

20. Ceiling replacement 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 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.
- 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. FFP3 filter dust mask is to be worn when working with gypsum plasterboard materials.
- Check area that there are no trip hazards.
- Electrical engineer is to isolate electrical supply to light fittings in vicinity whilst work is being carried out.
- Works are to be undertaken using a set of podium steps or plasterers' stilts to undertake these works. (See Working At Height)
- Remove existing ceiling and de-nail joists.
- Remove waste and debris from work area.
- Use plasterboard lift to position new 12.5mm plasterboard and fix to ceiling joists.
- Scrim joints and apply 3mm skim plaster. (See Plastering Procedure V1.)
- Allow time for skim to dry in accordance with the materials specifications.
- Remove all waste materials and debris and dispose of off-site.
- Remove all equipment, plaster lift, step ups, ladders, and tools from the work area.
- Remove all floor protecting materials.
- Leave all work areas clean, tidy, and free of debris.

See additional docs

Working At Height
COSHH
PPE
Manual Handling

Risk Assessment – Ceiling replacement

Hazard	Control Measures
Falls from height	Safety inspection are to be carried out on all ladders required for the works. Mobile towers may be utilised, these will be erected by PASMA qualified staff. 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 trailing leads will be hung up. 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. If spillage occurs, clean immediately. Inspect ground conditions.
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.
Hazardous substances Dry Plaster mix	Operators know the risks of dry plaster powder and know to avoid skin contact, excessive dust build-up and contact with eyes. PPE is to be worn. Ensure the work area is suitable to prevent excessive dust build-up. Ensure adequate water supply is nearby to wash dust off skin. Operators will wear eye protection when plastering ceilings. Operators will keep work area clean. Gloves and barrier creams will be made available.
Vibration	If there are any tasks with expected high levels of vibration, (Mechanical mixing of plaster) WMS shall use vibration matrix calculator to work out if operatives are likely to exceed action levels. WMS have assessed the site and there are no excessive vibrating works that are likely Regular breaks between works involving high levels of vibration shall be taken.
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 dry plaster dust. Where appropriate, 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.
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).
Aggressive Behaviour	If any aggressive behaviour is encountered, the operative is to remove themselves from the immediate area. The site supervisor is to liaise with the contracts manager immediately, in order to resolve the situation. WMS will then make the client aware.
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.
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.

	<ul style="list-style-type: none"> • Use 110v work equipment + transformer • Use 230v work equipment with RCD <p>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.</p>
Asbestos	<p>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</p>
PPE Required	

