

# **THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999**

## **Method Statement**



**To supply and Fix x18 Aluminium Windows and 3no Ali  
Doors**

**At**

J'adore Models  
Manchester  
M4 6BR

Prepared By

**William Forsyth**

## **Method Statement**

### **Objective**

The objective of the method statement is to ensure that every aspect of the project has been considered, both in terms of Health & Safety as well as economy.

It is important that method statements are developed in conjunction with appropriate persons involved in the project and its final contents made known to everyone. This will ensure that work methods are agreed prior to start of the works and everyone is fully informed.

### **Responsibility**

It is the responsibility of Contract Managers / Supervisors to develop method statements as far in advance of the project as possible and ensuring all personnel are fully informed of the method statements appropriate to their job.

All persons carrying out the work scope detailed in this method statement will have read the method statement and be familiar with its limitations/restraints.

### **Materials and equipment to be used**

Aluminium Systems – All aluminium systems will be fabricated following the systems suppliers manufacturing guide. The profile used will be Seniors SPW system.

Fastening – fixing screws will be zinc plated (BZP) and cleats will be galvanised steel. All set to be painted to match the framework where visible

Noise - Percussion hammer/Cordless drills are expected to be the only equipment used on site by LDG Contracts operatives that are likely to cause noise pollution. The noise rating of such equipment will normally be in the range 95-103 DB. Drills will only be used for relatively short periods. Our site operatives are aware and will be sympathetic to the occupiers of adjacent buildings regarding noise levels.

Glazing materials – EPDM gaskets will retain the glass within the frame and PVC glass setting blocks will be used. BS6262 and any relevant Building Regulations will be complied with

### **Deliveries, unloading and storage**

All deliveries will be booked in with site prior to their arrival, the first scheduled delivery is set to be onsite by 8.00am Monday 15<sup>th</sup> morning. It's down to the LDG operatives to unload the delivery wagon, this will be done by hand. The lead installer (TBC ) will be in charge of distribution of materials to the safe storage area. All LDG operatives will follow the RAMS provided when unloading material i.e handling glazing materials. When

materials are needed, the on site LDG operatives will maneuver them by hand from the safe storage.

### **Access to the works**

There will be no access required in-order to complete this project. All the frames are on the ground floor. LDG operatives will use hop ups in order to mastic the heads of windows.

### **Personal Protective Equipment**

LDG Contracts personnel will wear the appropriate supplied personal protective equipment. The works Supervisor will monitor on a regular basis to ensure personnel are complying with mandatory personal protective equipment requirements. All personal protective equipment provided by LDG Contracts complies with relevant British Standards and includes:

- ❑ Hard hat to EN397
- ❑ Safety footwear to EN20345
- ❑ Protective / High visibility clothing to EN471
- ❑ Gloves to EN388
- ❑ Light Eye protection to EN166 Optical Class 1

### **Safety**

All LDG Contracts staff will attend site safety induction courses as required by Peter Milburn Brown.

Random safety inspections may be carried out at any time by the LDG Contracts Site Manager or Safety Officer and will be followed up by a written report sent to Peter Milburn Brown.

### **Description and method of works**

To supply and install Ali windows and aluminium doors into existing openings with sizes being taken by LDG contracts.

- LDG operatives will all operatives will be parked on SIPS pay and display car park Poland street for the duration of the works. Registration BL63 RSX.
- LDG will load the frames out into the office space, ensuring they keep to the foot path on Poland Street.
- LDG will ensure to keep out of residents way whilst maneuvering frames.
- LDG will need to use main entrance to gain access in and out of the site.

### **Installation of doors**

Remove the nameplate (if already fitted) from the end of the stile at the top of the door.  
Remove the 2 number screws that secure the clamping block to the end of the drive arm.

Check that the sideways adjuster screws are tight against the closer arm mounting channel and that the drive arm locking screw is also tight.

Using a spanner rotate the closer pivot boss to the hold open position. Place the door on the bottom pivot bearing then offer the drive arm cutout onto the close boss and dress home using a rubber mallet or similar.

