

Manchester & Cheshire Construction Ltd. – Window Replacement Method Statement

PROJECT: Westwood Cottages		Contract No: J1639	
Description of work:		As Above	
Author of this document: Billy McCormack		Checked By:	Date: 28/08/20
Issued to: MC Construction Joiners		Ref:	Date:
Relevant attached risk assessments (with refs.):	SAF-FOR-03(RA) Carpentry and Joinery Risk Assessment		
	SAF-FOR-010(RA) Use of Portable Electrical Equipment		
	SAF-FOR-032(M) Manual Handling Assessment Form		

Work commences on	
Areas to be worked in	
Duration of work (actual or estimated)	
Number of workers (actual or estimated)	

							Insert here	
Head (EN 397)	Foot (BS EN 345-1)	Hi-Viz Vest	Hand (BS EN 388)	Eye (EN166)	Hearing (EN 352-1)	Fall Arrest	Other	First aider name/contact details
YES	YES	YES	YES					

RISK CONTROL MEASURES AND PROCEDURES FOR IDENTIFIED HAZARDS	
Emergency contact details	
Specialist training required (PASMA etc). Include who needs this training.	
Description of safe method of work Ensure all signs and barriers are put in place before the works starts. Move all materials and tools safely to the working area. Ensure all work is safe to do so before you start. Any wiring around Existing Window area should be relocated to avoid damage. Appropriate P.P.E should be provided (i.e. Specific Joiners Gloves without certain fingertips to allow for efficient work with screws and nails) The weight of old and new materials should be checked to see if they require a 1+ person lift. Any power leads or lighting shall be tied up appropriately and not trail across floors and corridors. Set up working area including work bench with adequate cutting area. Method of Fitting Windows Make sure all excess Materials from Existing Windows has been removed carefully. Check size of opening corresponds with new window size. Place constructed window Frame into aperture If required use packers to wedge frame in position Drill through each Window Style into the inner leaf of the Building until sleeve adequate for screw size Countersink top of sleeve to allow the fixing to finish below face of timber Fix Window frame and make sure its plumb and level. Fit new Glazing to opening frames and finish with Glazing Beads Check window opens and closes in aperture, making sure its not hinge bound or rubbing if required adjust window to alleviate. Fit ironmongery to Window (Handles, Latches, Locks) The locking mechanism will be checked after completion to ensure security of the property Seal internally between Window and new Plasterboard with a Mastic Finish Seal the exterior of Window against the Brickwork with an approved Coloured mastic. On completion remove all tools and materials from the working area and store where appropriate.	

Ref No: SAF-FOR-19(MS)	Issue No: 1	Issue Date: 20/08/20	Page:1 of 4
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Ensure all areas are clean and tidy before you leave site					
Tools/plant to be used:					
Have all tools/equipment been tested/inspected as safe to use?					
Are 'Permits To Work' required (for high hazard work)?		Identify permit type:		Person responsible for this permit:	
Are hazardous materials to be used?			Are COSHH/ risk assessments/data sheets available?		
Will the work create harmful noise?		If yes, what tools/plant will be used?			
Noise categories:	Select from here (click)				
Control measures:					

(Attach sketches/drawings/photos here as appropriate)

SAFETY METHOD STATEMENT BRIEFING REGISTER

"I understand and will agree to adhere to the contents of this method statement and the associated risk assessments. I have also seen the site-specific method statement which details the necessary site-specific safety arrangements"

Name (Print)	Trade / Company	Signature	Date

I have briefed the above operatives on:

Safety Method Statement Reference:	Safety Method Statement Title:

Name: _____	Position: _____
Signed: _____	Date: _____

A copy of this form must be attached to the Safety Method Statement.