: none">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.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 considerably and safely parked with all doors securely locked when unattended.

Sequence of Operations:

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 using Heras fencing to prevent any unauthorised persons entering the working area, this will also provide protection against any falling items during the works. 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.
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 flat roof area, 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.





Sequence of Operations:

14. Care must however be exercised when handling glass and care must be taken 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 windows 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, Wembley 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.



<p>Sequence of Operations:</p>	<p>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.</p> <p>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.</p> <p>26. Wembley 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.</p>								
<p>Temporary Supports and Props needed to facilitate the works:</p>	<p>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.</p> <p>All areas are to be securely cordoned off with Heras fencing to prevent unauthorised persons entering the working area, where necessary warning signs shall also be erected on the Heras fencing.</p>								
<p>Method of Access and Egress to the work area:</p>	<p>Access and egress to the working area will be via secured ladders onto first floor flat roof level and via the main entrance doors of the premises, access to the first floor will be via the internal staircase.</p>								
<p>Fall Protection Measures:</p>	<p>Do not store tools or materials on top of working platforms or around holes in the floor when working above ground level.</p> <p>Exclusion zones shall also be established in the area beneath all such works, to protect others from the risk of falling tools, equipment and materials etc.</p>								
<p>Hazardous Substances:</p>									
<p>Applicable:</p>	<p>Highly Flammable</p>	<p>Oxidiser</p>	<p>Explosive</p>	<p>Toxic/ Very Toxic</p>	<p>Corrosive</p>	<p>Harmful / Irritant</p>	<p>Longer Term Health Hazard</p>	<p>Gas Under Pressure</p>	<p>Dangerous to the Environm't</p>
<p>SWL's:</p>	<p>As indicated on individual equipment</p>								



Required Personnel Protective Equip.:	 Safety Boots	 Hard Hats	 Safety Gloves	 Hearing Protection	 Respiratory Protection	 Eye Protection	Other: 1. Hi-Viz 2. Coveralls 3. Harnesses and lanyards
	Yes	Yes	Yes	Yes	Yes	Yes	
	At all times	At all times	When using selected power tools	When using power tools	When using selected power tools	When using power tools	
Emergency Procedures:	<p>Call 999 and advise the appropriate emergency services</p> <p>Isolate any plant, machinery or other equipment.</p> <p>Do NOT move the injured person unless it is absolutely necessary and they are in danger by remaining where they are.</p> <p>Keep the injured person warm and dry.</p> <p>Inform the site manager and head office.</p>						
 First Aid Facilities: 	Name of On-Site First Aider:			If medical attention is required, dial 999 immediately.			
	First Aid Box Location:			A first aid box is available within each of the company's vehicles.			
	Location of Nearest Hospital:			If medical attention is required, dial 999 immediately.			



Other Information & Comments:

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

Wembley Windows Ltd are very aware of the potential health hazards presented by hand arm vibration (HAV) and whole body vibration (WBV), the use of tools such as angle grinders which can be responsible for HAV will therefore be limited to reduce the effects of HAV, a limit of 10 minutes (max.) will be placed on the usage of such tools for each individual. There must then be a break of at least 20 minutes before the tool, or another similar tool is used again.

The use of low vibration tools will be utilised where possible, only low vibration models will be purchased and when tools are being hired, consideration is to be given to lower vibration models.

As with vibration, low noise tools will be selected where appropriate, consideration has been given to the selection of appropriate tools in this method statement and quieter methods of working are selected where appropriate.

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 the company's Health and Safety Policy.

