

16. Internal Decoration Procedure

Method of works

- The work area to be surveyed to plan the work including any requirements to avoid working at height.
- The asbestos survey is to be read and understood to ensure there are no ACM's that may be affected by the works.
- WMS to ensure there are no trip hazards and that residents are not put at any risk.
- Works to be undertaken from ground level using extendable rollers. Ladders are to only be used for short duration works where 3 points of contact can be safely maintained at all times. 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 COSHH MSDS for all specific products shall be followed.
- All materials used in the preparation of surfaces for painting and all undercoats shall be those recommended by the approved manufacturer of the finish coat for that specific finish.
- All materials for painting shall be delivered to site in the original sealed containers supplied by the approved manufacturers and shall be carefully stored to minimize exposure to high temperatures in accordance with approved manufacturer's instructions.
- Interior decoration shall not commence before the work of all trades has been substantially completed and the areas concerned have been thoroughly cleaned out.
- All removable fixtures, furniture and fittings to be moved or covered in suitable dust sheets.
- No paint shall be applied to surfaces structurally or superficially damp and all surfaces shall be free from condensation, dust etc. before application.
- All cracks and holes to be filled using paste filler applied with a putty knife and to be sanded down after the filler paste is dry.
- Walls to be painted using a roller and tray.
- Paint to be applied in a vertical motion working horizontally across a room from side to side.
- On completion of the work all brushes and rollers to be washed and put away.
- Dust sheets and painters tape to be removed and taken away.
- The site is to be cleared of all equipment and left clean and tidy.

See additional docs

Working At Height
COSHH
PPE
Construction dust

Risk Assessment – Internal Decs	
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. The need for good housekeeping is to be explained in the site induction.
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. 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.
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.
PPE	

