

THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999

Method Statement



**Supply and fix of 7no Aluminium Doors, 85 Aluminium
Windows and 36no MX Curtain Wall Screens.**

At

Ancoats Dispensary

Prepared By

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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

Aluminum extrusions – aluminum framing will be fabricated using the Technal aluminum system.

Aluminum profiles are extruded from aluminum alloy 6063 to BS1474.

Aluminum sheet – aluminum sheet for closures and flashings will generally be 1.5mm thick

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

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

Finishes – the polyester powder coating finish will be in accordance with BS6496 1984 and, as specified, will be free from scratches and other serious surface blemishes

Noise - Percussion hammer 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.

Deliveries, unloading and storage

All site deliveries will be made by prior appointment with EW Construction and delivered to the previously agreed unloading point and unloaded by hand.

All Aluminum doors, windows and C/W will be delivered to site fully fabricated, unloaded by hand and stored in an area agreed with EW Construction.

Glass for the Aluminum windows, doors and curtain walling will be delivered to site, unloaded by EW telehandler and stored in a safe area. LDG contracts personnel may request movement of stillages to floor levels where glass will be hand balled off the stillages by LDG operatives.

Access to the works

Access to all windows, doors and curtain walling should be provided by EW Construction in either the form of a MEWP or fixed scaffold. Internal access shall be via hop-ups and suitable podiums.

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 hats
- ☐ Safety footwear
- ☐ Protective / High visibility clothing
- ☐ Gloves
- ☐ Light Eye protection

Safety

All LDG Contracts staff will attend site safety induction courses as required by EW Construction.

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 EW Construction.

Description and method of works

The work consists of the fixing and glazing of 7no Aluminium Doors, 85no Windows and 36no C/W at Ancoats Dispensary. The works will be accessed from either MEWPs or fixed scaffolds.

Installation

Fabrication and installation will be carried out in accordance with the system supplier's recommendations. LDG Contracts will confirm site opening sizes and details with EW Construction.

Care shall be taken when working on the two elevations of retained brickwork and stone. Due to the building being listed and the retained walls having new windows fitted precautions shall be taken to ensure no damage to the existing materials. When working from the outside on the scaffold tools and materials shall be kept clear with no items left

leaning on the building. Correct manual handling will be used when lifting and fitting the windows to ensure no damage of the window reveals.

Installation of Curtain Walling

Before installation begins the opening should be surveyed against the approved drawings. If any discrepancies are found with the opening that will affect the install/set out then these are to be brought to the site manager and contract managers attention. Mullions and transoms will be removed from the stillages and organised into the correct order.

Mullions and transoms will be sent to site fully fabricated with the anti-rotation holes predrilled, blocks/anti rotation pins fitted to ends and gaskets inserted.

Fixing shoes will be sent to site fully fabricated with welded spigots and predrilled footplates.

Fixing brackets will be fully fabricated and finished in either a pre agreed ral colour or blackjack paint, and fixing holes/slots will be predrilled.

If required the opening shall first be prepared with epdm if access is not available to do so after the frame is installed.

The first leg starting from either end will be fitted with a shoe and positioned as per the drawings. A temporary fixing may be used to set out the leg prior to the final fixing being installed.

Once the leg is fitted as per the dimensions on the drawing for set out it will be fastened up to the top fixing member and checked for plumb. This fixing can again be a temporary fixing such as a Tek screw into steel whilst the set out is being determined.

Once the first mullion is fixed then the next transoms and mullion can be built.

The transom ends are screwed to the mullions using the specified assembly screws.

If required a strap or tourniquet can be used to hold the transoms and mullions square.

Using this sequence, the screen shall be built horizontally and vertically as required.

When setting the height of the screens a Tek screw may be used temporarily to be replaced with the specified throughbolts to provide the final fixing. If not routed out, then the bottom/top transoms may need to be removed and re-fitted once the bolt is secured.

Once the screen is assembled and fixed then it should again be checked against the set-out drawings and for plum.

When the final fix is complete then the epdm can be bonded to the screen against the all angle fitted around the perimeter of the box section.

The correct infills will be installed along with the glazing supports. These shall all be sealed as per the technicals installation guide.

The end blocks shall be injected with silicone until the overspill is visible to show the block is sealed.

The gaskets shall be cut and joined at the corners. Backing gaskets shall be checked against the glass thickness to check they are correct.

Glass shall then be installed using the correct method described previously.

Gaskets shall be checked to ensure they haven't been snagged under the glass, if required the unit shall be removed to release and gaskets trapped.

Glass will be packed using plastic packers so the coverage on the gaskets is as per technicals manual.

Once in place the glass will be secured using the pressure plates and pressure plate screws provided.

Screws will be tightened to the correct torque and if required checked with a torque wrench.

The screen will then be finished with perimeter flashings and caps. Flashings will be mastic pointed to the surrounding structure as detailed within the drawings.

Installation of Window Frames

Operatives will wear appropriate PPE – hard hat, safety boots, hi-vis vest and Light Eye protection at all times.

The manufacturer's installation instructions will be used.

The window will be presented to the opening and the fixing straps secured to the window at the locations identified from the drawing.

The fixing straps are secured to the structure using suitable screws.

Alternatively the windows are fastened to the structure using direct fixings if this is detailed in the design drawings.

The window will be packed to datum as per the drawings.

The window will be securely fixed to the structure.

Peripheral joints between window and structure will be sealed using a cartridge gun, in line with the details shown on the drawings.

Opening vents will be checked for correct operation and adjusted as required.

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.

Door Closer Latching / Closing Speeds and Centralising Adjustments

If the door closer speed for the last 15% prior to latching is unsatisfactory, turn with a screwdriver, the latching speed regulating screw in the casing head (clockwise for slower / anti clockwise for faster. If the door does not close correctly onto the centre of line of the jamb, adjust as follows.

Open door leaf, slacken off the 2 number sideways adjuster screws and the drive arm locking screw, adjust the sideways locking screws, close the door to check alignment, repeat the operation until satisfactory adjustment is achieved. On completion re-tighten 2 number sideways adjuster screws and the drive arm locking screws.

Window/Door Keys

Window Keys

All window keys shall come to site taped to the handles of the windows. Once the window 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 windows keys going missing once the window has been installed and a charge may apply for any keys needed to be replaced after installation.

Door Keys

Once installed all door keys shall be passed to the site manager/agent for safekeeping. LDG will not be held responsible for the loss of any door keys after this point, any keys/locks which need replacing after this will be counted as chargeable.

Supervision

The Contracts Manager will monitor the performance of the fixing of the sub-contract works.

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 EW Construction.

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.

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 Ancoats Dispensary and shall comply with all requirements and safe working procedures.		
Signature	Print Name	Date