

Method statement

1. Method statement intent and introduction

Removal of glass, window frames and forming protection around the opening of the windows to the south elevation.

Dates working on site: Various starting in August 2022

To be carried out by: -
VASTEX Tel: 07824 770455

2. Location of works

Freetrade Exchange,
37 Peter Street
Manchester
M2 5GB

3. Description of works

Frame Removal:

Document condition of window and external and internal reveals, stonework and surrounding brickwork with pictures

Carefully label remove all internal decorative beading from frame surround and store for refitting.

Remove internal metal safety railings and store for refitting.

Measure internal plasterboard linings and the remove

Using the fixed scaffold for access, label and remove external glazing beads and store for refitting.

Cut any silicone used to secure the glass in place with a utility knife and gently remove the 2 double glazed units and safely store for refitting.

Locate the frame fixings used to secure the frame to the opening and remove.

Cut out any silicone/mastic used to seal the frame externally.

Remove the window frame from the reveal and safely store for refitting

Brick protection/Deck

Construct the protection/deck to the inside of the reveal as per the drawing ensuring that all fixing into the building fabric are done on the inside in the reveals. **NO DRILLING EXTERNAL BRICK OR STONWORK.**

Once all loading of materials is complete, the protection/deck to be carefully dismantled and either store for re-use or disposed of.

Frame refitting:

Clean out any debris from internal reveal.

Offer frame into opening to check fitting

Level frame up and pack out to ensure its sits centrally in the opening

Using the same method of fixing as the original, fix the frame securely back to the

brickwork.

Clean glazing rebate and refit double glazed units and seal with glazing silicone, refit beading as per original fitting.

Mastic/Silicone seal (product to be identified when the frame is removed) where the frame meets the brick reveal ensuring seal size does not exceed the footprint of the original seal.

Replace internal plasterboard linings to the same dimensions size as the original to allow the guard rails to be fitted.

Apply plaster finish to the reveals and allow to dry

Refit internal decorative beading and hand back to management for inspection

4. Plant and equipment

Access equipment(external) Fixed scaffold(tube & Clip) – equipment is hired from LEA scaffolding. An inspection and maintenance certificate will be obtained prior to use. Mobile tower(internal), Stepladders.

Equipment to be used during removal/installations of windows. Utility knife, Hammer, screwgun, pry bar, SDS hammer drill, Caulk gun

5. Related documentation and assessments

- Risk Ass 001 - Working at height.
- Method statement – use of mobile access equipment
- Risk Ass 002 - Use of hand tools.
- Risk Ass 003 - Manual handling.
- Risk Ass 006 – Loading and unloading vehicle.
- On site monitoring checks for on-going works

6. Location and protection of any services/facilities affected by works

No services will be disrupted during these works

7. Foreseeable adverse effects and their control

Removal of glazing during adverse weather (high winds). Weather forecast to be checked prior to glazing removal

8. Safety precautions

Matthew White (07533409695) is responsible for the reporting of accidents to ADT Workplace head office.

Matthew White is the Appointed Person/First aider in case of an accident.

First aid kit provided.

Before work commences at the property the installers shall be issued with any appropriate personal protective clothing and/or equipment relevant to their work, site conditions or rules and in compliance with the on site risk assessment. All operative will attend a site induction before work commences.

Personal protective equipment provided and worn: -

- Safety boots.
- Gloves.
- Goggles.
- Safety helmet.
- Hi visibility jackets.
- Dust masks.

Enquiries made to householder as to location of any Asbestos Containing Materials (ACM's) on site. Report to be made to supervisor/manager if ACM's are present.

ACM's are NOT to be disturbed.

Asbestos awareness training provided to all operatives.

Hazard spotting procedure is used, as detailed in employee handbook, allowing an identified hazard to be remedied through discussion with supervisor.

All fitters engaged in the installation of double glazed windows, wood frames and finishing's etc. will be experienced and fully trained in their respective duties.

Experienced employees will always support and supervise those with less training.

All access equipment will be assembled by competent persons with an in date certificate.

Access equipment left overnight will be controlled to prevent unauthorised access.

Enquiries to be made with householder for permission to use toilet and washing facilities.

9. Monitoring systems

A continuous appraisal of the works shall be undertaken daily and recorded as necessary in the work diary.

Monitoring check list will be supplied with the on site safety file.

10. Further information/observations

Operatives involved in undertaking this activity are to acknowledge confirmation that they understand the prepared Method Statement, associated risk assessments and that they are fully trained.

A safe and clean working area shall be maintained at all times and at the close of

works all areas are inspected to ensure that they are left in a safe condition.

Method statement prepared by:

Signed:

Date: