

15. Forming a New Partition/ Stud Procedure

Method of works

- WMS operatives to arrive on site and introduce themselves to the client representative/ resident, showing them their allocated WMS ID cards if necessary.
- The pre –works information and asbestos survey are to be read and understood. Ensure there are no ACM's present within the areas affected that may be affected by the works.
- If any further suspect ACM's are identified as works progress works to stop and the contracts manager contacted before works continue.
- WMS will erect warning signage or barriers to segregate the working area from access by other building users. WMS to ensure the welfare is available as described in CPP.
- WMS to ensure there are no trip hazards and that residents are not put at any risk
- Appropriate dust sheets/ floor protection is to be lay to floor areas and transit route to protect floor surfaces from damage and dirt for the duration of the works.
- The COSHH MSDS for all specific products shall be followed.
- WMS operative's/ representatives are to wear PPE and RPE at all times when undertaking these works i.e. safety boots/ steel toe cap boots, gloves and safety glasses are to be worn while undertaking the works. P3 filter dust mask is to be worn when working with gypsum plasterboard materials.
- Works are to be undertaken using a ladder, or step ladder; Ladders are to be inspected prior to use and if any defects are noticed, they are not to be used. Ladders are to be used correctly in line with the tool box talks on ladder use. Ladders will display the 'PASS' sticker to show they have been inspected and are in good working order/of the correct classification (class 1 or class 2 – EN131).
- The site drawings are to be reviewed to confirm the location of the new stud works, prior to making a start.(if applicable)
- The existing ceiling, floor and wall areas affected are to be scanned using an electronic pipe and cable detector to confirm the location of any studwork, cabling or pipework that may be disturbed by the works.
- The new stud work position will be set out using a chalk string line or laser to mark up the ceiling and wall where the ceiling plate and floor plate will be fixed.
- Once set out, the ceiling will be investigated to locate the existing timber joists that the new head/ceiling plate will be fixed to.
- Once set up 38 x 89mm cls timber is to be fixed to the ceiling, fixing to each of the existing ceiling joists (approx. 400mm c/s) running the length of the new partition location.
- Measure out, mark up and cut length of 38x89mm cls timber for floor/floor plate and fix to existing floor joist or if concrete floor (approx. 400mm c/s), this may require predrilling with SDS drill and mechanically fixing with adequate size consert/ concrete fixings.

- Once head and floor plates are fixed in place, measure up and fit the end timber studs either side to form the stud frame. To be fixed to existing studs behind if possible or if not possible use appropriate wall plugs to secure.
- When done, mark out the proposed stud locations to head and floor plate at 600mm c/s. Cut stud timbers to fit tightly and fix in position to floor & head plate location using skewed nail fixings. Using a spirit level to make sure all studs are plumb.
- Once all studs are fixed in position, the framework is to be reinforced by cutting down sections of timber and fixing noggins approx. mid height between head and floor plate.
- Before the walls are boarded. Are there electrical or mechanical services to be run through? If so this is to be done by a qualified electrician.
- Once complete, the new stud work can be boarded. Measure up the boards and cut into required size ready for fixing. Notching out for skirting or other fixings.
- Starting one side, working to the other hold boards in position, lifting off of floor fixing in place at roughly 150mm intervals, approx. 15mm away from edges using 38mm plasterboard screws/ fixings.
- Once boarded, the wall is ready to be plastered. See Plastering Working Procedure.
- All cut offs and other waste is to be bagged up and taken away and disposed of correctly.
- On completion, the areas below the working area and transit route are to be cleaned up using an M-type vacuum cleaner.
- Dust sheets / floor protection tape to be removed and taken away.
- The site is to be cleared of all equipment and left clean and tidy.

See additional docs

WAH Procedures
COSHH
PPE
Manual Handling

Risk Assessment

Hazard	Control Measures
Falls from height	See Working at Height Procedure- 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. The need for good housekeeping is to be explained in the site induction.
COSHH	When using any chemicals or substances hazardous to health, 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. Additional MSDS may be required for extra chemicals/substances on this contract.
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 (ie taped off/netted etc), and that Reg 8 Gas Safety is adhered to at all times. Any damage at the time of working to any flue/air duct –terminal or debris entering the flue/air duct, condensate pipework, gas installation pipework, gas meter & housings or any part of the heating installation must be reported: Turn off the effected appliance / installation /energy supplies and make safe. After all work is completed re-inspect all flue terminals / installations for damage.
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.
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).
Vibration	If there are any tasks with expected high levels of vibration. WMS shall use vibration calculator to work out if operatives are likely to exceed action levels. WMS have assessed these site and there are no excessive vibrating works that are likely have trigger times that will exceed the HSE 100 points. Subcontractors will also assess in their RAMS. Regular breaks between works involving high levels of vibration shall be taken.
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.
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/m3) and FFP3 masks that have been face fitted to the individual are to be worn.
Asbestos	All operatives are to be Asbestos awareness trained. Asbestos surveys are to be sourced and reviewed 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.
Vulnerable persons	Appropriate signage must be used. Due to the area of the works, working overhead. WMS shall temporarily cordon off the area of work using cones and barrier tape.
Vermin – droppings	Site is to be clean any edible waste is to be removed from site, as not to encourage vermin. Gloves are to be worn and hands cleaned prior to lunch breaks.

PPE



If there are works being undertaken above you please also wear a Hard hat.