

25. Boarding Up Procedure - Reactive

Method of works

- Assess pre-works information. Including Asbestos information.
- Erect access equipment suitable for the task, site and duration of works as specified and detailed in the planning documentation. MEWP operated by IPAF qualified operatives or Mobile tower to be erected by PASMA qualified personnel if works are for a patch repair to a failed area and ground and access permit. Fixed scaffold erected and tagged by a competent scaffold contractor or MEWP operated by IPAF qualified operatives if works are on a bigger scale and following detailed Construction Phase Plan.
- Cordon off area to avoid damage or injury from debris, third party encroachment and trespassing or unauthorised access during normal or out of hours. Cordon to also include warning signage as required.
- PPE to be worn (gloves/eye protection/safety boots/hi-vis vest).
- Ensure tools and equipment are maintained and are not acting as a trip hazard. When working at height materials to be secure and only tools required for the task to be present and tethered to prevent fall from height.

Semi-Permanent boarding

- On completion of site set up, gain access to window requiring repairs.
- If existing is cracked/smashed tape up both sides of the unit to prevent injuries and falling debris
- Set up working area, and measure out and cut down timber frame to fit around sides, bottom and head of the opening reveals.
- Drill, plug and screw frame into place and dependent on opening size a central vertical section
- Measure the opening size and cut OSB board and fix to new framework using 38mm security screws to prevent tampering.
- On larger openings cut the OSB to overlap half way to the centre vertical frame
- On completion dismantle access equipment and remove from site.

Semi-Permanent boarding - Security

- On completion of site set up, gain access to window requiring repairs.
- If existing is cracked/smashed tape up both sides of the unit to prevent injuries and falling debris
- Set up working area
- Measure the opening size and cut OSB board allowing 150mm overhang to entire perimeter and fix to face of the masonry using 38mm security screws drilled, pugged and screwed to prevent tampering.
- On completion dismantle access equipment and remove from site

Semi-Permanent boarding – Safety, broken glass

- On completion of site set up, gain access to window requiring repairs.
- If existing is cracked/smashed tape up both sides of the unit to prevent injuries and falling debris, remove broken unit.
- Set up working area
- Measure the opening size and cut OSB board. Cut 2 lengths of 3x2 timbers to run horizontally internal overlapping jambs of the opening. Using 38mm security screws drilled and screwed to prevent tampering to internal timbers.
- On completion dismantle access equipment and remove from site

See additional docs

Working At Height
Double Glazed Unit (DGU) Replacement Procedure - Reactive

Risk Assessment

Hazard	Control Measures
COSHH	When using any chemicals, the COSHH safety data sheet will be followed to ensure that the safe working practice is followed. This includes storage and use, including the correct use of PPE. Common material sheets are within this document
Hygiene	Good personal hygiene is a necessity washing of hands prior to any breaks (food – ingestion).
Asbestos	All operatives are to be Asbestos awareness trained. HSG264 R+D Asbestos survey is to be referred to before any works commence. Ensure asbestos are not disturbed during works. Tradesmen are to remain vigilant at all times when onsite and if any additional suspect materials are identified, site manager is to be informed immediately.
Working at Height	Small area works – Mobile Tower – To be inspected prior to erection and erected and dismantled by in date PASMA trained operatives. Minimum PPE Hi-vis, helmet, harness & gloves. Larger projects - Fixed Scaffold – To be erected by competent scaffolder. WMS to receive handover certificate and scaffold to be inspected weekly by contractor and issued certificate to WMS H&S Dept and Scaff tag completed and up to date. Scaffold not feasible - MEWP – To only be daily inspected and operated by IPAF qualified operatives unless operator supplied with MEWP as part of the contract with the supplier. All ladders to have been inspected and have in date inspection tag Refer to Working At Height Document for further guidance
Slips, trips and falls	Site kept clean and tidy at all times. Glazing to be removed wrapped and stored out of working area to prevent trip hazard
Climate	Wind speeds to be monitored for restrictions for WAH
Manual handling	Correct lifting techniques to be adopted, no lifts over 25kg. Glazing suction lifting handles to be used and within permitted load capacity. If require 2 handles may be required depending on size and weight of unit – Rule of thumb being 25kg/m²
Electrical	Only battery operated or 110v tools to be used All electrical equipment is to be PAT tested. The equipment is to be inspected prior to use to check for defaults or any other issues that could cause harm when the item is used.
Lone working	Due to working at height no lone working to take place
Vibration	Wear PPE, regular breaks and ensure tools are correctly maintained.
Noise	If high levels of noise are expected, ear defenders and control measures are to be introduced if lower noise action value is expected to be exceeded (80dB weekly average or 135dB peak). If there are concerns that noise levels are above this, further investigation will be carried out.

PPE