Reviewed by:

Position:

Works Supervisor

Date:



Window Replacement Works

Likelihood and Severity Scores

LIKELIHOOD			SEVERITY		
Title	Description	Score	Title	Description	Score
Probable	Likely to occur several times in the relevant period.	3	Catastrophic	Death or total systems loss	5
			Critical	"Specified" injury or illness. Major damage Major environmental impact	4
Occasional	Likely to occur at least once in the relevant period	2	Serious	Loss of time/injury Illness or damage Environmental impact	3
			Marginal	First Aid Accident Routine maintenance repair	2
Remote	Unlikely to occur in the relevant period	1	Negligible	Very minor Little consequence	1

Risk Ratings

	Catastrophic	Critical	Serious	Marginal	Negligible
Frequent	15	12	9	6	3
Occasional	10	8	6	4	2
Rare	5	4	3	2	1
Score	Actions (All risks must be eliminated or reduced as far as is reasonably practicable)				
10+	High Risk - Not acceptable. Apply mitigation to eliminate or to further reduce the risk.				
5-9	Medium Risk - Apply mitigation to eliminate or reduce the risk, and if it remains a high risk, develop robust control measures to limit and manage the effects of any hazards.				
1-4	Low Risk - May be accepted if all reasonably practicable control measures are in place, however, if more can be done to reduce or eliminate the risk, then it should be done.				



FIVE STEPS TO RISK ASSESSMENT

1. Identify the potential hazards.
2. Determine the Likelihood and Consequence of the risk.
3. Decide on the necessary action, though wherever possible the hazard should be eliminated.

Can the hazard be removed completely/could the job be done in a different way or with an alternative material? If it can, change the job/process to eliminate the risk.

If the risk cannot be eliminated, can it be controlled or the effects reduced? Follow the principles of prevention and protection.

4. Implement your decisions and record the findings on design risk assessments and drawings.
5. Regularly review your assessment and revise it if necessary, and ensure sufficient information is provided to the contractor and others.

Finally remember to communicate the risks to others and ensure a copy of all risk assessments are provided to the CDM Co-ordinator for inclusion in the Health & Safety documentation where applicable.



Point of Work Risk Assessment

Description: Window Replacement

Additional Point of Work Hazards Not Previously Identified

(To be completed on site)

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity. Score:	Probable 3	Occasional 2	Remote 1	Catastrophic 5	Critical 4	Serious 3	Marginal 2	Negligible 1	Likelihood x Severity
1										
2										
3										
4										
5										
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk		

High and medium rated risks must have additional control measures incorporated to reduce the likelihood and/or severity of the identified hazards

Ref.	Additional Control measures
1	
2	
3	
4	
5	



CONSTRUCTION RISK ASSESSMENTS

Project Title:	Window Replacement Works	Risk Assess. No.:	01							
Task/Activity:	Encountering unidentified Asbestos Containing Materials (ACM's)	Project No.:								
		Date Prepared:								
HAZARDS		Likelihood	Severity	Risk Score						
Ref.	Key hazards associated with the above task/activity.	Probable 3	Occasional 2	Remote 1	Catastrophic 5	Critical 4	Serious 3	Marginal 2	Negligible 1	Likelihood x Severity
	Score:									
1	Inhalation of asbestos dust/fibres (Mesothelioma, lung cancer and Asbestosis)		X			X				8
2										
3										
4										
5										
6										
7										
8										
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk		

PERSONS AFFECTED					
Operatives	X	Members of Public	X	Site Visitors	X
Other Workers	X	Managers	X	Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	X
Hearing Protection		Eye Protection		Head Protection	
Gloves		Boots		Approved Overalls	X

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> ➤ All operatives to be provided with accredited asbestos awareness training to recognise potential ACM's ➤ Only competent and licensed asbestos contractors to carry out works 	<ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used ➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work ➤ Where applicable ensure the asbestos register has been reviewed for the property ➤ Where necessary ensure a competent person carries out an asbestos survey prior to the implementation of the works and that suitable control measures are implemented where ACM have been identified

Physical Controls	Procedural Controls
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Physical Controls	Procedural Controls
<ul style="list-style-type: none">➤ Restrict access to the work area and designate it as a Respirator Zone➤ Ensure all ACM's are kept damp to reduce fibre release➤ Double bag all asbestos waste and place in sealed container for disposal to a licensed site	<ul style="list-style-type: none">➤ If ACM's are suspected – stop all works immediately, seal off the area and do not re-enter until the all clear has been given➤ Detailed method statement required for any works involving asbestos➤ All works to be carried out under a permit system