Fit clamping block and tighten up the retaining screws. Now close the door slowly and check clearances to jamb, head and sill.

If adjustment is required slacken off the 2 number sideways adjuster screws and the drive arm locking screw as necessary to achieve the adjustment required. Retighten all screws and check fit.

### **Installation of Windows.**

The fabrication and installation of the windows, will be carried out in accordance with the system supplier's recommendations. LDG Contracts will work to sizes taken at point of survey.

- Each existing window will be removed carefully following the risk assessments provided.
- Once removed LDG operatives will locate the correct frame for each opening.
- The frame will be offered to opening.
- Once LDG operatives are happy with the fit, ensuring the frame is square and plumb the frame will be direct fixed.
- The frame will then be glazed, again following RA's provided. LDG will ensure the glass is installed square and toe and heeled correctly.
- LDG will then ensure the opening sashes are working correctly and not catching.
- Once happy with the install, the frame will be mastic pointed neatly to the structure.

LDG will follow the below schedule given to us by the contractor.

First:

Unit 2 - Portugal st.  
W16,W15, DR 03, W14, W 13

Unit 2 - Poland Street  
W12, W11, W10, DR02/W09

Unit 1 (in any order)  
W1-08 and DR01

Unit 3 (last)  
W17 and W18

### **Window/Door Keys**

All door keys shall come to site taped to the handles of the doors. Once the door is installed, LDG fitters can either pass the keys to the site manager/agent or leave taped to the handles. LDG will not be held responsible for any door keys going missing once the door has been installed and a charge may apply for any keys needed to be replaced after installation.

## **Supervision**

The Contracts Manager (William Forsyth) will monitor the performance of the fixing of the sub-contract works. The Lead installer will be TBC.

When a phase is complete, and all checks have been made, this portion of the works is then subject to handover to the client or main contractor. This effectively signs over the work carried out to the satisfaction of Peter Milburn Brown.

The start date of the project is W/C 15.10.21. We will have at least 2 LDG operative onsite at all times during the installation, unless we come across unforeseen circumstances such as illness etc.

All components will be erected plumb and square and in proper alignment utilising brackets, shims and fixing screws as required to securely fasten the system to the building structure.

## **Substances**

### **Anodic Chemical Reaction**

Dissimilar metals will be isolated from one another. This is especially important in damp atmospheric conditions.

## **Mastic Applications**

Sealants will be applied in accordance with the manufacturer's instructions only during suitable weather conditions and using polythene backerod and masking tape as necessary.

## **Clean Up**

All LDG Contracts site operatives will keep their areas of work clear of waste and debris. All waste will be disposed of to LDG Contracts in the correct wastage bins provided.

## **Control Measures**

- ☐ All waste materials will be regularly removed during works
- ☐ Access and emergency routes will be kept clear at all times
- ☐ The working Supervisor will supervise and direct the work
- ☐ Operatives will be competent, qualified and experienced
- ☐ Power tools will be tested and inspected prior to use
- ☐ Access equipment will be fit and suitable for the purpose intended
- ☐ Two person lift will be utilised for heavy or large pieces of glazing material
- ☐ Operatives will have received suitable instruction and information regarding correct manual handling techniques

## **Emergency Arrangements**

- ❑ LDG Contracts will liaise with the Client's safety policy and procedures.
- ❑ LDG Contracts vehicles all carry first aid kits.
- ❑ LDG Contracts supervisors are equipped with mobile phones to call the emergency services.
- ❑ Any accidents and incidents will be immediately reported to the LDG Contracts supervisor, who will in turn inform the Client / Representative.
- ❑ Accidents and incidents will be recorded in the Accident Book

## **Method Statement Audit and Review**

The method statement will be amended should the design, scope or method of work change at any time. Any amendments will be handwritten and appendices resubmitted to the Client.

All operatives will sign the method statement register prior to work commencing to say they have read and understand the method statement and will comply with all requirements set out by the Client and by LDG Contracts.

## **Method Statement Register**

I have read the method statement for the works to be undertaken at J'adore Models and shall comply with all requirements and safe working procedures.

| Signature | Print Name | Date |
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