

8. Bathroom removal and replacement procedure.

Method of works

- Assess pre-works information. Including Asbestos information and report.
- Read all of the paperwork provided by the Contracts Manager, sign as complete and that you understand the required project.
- In certain circumstances it might be required for two people to attend site each day.
- Check with the Contracts Manager that the asbestos company is booked for the project and meet them at the property to speak with the resident on the required work if asbestos is known to be the property and room of work.
- Check that all of the required bathroom items are in the store for the project following there ordering by the Contracts Manager.
- Contact the client to advise your confirmed start date and time of arrival at the property. Also let them know that you will speak with them each afternoon, about the progress made and the following days' work.
- If the bathroom is to undergo a full electrical rewire as part of the works if required, the electrician will first fix the new sockets/ supplies. Chasing out where necessary in line with their own RAMS. Wearing appropriate RPE, PPE and using dust extraction.
- If a new extractor fan is to be installed as part of the client's specification, a sufficient sized hole will be drilled to external wall using core drill and correct sized core piece. The electrician will run a new fused spur/ supply to this also.
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- **Day one.**
- Undertake Risk Assessment of the property on arrival and write it down including your name, property address, date and time of arrival and surrounding areas details if required, if an incident has occurred.
- Protect floor and all personal possessions. Remove the existing bathroom leaving the WC operational; prepare the walls for tiling; fit the new bath and leave filled for four hours (to ensure sitting is secure); cut electrical chases and core holes; remove waste and asbestos as necessary.
- If Asbestos is in more than one item in the bathroom and is being removed by specialists, this could be all of the work only undertaken in this day, due to the volume of items to be removed (vinyl floor tiles, tile adhesive, toilet seat, toilet cistern, door handle, wall and ceiling boarding). Not every item of asbestos could have been at survey if covered up, or encapsulated previously. Most items would be known and the programme of work agreed this will be extended if other items found.
- Once the asbestos company has advised you that everything is ok.
- Advise the resident that everything is ok for the bathroom and that the toilet is fully usable. But care must be taken whilst using the area due to items being removed and that there is no floor covering.
- Ask resident to choose the colour of the new safety flooring, so you can let the flooring contractor know.
- Leave the property clean and tidy, with all debris in a safe location for collection.

- **Day two.**
 - Depending on the work in day one, either proceed with the work listed in day one, or first fix electrics; ply flooring if wood/chip board and latex if screed floor; fit shower tray. NB: Latex is laid by 3pm to ensure it is safe for access by resident by 6pm. (3 hour curing time).
 - Advise the resident at the end of this day of the projects time scale, as the programme delivery time could require extending due to the asbestos being removed and that extra items required removing due to the defects discovered, as no asbestos report will highlight items not seen in the survey.
 - Strengthen walls with plywood if grab rails required and no solid to rail area. Include all required stud work and noggins.
 - Book in debris removal with office.
 - Leave the property clean and tidy, with all debris in a safe location for collection
- **Day three.**
 - Depending if you are back on programme, remove toilet, sub-contractor to install the new Altro safety flooring to the residents colour choice (as agreed in day 1).
 - Install new required toilet and cistern at the height specified by the OT or resident.
 - Install any new wash hand basin, to the height required, either wall mounted or on pedestal, as pedestal height is different to say the height of kitchen work top which many people require the height of around 900mm to top of WHB.
 - Install the new required shower to height agreed together with the shower riser bar to height required by the resident.
 - Leave the property clean and tidy, with all debris in a safe location for collection
- **Day Four.**
 - Undertake the required wall tiling and grouting.
 - Leave the property clean and tidy, with all debris in a safe location for collection
- **Day Five.**
 - Complete all of the wall tiling and grouting.
 - Install shower curtain tract and screen.
 - Complete the commissioning of the shower unit, test and show resident how to use.
 - Leave the property clean and tidy, with all debris in a safe location for collection
- **Day Six.**
 - Second fix electrics; decorate; snag and correct any defects. Electrician to process the required certificate for the final project sign off and for being put in the project file and going with the invoice to the client.
 - Install grab rails to agreed locations.
 - Leave the property clean and tidy, with all debris in a safe location for collection
- **Day Seven.**
 - This day might be required following any extra work undertaken found whilst the project has been on going.
 - Professional clean; post-inspect and Customer satisfaction survey.

- Ensure all of the Debris has been pre booked to be removed and is removed.
- Hand back all paper work to the Contracts Manager, advising that everything has been completed and ready for them to visit and sign off with the resident.
- At the end of the project, thank the resident for their kindness and wish them the best for the future.

See additional docs

Electricity at work regs 1989.
Manual Handling
Soldering procedure (If required)
Internal Decoration Procedure
Electrical Isolation Procedure
Working At Height
COSHH
Tiling procedure

Risk Assessment

Hazard	Control Measures
Falls from height	See Working at Height
Slips Trips and Falls	The site will remain tidy at all practicable times. All designated access/egress routes shall be kept free of slip and trip hazards, and obstructions. All equipment is switched off and/or isolated when unattended. All material that could potentially cause injury is either secured behind barriers or removed from site. WMS to ensure adequate signage is put in place, specifically around any trailing hoses.
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. WMS shall work in strict accordance with MSDS and product data sheet. Product to be safely poured into cleaning tank within van, no undiluted chemicals to be brought onto site. Chemicals to be secured away, eliminating risk to public.
REG 8	Care is to be taken when working near any flues. WMS and subcontractors are to ensure that no flues/ventilation points are blocked (i.e. taped off/netted etc.), and that Reg 8 Gas Safety is adhered to at all times.
Manual Handling	Correct lifting techniques are to be used at all times when moving equipment, materials or any heavy loads. Paying particular attention when lifting (stable stance, good grip, keep load close to your waist and do not flex your back).

Hygiene	Good personal hygiene is a necessity washing of hands prior to any breaks (food – ingestion).
Vulnerable Persons	WMS are to ensure the level of communication with residents is of top order. WMS will need to actively manage all risks/hazards and ensure appropriate signage and communication is in place to ensure residents do not access work areas. Strict segregation of areas required to ensure safe working practices are followed. WMS to ensure all windows are closed before cleaning works take place.
Asbestos	All operatives are to be Asbestos awareness trained. Asbestos surveys are to be and referred to before any works commence. 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
Respirable Dust	Control measures are to be implemented when any operations are being undertaken that could give rise to respirable dust. Particular attention is to be made to silica dust. When cutting tiles, dust extraction is to be used to ensure operatives are not working above the 8hr control limit (0.1mg/m ³) and FFP3 masks that have been face fitted to the individual are to be worn.
Electrical	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. Before selecting electrical work equipment for any type of work, operatives should use the hierarchy of equipment to select a suitable piece of work equipment that does not increase the risk of electrical shock: <ul style="list-style-type: none"> • Use hand tools. • Use battery operated tools. • Use 110v work equipment + transformer • Use 230v work equipment All electrical works shall be undertaken by qualified electricians Restrict tenant access to area of work to eliminate their exposure to electricity. Ensure that tenant is aware of the loss of electrical supplies and to what extent. No exposed connections of any kind must be accessible by tenant. Review whole area on completion of work for loose covers and exposed wires secure if applicable. Report any electrical defects or unsafe conditions (inc DIY installations) encountered during the work to your supervisor and inform tenant if necessary.

PPE