HSE & Other Guidance	Comments
<ul style="list-style-type: none">➤ Control of Asbestos Regulations and Approved Code of Practice➤ Introduction to Asbestos Essentials: Comprehensive Guidance on Working with Asbestos in the Building Maintenance and Allied Trades➤ A Comprehensive Guide to Managing Asbestos in Premises➤ Asbestos Essentials Task Manual: Task Guidance Sheets for the Building Maintenance and Allied Trades	<ul style="list-style-type: none">➤ Medical surveillance should be initiated for all persons working with or exposed to asbestos➤ All work with Asbestos is potentially highly dangerous and should be carried out by appropriately licensed contractors in accordance with strict safety procedures

Residual Risk Rating
Considering the above control measures

MEDIUM

Assessment Prepared by:

Name:

Signature:

Date:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record



CONSTRUCTION RISK ASSESSMENTS

Project Title:	Window Replacement Works	Risk Assess. No.:	02							
Task/Activity:	Glazing	Project No.:								
		Date Prepared:								
HAZARDS		Likelihood	Severity	Risk Score						
Ref.	Key hazards associated with the above task/activity.	Probable 3	Occasional 2	Remote 1	Catastrophic 5	Critical 4	Serious 3	Marginal 2	Negligible 1	Likelihood x Severity
	Score:									
1	Manual Handling	X					X			9
2	Falls from Height	X			X					15
3	Sharp Edges	X					X			9
4	Falling Objects/Materials		X			X				8
5	Ladder Work	X				X				12
6										
7										
8										
9										
10										
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk		

PERSONS AFFECTED					
Operatives	X	Members of Public	X	Site Visitors	
Other Workers	X	Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	X
Gloves Cut resistant	X	Boots	X	Forearm protection	X

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> ➤ Only competent experienced glazers to be employed ➤ Train all operatives in safe lifting and handling techniques ➤ Train all operatives to use and the need for appropriate PPE 	<ul style="list-style-type: none"> ➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work ➤ Ensure first aid kit is readily available close to the works being undertaken ➤ Ensure the PPE provided is appropriate for the task

Physical Controls	Procedural Controls
<ul style="list-style-type: none"> ➤ Ensure adequate storage areas are provided ➤ Ensure safe access is provided to the working area ➤ Clear up all breakages immediately ➤ Use approved suction pads to lift and handle glass 	<ul style="list-style-type: none"> ➤ Avoid working from ladders and other temporary platforms, ensure an adequate safe working platform is always provided ➤ Ensure a first aider is present within each glazing team



Physical Controls	Procedural Controls
sheets ➤ Cut resistant gloves and forearm protection must be worn at all times.	

HSE & Other Guidance	Comments
➤	➤

Residual Risk Rating Considering the above control measures
LOW

Assessment Prepared by:

Name:

Signature:

Date:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record



CONSTRUCTION RISK ASSESSMENTS

Project Title:	Window Replacement Works	Risk Assess. No.:	03								
Task/Activity:	Rendering Repairs	Project No.:									
		Date Prepared:									
HAZARDS		Likelihood			Severity					Risk Score	
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity	
	Score:	3	2	1	5	4	3	2	1		
1	Falling Objects/Materials		X			X				8	
2	Falls from Height		X			X				8	
3	Manual Handling	X					X			9	
4	Contact with Mortar	X						X		6	
5											
6											
7											
8											
9											
10											
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk			

PERSONS AFFECTED					
Operatives	X	Members of Public	X	Site Visitors	
Other Workers	X	Managers		Young Persons	
Others					

PPE REQUIREMENTS				
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection
Hearing Protection		Eye Protection		Head Protection
				X
Gloves		Boots	X	

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> ➤ Standard site safety inductions should be provided and the risks of working at height and manual handling should be highlighted 	<ul style="list-style-type: none"> ➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work

Physical Controls	Procedural Controls
<ul style="list-style-type: none"> ➤ Ensure that a safe working platform is provided ➤ Ensure that safe access and egress to the place of work is provided ➤ Provide mechanical handling equipment to deliver materials to point at which they are needed ➤ Ensure all waste is cleared from working platforms 	<ul style="list-style-type: none"> ➤ Ensure all staff are competent and experienced in the type of work



