

METHOD STATEMENT

INSTALLING NEW OR RENOVATING & DRAUGHTSEALING WINDOWS OR DOORS

This method statement is critical to the health & safety of the activities it relates to. It is to be strictly adhered to. Any deviation must be authorised by the Site Manager or Installation Manager.

1. Upon arrival to the site attend any induction so you are fully aware of the site and it's safety rules and procedures.
2. Sign in as directed by the site management team.
3. Assess the property for access and clear walkways for when you need to carry all tools, materials and PPE to working area if anything is in your way, request the home owner or site management to have it moved.
4. Assess the casement or door being worked for dimensional accuracy.
5. Where appropriate place dustsheets around working area to protect the customer's property or site area.
6. Where specified by the surveyor and a PASMA trained person is available, erect a tower scaffold ensuring all outriggers and tow boards are correctly in place.
7. Where a full scaffold is to be used as access for the installation check that it has a current scaffold tag dated within the last 7 days. If a scaffold has been erected to prevent falling debris it does not require a scaffold tag.
8. Identify any additional hazards since the site was last visited. If new hazards are identified and they can be dealt with simply quickly write down how you intend to deal with the problem before proceeding. If the hazard is not simple contact and ask your installation manager to attend the property to agree and document a workable solution.
9. Assess tools required for this job; you may need to use a power tool, if so you must use your RCD Adaptor.
10. Check all tools for defects and damages before use.
11. Remove any temporary boarding protecting the pre-prepared opening and if at a private customer's home remove to your van for disposal at head office or dispose of in accordance with the site management instructions.
12. Clean your working area.
13. All work to be carried out in accordance with attached Risk Assessments
14. Install new or renovate windows or doors in accordance with Building Regulations 2010, Regulation 7 - Materials and Workmanship, 2013 edition - for use in England. BS8000-5 1990
15. Once the work is complete and the windows or doors can be opened safely and are installed correctly, fit ironmongery and seal the window or door externally to ensure they are weather tight.
16. Present the work for approval and signature to the home owner or site management team.
17. Once accepted clear the site to remove all tools and equipment used.
18. Vacuum the area thoroughly.
19. Complete paperwork and submit to the Installations Manager.