

# Clear View Secondary Glazing



## Risk Assessment, Method Statement

### Control Measures

Prior to commencement of work, all operatives are to report to the site office where an induction into the site operation and safety rules will be communicated to all present.

Any deviation from these rules will render the person responsible liable to removal from site and subject to the disciplinary procedures of Clear View Secondary Glazing.

All operatives must sign in upon arrival and sign out upon departure, even if they leave site at lunchtime or break time.

Site hours are 8am – 6pm Monday – Friday.

At any one time there will be a minimum of 2 operatives on site, Clear View Secondary Glazing do not allow lone working.

Following this induction, all Clear View Personnel will have an appropriate tool box talk given to them by the Contracts Manager for Clear View. This will be tailored to the specifics of the site and employee participation is welcomed and required, this interaction allows the firm to further develop and strengthen the Health and Safety policy of the company, which is for the mutual benefit of our staff, contractors, clients and the general public.

Consideration should also be given to any overhead services. Should any overhead services be present all materials **MUST BE CARRIED HORIZONTALLY AND NEVER VERTICALLY.**

Asbestos is not reported as being present in the areas we are working. However, should any operative suspect the presence of asbestos, do not disturb any of the suspect material, stop working immediately and inform a member of the on site team. Also inform Clear View Secondary Glazing on 0114 279 2875. Should asbestos be identified, work can only recommence upon remedial action being taken by a specialist removal contractor to remove the material.

Clear View Secondary Glazing will adopt the Fire Site Safety Plan. All staff should make themselves familiar with the fire escape and evacuation routes in relation to the areas being worked in.

Live services will be present on site, all personnel should avail themselves of the location of these. **IF IN DOUBT, DO NOT PROCEED-ASK.**

All personnel of Clear View Secondary Glazing are provided with the appropriate level of P.P.E., which is appropriate to the task being undertaken. It is the responsibility of the user to ensure its proper use and storage. Any defects should be notified immediately and replacements provided as practicable.

### **SCOPE AND METHOD OF WORKS**

To fabricate, install and glaze, polyester powder coated secondary glazing frames to the following specification.

The system proposed is the "Clear View" secondary suite of sections. The system frames and sashes are mechanically jointed using BZP screws, DIN 7982. All profiles are extruded from aluminium alloy 6063 T6 and comply with the recommendations of BS1474.

The system has been tested for both;

Weather tightness:	in accordance with BS6375; Part 1.
Air Permeability:	in accordance with BS5368; Part 1.
Acoustic Performance:	in accordance with BS2750; Part 3; 1980 & BS5821; Part 3; 1984

All aluminium to have a 60 Micron High Gloss WHITE finish to BS6496.  
Weather-stripping is by means of a durable polypropylene pile to BS7386.  
Glazing gaskets are manufactured from a PVC compound to BS2762.  
The hardwood perimeter frame is kiln dried to KD: FASD-1F.

## **HEALTH & SAFETY**

Prior to commencing work on site, all operatives are to report to the Main Site Office upon arrival.

**All operatives are provided with the following safety equipment and this should be worn if deemed necessary:**

Safety Helmets (hard hats)  
Safety Glasses (spectacles)  
Ear Defenders  
Gloves  
Safety Footwear (steel toe capped shoes or boots)  
Visible vests

Report all accidents as soon as possible to the supervisor and give written details for inclusion in the 'Accident Book' situated in the Health & Safety folder held at the company's main office.

All power tools used on site will be of 110 volt only.

There is to be no smoking on site and no use of a radio.

## **METHOD OF WORKS:**

### **Installation:**

1. After fabrication of the frames, carefully deliver (having given the appropriate notice) to site and carefully following the manual handling assessment and control measures in the site assessment in your possession.  
Off-load from the vehicle and manually, via a route previously agreed with the Client. Store in a designated secure area and carry to the side of each opening as required. Ensure all frames etc. are securely stacked and safe at all times.
2. Prior to installation, remove all protective materials/packaging. Dispose of in a safe and tidy method upon completion of each room, in the skips provided.

If deemed necessary, carefully remove to a safe area, any items of furniture etc. that are local to each opening and ensure that areas affected by our acts or omissions are clearly or effectively cordoned off. Lay dustsheets as required, to protect carpets and objects local to the work.

Prepare the existing opening reveals to receive the new window frame. Carefully lift and position within the opening and plumb both vertically and horizontally. Pack between the frame

and surround as required and secure using 100mm countersunk woodscrews. 150mm from corners and at a maximum 600mm centres.

Carefully lift the glazed insert frames and locate in the correct position within the outer frame.

Generally work will be carried out using aluminium stepladders. Care must be taken to ensure that the floor area is of a flat and even construction.

Upon completion, carefully clean with dusters/vacuum any dust/debris prior to leaving each room.

3. Perimeter Sealant & Joint preparation. All surfaces should be clean, dry and free from grease or any other contamination.  
The sealant is to be applied as recommended in the supplier's specification sheets.  
Masking tape may be used if deemed necessary but must be removed immediately after tooling or before the sealant starts to cure.  
Seal around the perimeter of the frame with a proprietary brand of Caulk/flex Dec filler. All joints to have a neat finish. Empty cartridge cases are to be wrapped and disposed of in a safe manner.

### **RISK ASSESSMENT:**

<b><u>Hazards</u></b>	<b><u>HIGH</u></b>	<b><u>LOW</u></b>
Falls from heights under control:		Low
Falling materials:		Low
Falls through open windows under control:		Low

### **Harm**

Minor Injuries:		Low
Cuts from Broken glass:	High	
Head Injuries from falling glass:	High	

### **Persons in Danger**

Persons performing installation:		Low
Persons working or passing below:		Low

### **Controls**

No external windows are to be left open or unattended.

Hazard/Warning signs are to be displayed and Safety barriers be erected if deemed necessary.

Works generally will be carried out from industrial grade aluminium stepladders where podium stepladders are in practical. Precautions must be taken with regard to safety. Ensure that they are placed on a firm and level base and set correctly.

Care must be taken when handling frames and glazed panels to ensure that the risk both to staff, workmen and clients is kept to a minimum.

All power is to be provided by the Client, extension leads will be the responsibility of Clear View and should be kept to a minimum distance from the work area. Where practical, these should be incorporated within a cable tidy to prevent trips, these must be laid in a safe and responsible manner.

### **SHE Guidance**

Standards: "Health and Safety in Construction".

**Emergency Procedures**

Standard Building Emergency procedure should be observed.

**Monitoring Procedures**

A safe system of work operated and adhered to

Site inspection will be carried out on a regular basis to ensure compliance with company procedures and site conditions.

All installations to be inspected.

Housekeeping is vital to ensure a clean environment.

**C.O.S.H.H REGULATIONS**

- Perimeter sealant - Everflex One hour Caulk/Flex DEC Filler
- Avoid contact with skin and eyes.
- If contact occurs, wash thoroughly with water.
- Not to be taken internally.
- Dispose of empty cartons in a secure waste area.