HSE & Other Guidance	Comments
➤	➤

Residual Risk Rating

Considering the above control measures

Low

Assessment Prepared by:

Name:

Signature:

Date:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record



CONSTRUCTION RISK ASSESSMENTS

Project Title:	Window Replacement Works	Risk Assess. No.:	04							
Task/Activity:	Replacing Windows	Project No.:								
		Date Prepared:								
HAZARDS		Likelihood			Severity			Risk Score		
Ref.	Key hazards associated with the above task/activity.	Probable 3	Occasional 2	Remote 1	Catastrophic 5	Critical 4	Serious 3	Marginal 2	Negligible 1	Likelihood x Severity
	Score:									
1	Contact/Entanglement with moving parts of power tools (ie: Drills, saws etc)			X		X				4
2	Contact with sharp blades and other implements (knives, chisels, planes etc)		X			X				8
3	High noise levels	X						X		6
4	Hand arm vibration	X						X		6
5	Inhalation of dusts		X					X		4
6	Ejection of damaged tools and other materials			X			X			3
7	Manual handling	X					X			9
8	Electric shock from damaged/worn equipment			X				X		2
9	Misuse of tools			X				X		2
10	Hazardous materials (stains, glues, lubricants etc)			X				X		3
11	Sharp Edges from broken glass	X					X			9
12	Falling Objects/Materials		X			X				8
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk		

PERSONS AFFECTED					
Operatives	X	Members of Public	X	Site Visitors	
Other Workers	X	Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard	X	Hi-Viz Clothing		Respiratory Protection	X
Hearing Protection	X	Eye Protection	X	Head Protection	X
Gloves Cut resistant	X	Boots	X	Forearm protection	X

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> ➤ All operatives should be informed of the hazards and instructed on the required safe systems of works and control measures ➤ All operatives to be provided with appropriate PPE and trained in its use and application ➤ All staff to be provided with training in safe lifting techniques, manual handling and working at height 	<ul style="list-style-type: none"> ➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work ➤ Ensure appropriate safety equipment and PPE is made available



Physical Controls	Procedural Controls
<ul style="list-style-type: none">➤ All power tools to be either cordless or low voltage (110v or less)➤ Restrict use of power tools to trained persons over the age of 18 years➤ Avoid trailing lead and keep walkways clear➤ Ensure adequate storage areas are provided➤ Ensure safe access is provided to the working area➤ Clear up all breakages immediately➤ Use approved suction pads to lift and handle glass sheets➤ Fall protection to be provided in the form of rigid safety barriers and/or safety harnesses and lanyards attached to a secure anchor point within the premises➤ Cut resistant gloves and forearm protection must be worn at all times.	<ul style="list-style-type: none">➤ Daily checks of all equipment to be made prior to its use➤ Carry out COSHH assessment on all substances used, wherever possible substitute for less hazardous substance➤ Clear debris and waste on a regular basis➤ Avoid working from ladders and other temporary platforms, ensure an adequate safe working platform is always provided➤ Ensure a first aider is present within each glazing team

HSE & Other Guidance	Comments
<ul style="list-style-type: none">➤ Provision and Use of Work Equipment Regulations➤ Management of Health and Safety at Work Regulations➤ Getting to Grips with Manual Handling (INDG 143)➤ Control of Noise at Work Regulations➤ Control of Vibration at Work Regulation	<ul style="list-style-type: none">➤

Residual Risk Rating
Considering the above control measures

LOW

Assessment Prepared by:

Name:

Signature:

Date:

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CONSTRUCTION RISK ASSESSMENTS

