

Method Statement

Activity:	Removal of Protective Vinyl from Shopfront Glazing	Site Manager:	Keith Smith
Description:	Removal of temporary protective vinyl applied to shopfront glazing to prevent viewing into the premises during works.		
Assessor:	Joe York		
Client:	Pins Social Club		
Site Address:	Sunlight House, Little Quay Street, Manchester M3 3HP		

Responsibilities

Project Manager	
Supervisor	
Team Size	

Description

Careful removal of temporary vinyl film from shopfront windows and glazed panels.

Work will ensure:

- Protection of glass surfaces
- Protection of window frames and surrounding finishes
- No damage to council-owned building fabric
- Safe removal and disposal of vinyl materials

The vinyl will be installed with a **5mm perimeter gap from the window edges** to avoid adhesive contact with frame seals or edge glazing.

Hazards

Hazards Associated With Activity	Hazards Associated With Activity • Manual handling of equipment • Use of hand tools • Use of portable electrical equipment (if heat tools required) • COSHH risks from adhesive removers • Slips and trips • Work within occupied public areas Site Specific Hazards • Glass breakage risk • Trailing leads and cables • Public access near shopfront • Adhesive residues on glazing

Work Procedure & Control Measures

All works will follow the attached risk assessments and health and safety documentation. Conflicts with other working groups will be identified before work begins. Communication arrangements will be established with site management. Warning signage and barriers will be installed around the working area. Operatives will wear appropriate PPE at all times.

Training

Only competent operatives will carry out the works.

All operatives will have training in:

- Manual handling
- COSHH awareness
- Safe use of hand tools
- Safe removal of adhesive vinyl

All personnel will complete the site induction before starting.

Toolbox talks will be delivered to highlight site risks and control measures.



Delivery & Storage

All tools and materials will be delivered before work begins.

Equipment will be stored in a designated location away from public access routes.

All products will remain labelled and stored following manufacturer instructions and COSHH guidance.

Materials will be protected from weather and damage.

Vinyl Removal Procedure

The removal process will prioritise protection of glazing and surrounding frames.

Area Preparation

The work area will be inspected before work begins.

Warning signs and barriers will be installed to prevent public access.

Protective floor coverings will be placed where required.

Adjacent surfaces such as frames or signage will be protected if necessary.

Inspection

Operatives will inspect the glazing and vinyl installation before removal.

The **5mm perimeter gap installed during fitting** will be used as the safe removal starting point.

This ensures no tools contact window edges or seals.

Vinyl Removal

Operatives will wear gloves.

The vinyl will be lifted carefully at a corner or edge using **plastic tools only**.

Metal tools will not be used on glazing.

Vinyl will be peeled slowly at a low angle to reduce adhesive transfer.

Removal will proceed in controlled sections to prevent tearing.

Where resistance occurs, gentle warming using a controlled heat gun may be used to soften adhesive.

Heat will be applied carefully to avoid thermal stress to the glass.

Adhesive Residue Removal

Any adhesive remaining on the glass will be removed using approved cleaning products.

Products used will comply with COSHH assessments.

Cleaning cloths or non-abrasive pads will be used.

Glass will never be scraped using metal blades.



Cleaning will proceed from the outer edge inward.

Cleaning

After vinyl removal, glazing will be cleaned using approved glass cleaning solutions.

All residue, fingerprints and marks will be removed.

Surrounding frames and surfaces will be wiped clean if required.

Protection of Shopfront and Timber Surround

The shopfront forms part of a protected building and includes timber elements.

Special care will be taken throughout the works to ensure the glazing, timber frames and surrounding finishes are not damaged.

Care will be taken to prevent:

- Damage to glazing
- Damage to window seals and glazing beads
- Scratches to timber frames
- Damage to painted or varnished timber finishes
- Contamination of surrounding finishes
- Adhesive residue contacting timber surfaces
- Impact damage from tools or equipment

Operatives will avoid placing tools, ladders, materials or equipment against the glazing or timber shopfront.

All works will be carried out using plastic tools and non-abrasive materials only to prevent scratching or marking of glass and timber.

The vinyl installation includes a 5mm perimeter gap from the edge of the glazing.

