

27. Upvc Friction Hinge Replacement 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.

Window friction hinge replacement – Top, bottom and side hung

- On completion of site set up, gain access to window requiring repairs. One man externally and one man internally.
- Remove gasket and beading from around glazed unit and using glazing suction handles remove and set aside unit store on packers at low level and out of areas where it can pose as a trip hazard
- Open the sash until all fixings are accessible with a screwdriver/drill.
- Firstly remove the bottom fixings, taking care at all times to keep the sash in position. A second fitter may be needed to support the sash from falling from the opening.
- Remove the top friction stay fixing, on the opposite side to the handle. Shut the window so that the top remaining fixings are accessible, once again this helps to lessen the distance the second fitter needs to lean out of the opening to support the sash, it also transfers more of the weight back on to the outer frame.
- Remove the last fixings. Hold the sash on the vertical sides, close the sash as much as possible closing the friction stays, lean the top of the sash out and man oeuvre the sash into the building.
- If the fixings used are Pop rivets the remainder of the rivet on the outer frame should be removed by drilling or knocking it out.
- Check that the correct friction stays are being re-fitted, check the length and depth are correct
- Fit the new hinges to the sash to match existing removed and re-secure to the sash.
- Offer the sash up to the opening and while the first man holds in situ the second can re-fix the hinges to the frame
- Once secured, check the window opens, closes and handle locks as required
- Easing and slight adjustment will be required to ensure full operation
- Reinstall glazed unit inc packers as required and fit beading and gasket using a rubber mallet to prevent splitting the Upvc
- Clean down both sides of glazing and frame to complete
- On completion dismantle access equipment and remove from site.

Make good all areas affected by the installation or any other works, dispose of all debris and leave site in a clean and tidy condition.

See additional docs

Working At Height
Window Replacement Procedure

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 silicone
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 Management 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 for further guidance
Slips, trips and falls	Site kept clean and tidy at all times. Glazing to be place on timber/rubber packers when remove to prevent damage and out of working area to prevent trip hazard
Inclement Weather	Regular checks of the weather forecast are to be carried out by the contracts supervisor. No working to be undertaken in high winds if the works are to be carried out using a scaffolding/ ladder or MEWP. In times of high UV radiation workers are obliged to use sun screen protection. Workers are not permitted to 'strip off'. Minimum dress code is to wear a T-shirt. Anything less and the person/s must be ordered to cover up, or, on refusal to do so, removed from site. WMS are to check wind protection to ensure resident's possessions are not damaged.
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.
PPE	Gloves and protective eyewear to be worn at all times

PPE