Project Title:	Window Replacement Works	Risk Assess. No.:	05							
Task/Activity:	Electrical Hand Tools/Equipment	Project No.:								
		Date Prepared:								
HAZARDS		Likelihood		Severity					Risk Score	
Ref.	Key hazards associated with the above task/activity.	Probable 3	Occasional 2	Remote 1	Catastrophic 5	Critical 4	Serious 3	Marginal 2	Negligible 1	Likelihood x Severity
	Score:									
1	Electrocution			X	X					5
2	Noise/vibration		X				X			6
3	Flying particles from the material being worked		X					X		4
4	Flying particles from damaged tools			X			X			3
5	Trailing cables		X					X		4
6	Entanglement with moving parts			X			X			3
7	Sudden/unexpected movement of the tool		X					X		4
8										
9										
10										
Risk Assessment Scores:		10+ High Risk		5-9 Medium Risk			1-4 Low Risk			

PERSONS AFFECTED					
Operatives	X	Members of Public		Site Visitors	
Other Workers		Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	X
Hearing Protection	X	Eye Protection	X	Head Protection	X
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> ➤ All operatives and others in the area should be advised when noise, dust and other flying particles are likely to be present ➤ All operatives should be instructed in how to inspect and check the equipment prior to using it ➤ All operatives to be trained in the use, selection and storage of the tools they use ➤ At least one person on site shall have received training in electric shock treatment 	<ul style="list-style-type: none"> ➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work



Physical Controls	Procedural Controls
<ul style="list-style-type: none">➤ All electrical power tools to be 110v or less➤ Power sockets shall not be overloaded➤ The supply voltage shall always be within the operating range of the selected tool➤ Trailing cables shall be managed to reduce the risk of slips, trips and falls➤ All tools shall be earthed or double insulated➤ Temporary and impromptu repairs shall not be allowed➤ All tools and cables shall be inspected before use➤ Transformers shall be centre tapped to earth➤ When not in use, all tools shall be disconnected from its electrical supply➤ All damaged and defective equipment shall immediately be taken out of use, reported to the supervisor and marked as being defective	<ul style="list-style-type: none">➤ A planned preventative maintenance system shall be implemented whereby all equipment shall be regularly inspected, tested and maintained in accordance with manufacturers recommendations➤ Where equipment is to be used in damp or confined spaces, management shall be responsible for ensure the correctly rated equipment is made available

HSE & Other Guidance	Comments
<ul style="list-style-type: none">➤ HSE Guidance Notes – Safe Use of Portable Electrical Equipment➤ Electricity on Construction Sites➤ HSE Information Sheet – Maintenance of Portable Electrical Equipment	<ul style="list-style-type: none">➤

Residual Risk Rating

Considering the above control measures

LOW

Assessment Prepared by:

Name:

Signature:

Date:

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CONSTRUCTION RISK ASSESSMENTS

Project Title:	Window Replacement Works	Risk Assess. No.:	06							
Task/Activity:	Other Hand Tools/Equipment	Project No.:								
		Date Prepared:								
HAZARDS		Likelihood		Severity					Risk Score	
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Splintering/shattering tools			X			X			3
2	Sharp blades/edges		X				X			6
3	Manual handling		X				X			6
4	Damaged tools		X					X		4
5	Incorrect tool for the job			X			X			3
6										
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk		

PERSONS AFFECTED					
Operatives	X	Members of Public		Site Visitors	
Other Workers	X	Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection	X	Head Protection	X
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> ➤ General awareness training required, together with specific training for any unusual tools ➤ Operatives should be trained to clean, store and maintain all tools 	<ul style="list-style-type: none"> ➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work

Physical Controls	Procedural Controls
<ul style="list-style-type: none"> ➤ Appropriate PPE to be work ➤ Damage tools to be returned to the supervisor ➤ All tools shall be regularly inspected and maintained ➤ Tools should only be used for their intended purpose 	<ul style="list-style-type: none"> ➤



HSE & Other Guidance	Comments
➤	➤

Residual Risk Rating
Considering the above control measures

Low

Assessment Prepared by:

Name:

Signature:

Date:

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CONSTRUCTION RISK ASSESSMENTS

Project Title:	Window Replacement Works	Risk Assess. No.:	07							
Task/Activity:	Exposure to Dusts	Project No.:								
		Date Prepared:								
HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Inhalation of dust particles	X					X			9
2	Ingestion of dust particles	X					X			9
3	Asphyxia		X				X			6
4	Dermatitis		X					X		4
5										
6										
7										
8										
9										
10										
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk		

