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	GLAZING, WINDOW AND DOOR REPAIRS			
	Company Doc. No. QHSEDOCS-CIV-00-000	Contractor Ref. No. QHSE-QHSE-MST-0000	Date 00-00-0000	Revision 00

METHOD STATEMENT FOR GLAZING, WINDOW, AND DOOR REPAIRS

Project No:

REVISION HISTORY	ISSUE DATE	DESCRIPTION	REVIEW / STATUS
00			

PREPARED BY:	REVIEWED BY:	APPROVED BY:
QA QC ENGINEER	PROJECT ENGINEER	PROJECT MANAGER

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1. INTRODUCTION

This Method Statement outlines the procedures to be followed for glazing, window, and door repairs by [MSRA DOCS]. This includes replacing broken or cracked glass, repairing or replacing windows and doors, and ensuring all work is completed safely and efficiently. This statement aims to provide a safe working environment for all workers involved in the process and to ensure high-quality repairs are carried out in a timely and cost-effective manner.

Health and Safety Considerations

- All workers will be trained and competent in the tasks they are undertaking, including working at height, handling glass, and using equipment and tools.
- Personal protective equipment (PPE) such as gloves, goggles, and high visibility vests will be worn at all times while carrying out the work.
- All equipment and tools will be inspected before use to ensure they are in good working condition.
- Workers will be instructed to report any hazards or incidents immediately to their supervisor.
- A risk assessment will be conducted before work begins, and a method of work statement will be completed.
- All workers will be made aware of emergency procedures, including evacuation routes and first aid equipment.

2. SCOPE OF WORK

This method statement covers works to be conducted for the installation of Glazing and the repair of window and door products.

3. RESOURCES

- 1 or 2 number operatives transit type vehicle
- 110-volt power tools or circuit breakers used
- Ladders or static scaffolding – see site-specific risk assessment for instructions.
- Various hand tools
- Safety harnesses and ropes for working at height.
- Adhesive materials, including sealants and putty.
- such as pliers, screwdrivers, and wrenches.

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- Glazing and window and door repair risk assessment
- PPE

4. PPE REQUIREMENTS

- Safety footwear – to be worn at all times
- Safety gloves and wrist protectors – to be worn when removing the glass and handling glass.
- Ladder safety devices – to be used when working from a ladder.
- Goggles – to be worn whilst removing glass from wooden frames and using power tools.
- Hi-visibility waistcoats/jackets – to be worn when poor visibility may cause a hazard such as working in/next to a roadway, during darker hours.
- Head protection – to be worn where there is a risk of items falling (e.g. When working below work at height).
- Dust masks – to be worn where there is a risk of inhalation (look out for mdf).
- Ear defenders – for use during noisy processes (e.g. drilling).

5. ROLES AND RESPONSIBILITIES

MEP Project Manager, Engineers Site Supervisors

MEP project manager, engineers site supervisors shall have overall responsibility for adherence to the approved method statement, project quality, and site safety plan. They shall ensure that adequate resources and personnel are provided to perform the activity safely and as planned. Ensure that all necessary items of safety equipment and PPE are available before the commencement of the water feature installation activity.

6. GENERAL SAFETY KEY POINTS

- Before starting work, ensure all equipment is in good working order.
- Any defects must be reported and equipment is taken out of use and labeled, until repaired or exchanged. Please ensure the Risk Assessment is reviewed and issues raised before the start of work.
- All Operatives are to be competent and authorized to operate any plant and/or give instructions to Plant Operatives.
- The building should be accessible via the main entrance and the client aware of your presence.
- Care should be taken when reversing, and use a Banks-man where necessary to ensure the safety of others (hi-visibility should be worn by Banks-man).
- Ensure good housekeeping at all times, within the client's property, your van, and concerning debris and waste products.

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- If you suspect Asbestos is present – Stop work immediately, and contact any expert for further instructions.
- Ensure all operatives understand emergency procedures.
- Glazing or other items are to be taken through the house to/from upper levels where possible, where not possible correct hoist/wheel devices should be used with the scaffold. Do not pull the glass up with a rope through the opening without fall protection.
- Should any glazing work be required in Fire Rated products, it will be necessary to obtain all the required products to meet current regulatory requirements. Before commencing any work with Fire Rated Products, Joe Hunter and Richard Grayson should be informed.

7. METHODOLOGY

7.1. Removal of Glass

- On arrival at the site, protect all areas where work is to be carried out and where access is required with clean dust sheets and inform the customers/residents to avoid these areas and take extra care as these may cause a tripping hazard.
- If work is taking place on commercial premises, then the work area should be cordoned off.
- See site-specific risk assessment to identify the method for working at height. If ladders are specified then check they are in good working order and always use ladder safety devices. If static scaffolding is specified, check it is in good working order and then attach a ladder to the decks using ratchet straps allowing safe access to the scaffolding.
- Ask the customer to close any windows and doors whilst the installation is in progress.
- Before removing the glass, measure the existing opening and compare the sizes with the survey sheet and replacement glass to ensure it fits.
- When you are satisfied that the glass will fit, begin removing the old glass by taking out the beads. If the glass is in a wooden frame, it may need to be hacked out, by using a putty knife and hammer to release the unit.
- Remove any old glazing tape or another adhesive.
- If a repair is been carried out to a window or door, make sure the replacement part is correct before replacing it.

7.2. Installation of Glass

- Clean all debris away from the opening before offering the glass into position.
- Insert packers into the aperture and then install the glass. Then the beads should be cleaned and placed back in the frame. When replacing glass in a wooden frame, the beads should be re-fitted as per the existing windows and sealed inside and outside. Or if putty was used, then this should be replaced inside and outside.

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- Clean the new glass unit.
- All items fitted on each day must be fully completed.
- Tidy the work area and remove all debris from the site.

7.3. First Aid Emergency

- All vehicles are to be fitted with fully stocked first-aid kits
- All accidents/incidents or near misses are to be reported to the supervisor immediately

7.4. Public Protection

- No operations are to be carried out if the customers or public are at risk of the working area.
- This method statement will apply to all window and door installations and any site-specific instructions will be identified in the site-specific

8. ATTACHMENTS

8.1. Risk Assessment

9. CONCLUSION:

[MSRA DOCS] will carry out all work in a safe, efficient, and professional manner, ensuring that all workers are trained and competent in their tasks. All necessary health and safety procedures will be followed, and the work will be completed to a high standard. Any issues or concerns will be addressed immediately, and the client will be kept informed throughout the process.