This ensures the adhesive does not contact glazing seals, timber frames or historic detailing.

Removal will start from this gap to prevent any contact with protected timber elements.

No cutting tools will be used near the timber frame or glazing edges.

If required, temporary protective coverings will be installed to protect timber sections during removal.

No adhesive removers or cleaning chemicals will be applied directly to timber surfaces.

Cleaning solutions will only be applied to cloths and used carefully on the glass surface.

Operatives will ensure that no liquids run onto timber finishes.

Where cleaning products are required, only low-impact, non-aggressive products will be used.

Any accidental splashes will be cleaned immediately.

Works will be undertaken slowly and in controlled sections to avoid pulling or stressing glazing beads or surrounding timber.

Particular care will be taken around:

- Decorative timber mouldings
- Glazing beads
- Painted or historic timber finishes
- Junctions between glass and timber frame

The supervisor will inspect the shopfront before works commence to identify any existing defects, fragile areas or historic features that require additional care.

Upon completion, the shopfront glazing and surrounding timber will be inspected to ensure no damage has occurred.

The area will be left clean and in the same condition as found.

Completion

After works are complete:

- All vinyl waste will be removed from site
- Equipment will be cleaned and stored
- The shopfront will be inspected for cleanliness and condition
- Barriers and signage will be removed once safe

The area will be left clean and tidy.

Manual Handling

Manual handling will be minimised where possible.

Where lifting is required:

- Loads over 25kg will be team lifted or mechanically assisted
 - Routes will be checked for obstructions
 - Gloves and suitable footwear will be worn
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Work Equipment

All equipment will comply with current legislation.

Only trained personnel will use tools.

All electrical equipment will operate on **110v supply** where required.

Equipment will be inspected before use.

Defective equipment will be removed from service immediately.

Housekeeping

Good housekeeping will be maintained.
All waste and offcuts will be removed regularly.
Walkways will remain clear.
Spillages will be cleaned immediately.

Harmful Substances

All chemical products will comply with COSHH regulations.
Where possible, non-hazardous alternatives will be used.
Operatives using chemicals will be trained in their safe use.
Adequate ventilation will be maintained.
All substances will be stored securely when not in use.

Occupied Premises

Work will be planned to protect members of the public and building occupants.
Barriers and signage will define work areas.
The supervisor will communicate daily with site management.
Access and escape routes will remain clear.
Noise and disruption will be kept to a minimum.

Waste Disposal

All waste will be disposed of in accordance with environmental regulations. Vinyl and contaminated materials will be collected and disposed of responsibly.
Waste will be removed using waste transfer documentation where required.

Cleaning

Following completion, the shopfront glazing will be left clean and free from residue. All equipment and materials will be removed from site. The area will be returned to its original condition.

PPE Requirements



Safety Boots



Hard Hat



Hi-Viz Clothing



Gloves



Ear Defenders



Dust Mask



Eye Protection



Harness



Full Face Shield



Overalls



RPE



Other

Other PPE

Additional PPE is required for certain activities as indicated by specific risk assessments.

Management Arrangements

Monitoring Arrangements

Monitoring of this activity will be carried out using a variety of different means such as: inspections, checklists, meetings, audits, reviews, and employee consultation. The supervisor will carry out regular inspections of the works and highlight any concerns.

First Aid Provision

- Nominated First Aider(s)
- First Aid Kit
- Accident Book



Welfare Provision

Welfare facilities will be provided within close proximity to the work area.

Personnel must not eat, drink or smoke in the work area.

Welfare facilities, including rest areas and toilet facilities, will be left as they were found in a clean and tidy manner, and operatives are to ensure that they are reasonably clean and tidy before entering premises.

Emergency Procedures

In the event of an accident notify the first aider immediately, for a major injury call 999 or if in doubt call 111.

In the event of a fire sound the alarm and exit the site by the nearest exit, to not attempt to tackle the fire unless you have been trained to do so and it is safe to do so.

In the event of discovering a material that you suspect could be asbestos containing, stop work immediately and notify the site manager/supervisor for further instructions.

Completed By

Name	
Signature	
Date	



Acknowledgement

Name	Signature	Date