PERSONS AFFECTED					
Operatives	X	Members of Public	X	Site Visitors	X
Other Workers	X	Managers	X	Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	X
Hearing Protection		Eye Protection	X	Head Protection	
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> ➤ All operatives should be informed of the hazards and instructed on the required safe systems of works and control measures ➤ All staff to be trained in the use and importance of PPE such as hard hats, eye protection, respirators and gloves ➤ All operatives should be informed of the hazards and instructed on the required safe systems of works and control measures ➤ All staff to be made aware of the hazards and risks associated with the works ➤ Inform operatives of the hazards from the substances they are using and the results of the COSHH Assessment 	<ul style="list-style-type: none"> ➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work ➤ Supervisors to ensure PPE is available and used, minimum grade of respirators to be FFP3, unless the COSHH assessment requires a higher level of protection ➤ Ensure that a full COSHH Assessment is carried out for each substance/material used ➤ Where applicable always ensure that the least hazardous substance is selected



Physical Controls	Procedural Controls
<ul style="list-style-type: none">➤ Ensure that adequate ventilation is provided➤ Adequate hygiene facilities are to be provided including washbasins, soap, nail brushes and towels➤ Ensure that excessive dust generation is avoided➤ Clean up all spills and debris➤ Bags of plaster, cement and other products likely to generate dust should be carefully opened and emptied into mixing buckets, taking care to avoid generating dust clouds➤ If necessary (and if safe to do so) dampen the floor area before sweeping/cleaning the floor➤ Where it is not practical to wet and sweep the floor, use an industrial vacuum cleaner to collect the dust➤ Empty bags of plaster to be placed into a plastic waste bag to prevent further dusts being generated➤ Sheets of plasterboard should be cut using a sharp Stanley/Utility knife, as opposed to using a saw or other implement	<ul style="list-style-type: none">➤ Regular checks to be made to ensure that the working area is clean and tidy, and free from dust/debris that➤ Do not permit eating and drinking in the work area where there are potential dust problems➤ Restrict any unauthorised access to the area

HSE & Other Guidance	Comments
➤	➤

Residual Risk Rating
Considering the above control measures

LOW

Assessment Prepared by:

Name:

Signature:

Date:

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CONSTRUCTION RISK ASSESSMENTS

Project Title:	Window Replacement Works	Risk Assess. No.:	08
Task/Activity:	Exposure to Noise	Project No.:	
		Date Prepared:	

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity. Score:	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
		3	2	1	5	4	3	2	1	
1	Distracting influence on staff		X					X		4
2	Continual noise below the first action level	X						X		6
3	Loud noises above the first action level	X					X			9
4	Loud noises above the second action level		X			X				8
5										
6										
7										
8										
9										
10										

Risk Assessment Scores:	10+ High Risk	5-9 Medium Risk	1-4 Low Risk
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PERSONS AFFECTED					
Operatives	X	Members of Public	X	Site Visitors	X
Other Workers	X	Managers	X	Young Persons	
Others					

PPE REQUIREMENTS				
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection
Hearing Protection	X	Eye Protection		Head Protection
Gloves		Boots		

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> ➤ All operatives should be informed of the hazards and instructed on the required safe systems of works and control measures ➤ All operatives to be provided with appropriate PPE and trained in its use and application ➤ Where the risk of hearing damage has been assessed as being high, all operatives should be trained and informed of the risks and irreversible damage that may be caused by exposure to noise ➤ Operatives to be informed of all mandatory hearing protection zones and of the need to ensure the appropriate protection is worn at all times ➤ Where to obtain the appropriate PPE/hearing protection and how to use it correctly 	<ul style="list-style-type: none"> ➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work ➤ Ensure appropriate safety equipment and PPE are made available ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used ➤ Where employees are regularly exposed to high levels of noise, consider the need for appropriate Health Surveillance measures



