

Method Statement

Description of the Task/Activity:	INSTALLATION OF FRAMELESS GLAZING INTO A COMMERCIAL PREMISES		
Client:		Job Ref:	
Site Address/ Location:		Start Date:	
		Finish Date:	
Personnel involved:	Name	Role/Trade	
		Competent & experienced fitter	
		Competent & experienced fitter	
		Competent & experienced fitter	
		Competent & experienced fitter	
Supervisor:			
Equipment and Tools Required:	• Chop Saw • Jigsaw • Workbench • Floor breakers • Hammer drill • Cordless drill/screwdriver • Hand tools • Step Ladders • Podium steps • Skirting board cutter • Glass sucker		
Key Materials Required:	• Door frame/sidelight vertical posts & headrails • Metal shims • Fixing screws/gaskets/beading • Door assemblies • Manufactured glass • Glazing Beads • Door furniture • Intumescent sealant		
Specific Identified Hazards: (or refer to the task specific risk assessment(s))	• Manual Handling-potential musculoskeletal injury and lacerations • Use of Hand Tools-potential cuts/laceration/ bruising • Use of Power Tools-potential electric shock or electrocution • Use of vibrating equipment(breakers)-possible HAV syndrome • Work at Height-potential falls from height • Slips, Trips & falls-over materials,waste,spillages • Use of Hazardous substances-potential skin reactions, ill-health • Use of retractable knives-potential cuts to fingers & hands • Sweeping up glass fragments-potential eye injury		
Specific Staff Training Requirements:	• Competent/experienced senior fitter appointed to job • Suitably competent/experienced fitters appointed to assist • Operatives briefed on contents of all relevant RAMS • Operatives working at height assessed as competent by CONTRACTOR • Operatives using power tools assessed as competent by CONTRACTOR • Asbestos awareness for operatives using power tools/breakers • Appropriate training records maintained by CONTRACTOR management		
Sequence of Operations: (Specifying methods of	1. Upon arrival: all CONTRACTOR operatives will sign in and undergo site induction by the PC/Client prior to commencing work to confirm agreement to adhere to all procedures and site rules and remind staff of the correct protocols to follow.		

working, tools, materials and equipment utilised)

2. CONTRACTOR operatives will conduct a dynamic risk assessment of the job taking all relevant factors into consideration. If required, they will then refer to the office / supervisor for support and/or guidance as how to best safely proceed with the job. CONTRACTOR operatives will only proceed with the job /task if it is considered safe to do so.

3. Aluminium glazing channel, will be delivered to site and manually carried to required location. All extrusions to be measured and cut to the correct size using company approved chop saws. Once cut to correct size glazing channels to be installed using correct fixing method where mechanical fixings are not appropriate wall abutments will be adhered to a solid surface using Water Based Adhesives and curing time monitored prior to glass installation. Base and head channels will be installed using the appropriate fixing methods drilled and counter-sunk. Using a water based adhesive will allow the adhesive to be easily and sensitively removed in the future.

4. Frame: The doorframe/sidelight vertical posts & head rails will be laid flat and assembled on the floor adjacent to the fixing location. The frame will be packed with metal shims and fixed through the side posts and head using appropriate fixings for the opening structure supplied by main contractor. A minimum working distance of 2 metres should be observed when installing door frames.

5. Doors: With the frame secured correctly in position the door assemblies will be installed onto the floor spring/overhead closer depending on specification. Checks will be made to all gaps (4/5mm allowable at meeting stiles and top, 8mm at base of the door). using snips to trim off excess door seal. Frame: The doorframe/sidelight vertical posts & head rails will be laid flat and assembled on the floor adjacent to the fixing location. If a 2-metre working distance cannot be achieved, then face masks are to be worn and no direct face to face interaction should be permitted.

6. Glass: Manufactured glass, cut to the required sizes, will be delivered to site and manually carried to required location (with use of wheeled trolleys where necessary). Panels will then be manually tandem- lifted using suction pads with third operative in attendance to prevent toppling and placed into position. Glazing beads will then be installed. If a 2-metre working distance cannot be achieved, then face masks are to be worn and no direct face to face interaction should be permitted.

7. Door Furniture: Specified door furniture will then be fitted in accordance with manufacturer's fitting instructions

8. Clean down: The installation will be de-taped and cleaned down, unless the main contractor states otherwise. Area will be left in good clean working order.

9. Interface with Other Contractors: Office Blinds and Glazing Ltd. will ensure their glazing installation operations progress in a logical and economic manner, giving due regard to other contractors and client employees, at all times

10. Co-ordination: Office Blinds and Glazing Ltd fully consider co-ordination as an essential part of their operations, in order to ensure the smooth running and successful completion of their accepted contract. Office Blinds and Glazing Ltd will undertake informal day-to-day co-ordination meetings with the principal contractor or client / customer

11. Housekeeping: CONTRACTOR staff will maintain acceptable housekeeping standards at all times throughout the installation process. Waste materials will be cleared away as necessary throughout the installation and always removed from site for disposal at the end of the day/task unless on-site facilities can legitimately be utilised

Temporary arrangements required to facilitate the task:	In the event of any significant deviation from the agreed procedures being identified or suspected, work must be halted and acceptable alternative arrangements agreed with client/principle contractor/CONTRACTOR management as necessary. <i>Changes to RAMS must be recorded and communicated to all relevant persons before recommencing work</i>								
Access and/or Egress requirements to the work area:									
Hazardous Substances: (COSHH Assessments and SDS sheets retained in vans) Applicable:									
	Highly Flammable	Oxidiser	Explosive	Toxic/ Very Toxic	Corrosive	Harmful / Irritant	Longer Term Health Hazard	Gas Under Pressure	Dangerous to the Environm't
	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Personnel Protective Equipment (PPE/RPE) requirements							Other: 1. Wrist Protectors 2. High Vis 3. Coveralls		
	Safety Boots	Hard Hat	Safety Gloves	Hearing Protection	Dust Mask	Eye Protection			
	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		
Emergency Procedures:	• Site first-aid arrangements established at induction • In the event of an emergency, raise the alarm immediately • Inform client/principle contractor/CONTRACTOR management • Call 999 from nearest phone • State location, nature of emergency and service(s) required • Isolate equipment/machinery if safe to do so • Safely evacuate from the building by nearest escape route • Do not move any casualty unless absolutely necessary to do so.								
 First Aid Facilities: 	Name of First Aider(CONTRACTOR):								
	Name of First Aider(Client/PC):								
	First Aid Box Location(CONTRACTOR):				Company Vans				
First Aid Box Location (Client/PC):									
Location of Nearest Hospital with A&E Department:									
Other relevant information:	• All accidents, incidents and near misses to be reported • CONTRACTOR management to receive copy of all reports made on site								

All work will be undertaken by suitably qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures and arrangements specified in the Company's Health and Safety Policy.

Prepared by:

Position:

Date:

Method Statement Briefing Record

Briefing delivered by:

Position:

Date:

The procedures required for the task outlined in this document have been explained to the relevant members of the workforce by a suitably competent person; acceptance of and agreement to abide by those procedures is indicated by the attached signatures. In the event that a need for significant deviation from the Method Statement is identified, management must be informed in order that revised procedures can be implemented, recorded and communicated accordingly.

Name (Print)	Signature	Date