

Task Specific Method Statement

Installation of UPVC windows and doors into new and existing properties, including COVID-19 risk control measures.	Reference	
	Revision	
	Creation Date	
	Review Date	

Contract		Prepared By	Becky Dean
Principal Contractor	Futureglaze Windows	Reviewed By	

Site Manager:

Location:

Start Date:

End Date:

Description of work being carried out:

Installation of UPVC windows and doors into new and existing builds, including **COVID-19** risk control measures. **See full list of control measures in the accompanying risk assessment.**
 Windows must be installed from inside of buildings where possible, to reduce work at height.
 Presence of asbestos is established during pre-construction phase.
 All of the workforce holds relevant qualifications to undertake the task at hand.

Personal Protective Equipment Requirements:

Safety Boots – Mandatory at all times
Gloves (disposable and workwear) – Disposable are mandatory at all times – Workwear are mandatory when drilling.
Hard Hat – Mandatory if enforced by Site Manager
High-Vis – Mandatory at all times
Ear Defenders / Plugs – Mandatory when drilling
Safety Glasses – Mandatory when drilling
Respiratory Protection (FFP3 face masks) – Mandatory at all times

No:	Operational Sequence:	See Risk/COSHH Assessment Ref No:
1	Prior to heading to site, Futureglaze employees must confirm they are not displaying COVID-19 symptoms. Client must also confirm with Futureglaze management that there are no COVID-19 symptomatic people present.	
2	Workers undergo COVID-19 e-learning prior to arriving at site.	
3	Workers arrive at site in separate vehicles.	
4	Prior to entering site, workforce ensure all required PPE (as detailed above) is being worn and that sanitiser has been applied. Sanitiser to be always kept on workers and must be used at regular intervals and prior to and after any contact with surfaces.	
5	Park up at site, ensuring worker vehicles are at least 2m apart. Personal food and drink must always remain in worker's vehicles and must not be consumed outside of vehicles. Sharing of food and drink is strictly prohibited.	

6	Workforce to sign-in to premises if requested. Pen will be provided to workers prior to arrival at site.	
7	If it's a workers first time on site, they must report to site office and await induction. They must not commence work without a suitable induction.	
8	Once signed in, park vehicle as close to work area as possible. This will reduce manual handling travel distance when unloading materials and equipment. Remember to keep vehicles separated by minimum 2m.	
9	Prior to unloading materials and equipment, check that the work area is ready and free from obvious hazards e.g. are the window and door openings ready for installation, is suitable access available to floors above ground level, are there any trip hazards, other contractors working in the area.	
10	When the work area is ready, unload equipment and materials in accordance with manual handling training. Windows and doors must be carried by 2 persons where possible. When 2 people are manually handling a window or door, they must use the length of the windows and doors as a measurement for keeping minimum distance of 2m (standard door is 2.1m). Ensure materials and equipment are stored tidy and don't present trip hazards.	
11	Measure door and window frames against the openings to ensure they are the right size.	
12	Remove excess waste material and stored in the van. This must be disposed of at Futureglaze Window's premises.	
13	Position doors and window frames into the openings. Ensure doors and window frames are being lifted in accordance with manual handling training. Ensure a worker holds the frame in position at all times until drilled, to ensure the frame does not fall out of the opening.	
14	Connect the dust extraction to the cordless SDS Drill. Drill holes through the frame into the blockwork.	
15	Using the battery screw driver, screw the fixings through the frame and blockwork. Repeat steps 9 and 10 until all fixings are in position and the frame is totally secure.	
16	Visually check the glazing unit prior to installation, to ensure it is not damaged.	
17	Ensure beading is available within close proximity.	
18	Lift glazing unit into position. Ensure a worker holds the glazing unit in position until beading has been fitted and glazing unit is secure.	
19	Measure and cut the trim to size. When all pieces of trim are cut, move onto the next step.	
20	Prepare the mastic gun and silicone. Ensure all waste material is placed into the van and disposed of at Futureglaze Window's premises.	
21	Stick the trim to the frame's surround. To not touch until silicone is set.	
22	Remove excess waste material from glazing units, doors and frames and place in van.	
23	Notify the Site Manager that the installation is complete. When the Site Manager is satisfied with the work, load all equipment and materials into the van using correct manual handling technique and ensuring you adhere to COVID-19 risk control measures wherever practicable.	
24	Sign out of site (if you were asked to sign in).	
25	Ensure all relevant PPE remains on until you have left site.	
26	Once workers have left site, they must remove their PPE and dispose of it in the refuse sacks provided.	

Resources

Supervisors	Equipment, including access and plant.
	Cordless DSD Drill
	Cordless Screwdriver
	Dust extraction
	UPVC Trim Cutters
	Don Carlos Knife
	Nylon Glazing Hammer
Labour	Material
	Silicone
	Fixings
	Trim / Beading
	Glazing Units
	UPVC Frames
	Expanding Foam

Foreseeable Risks – tick where appropriate:

Manual Handling	X	Slips, trips & falls	X	Use of vibrating tools	X	Low temperature	
Handling Glazing Units	X	Falls from height		Airborne dust	X	Access to confined spaces	
COVID019	X	Falling materials	X	Harmful substance	X	Potential for offsite effects	
Collision with pedestrians		Head injury		Asbestos	X	Work affects other trades	X
Plant overturning		Noise	X	Cuts & Abrasions		Fire – hot works	

Emergency Co-ordination / First Aid Procedures:

The general works being performed do not require any additional emergency response procedures to be put in place as the site emergency procedure is sufficient.

All Futureglaze Windows workers have been trained in accident and incident reporting procedure.

Rules on first aid and accident / incident reporting are presented to Futureglaze Windows workers during site induction.

Safety for Third Parties:

Work is arranged by the Project Manager to ensure third-party Contractors are not working within close proximity of Futureglaze Window's work activities.

All tools and materials will be stored at a safe distance from third-parties.

Work will be adequately segregated to prevent personnel coming into contact with Trade Fabrication's work activities.

Monitoring and Review:

This method statement will be reviewed at regular intervals throughout the project.
It will need review whenever new equipment, personnel or procedures are put in place.
It will need review in the event of an accident or incident.

Compliance with this method statement must form part of the routine monitoring of this site by the site management team and by senior managers.

Any alterations to this method statement are to be approved by the Principal Contractor prior to implementation.

**Method Statement -
Sign-off Sheet**

Reference

Revision

Title

Date

The following people have received a briefing for the above method statement and the associated Risk Assessments and COSHH Assessments referenced within.

NAME	SIGNATURE	DATE	JOB TITLE
			SITE MANAGER