Physical Controls	Procedural Controls
<ul style="list-style-type: none">➤ Mandatory hearing protection signs to be erected in all areas where noise levels are likely to exceed 85dB(A)➤ Make use of acoustic enclosures for noisy plant and equipment, or erect acoustic screens and barriers to deaden any noise➤ Site plant as far away from the working area as is reasonably practicable– ie: generators and compressors etc do not need to be in the immediate vicinity of the works	<ul style="list-style-type: none">➤ When selecting and procuring plant, tools and other equipment, consideration will be given to procurement of low noise equipment wherever possible➤ Where individual operatives are exposed to high levels of noise, limit their exposure to the noise by restricting the duration of their exposure – rotate different the people used so that no one spends an excessive amount of time exposed to the noise➤ Ensure all plant and machinery is properly maintained and serviced to help reduce the noise caused by poorly maintained and worn equipment➤ Ensure that where applicable, silencers are fitted to plant and machinery

HSE & Other Guidance	Comments
<ul style="list-style-type: none">➤ INDG362 Noise at Work➤ The Control of Noise at Work Regulations	<ul style="list-style-type: none">➤ Most plant, power tools and machinery are likely to generate noise in excess of the second action level (85dB(A)), this therefore means that hearing protection must be provided and used whilst using such equipment

<p>Residual Risk Rating Considering the above control measures</p>
<p>LOW</p>

Assessment Prepared by:

Name:

Signature:

Date:

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CONSTRUCTION RISK ASSESSMENTS

Project Title:	Window Replacement Works	Risk Assess. No.:	09							
Task/Activity:	Exposure to Vibration	Project No.:								
		Date Prepared:								
HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Hand arm vibration syndrome from use of power tools, plant and equipment		X				X			6
2										
3										
4										
5										
6										
7										
8										
9										
10										
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk		

PERSONS AFFECTED					
Operatives	X	Members of Public		Site Visitors	
Other Workers		Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection	X	Eye Protection		Head Protection	
Anti-Vibration Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> ➤ All operatives should be informed of the hazards and instructed on the required safe systems of works and control measures for the tools being used ➤ All operatives to be provided with appropriate PPE and trained in its use and application ➤ Operatives to receive full training in the use, storage, and general care of PPE, tools and other equipment ➤ Full manual handling training to be provided to all operatives 	<ul style="list-style-type: none"> ➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work ➤ Ensure appropriate safety equipment and PPE are made available ➤ Select low vibration and low noise models when procuring plant and equipment



Physical Controls	Procedural Controls
<ul style="list-style-type: none">➤ Limit duration of exposure to reduce the level of risks from exposure to high noise and vibration levels➤ Keep hands warm➤ Only 110v or less tools are to be used➤ Trailing cables shall be managed to reduce the risk of slips, trips and falls➤ All tools shall be earthed or double insulated➤ Temporary and impromptu repairs to power cables shall not be allowed➤ All tools and cables shall be inspected before use➤ When not in use, all tools shall be disconnected from its electrical supply➤ All damaged and defective equipment shall immediately be taken out of use, reported to the supervisor and marked as being defective	<ul style="list-style-type: none">➤ A planned preventative maintenance system shall be implemented whereby all equipment shall be regularly inspected, tested and maintained in accordance with manufacturers recommendations➤ Ensure all tools are properly maintained and lubricated to help reduce the extent of vibration➤ Ensure correct tool for the job has been selected➤ Manufacturers vibration monitoring details to be obtained for all tools➤ Recommended maximum exposure limits/times set by the manufacturer/supplier shall not be exceeded

HSE & Other Guidance	Comments
<ul style="list-style-type: none">➤ HSE Guidance Notes – Safe Use of Portable Electrical Equipment➤ Electricity on Construction Sites➤ HSE Information Sheet – Maintenance of Portable Electrical Equipment➤ INDG296 Hand Arm Vibration – Advice for Employees➤ Control of Vibration at Work Regulations➤ INDG175 – Control the Risk From Hand-Arm Vibration, Advice for Employers	<ul style="list-style-type: none">➤ Due to the nature of our work, the use of hand held power tools is not a regular activity and it is generally only for short durations

Residual Risk Rating
Considering the above control measures

LOW

Assessment Prepared by:

Name:

Signature:

Date:

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