

## 19. Tiling procedure

### Method of works

- Assess pre-works information from client. Including Asbestos information and report.
- Cordon off area to avoid damage or injury from debris.
- PPE to be worn (gloves/eye protection). Wear face fitted FFP3 mask, where dust may arise. Regular breaks, undertake maintenance of tools.
- Ensure tools and equipment are not acting as a trip hazard.
- Ensure wall surface is level/suitably prepared. See revised master schedule when carrying out DFG works on behalf of North Devon Council, regarding use of tile backer board etc.
- Ensure correct adhesive for type of tiles being applied, if necessary consult management.
- Apply primer to substrate if necessary (indicated by adhesive technical information. If in doubt, contact Management)
- Ensure tiles will be installed level & plumb using hand tools or lasers.
- Mix sufficient adhesive to cover desired application area and apply to wall or floor.
- Comb the adhesive to a uniform depth using a notched side of trowel. The depth must be suitable for the tile and application.
- Fix first run of tiles ensuring level and plumb.
- Fit spacers between tiles if necessary.
- Firmly press tiles in place.
- All parts of the tile must be in contact with the adhesive.
- Tiles will be cut where necessary using proprietary cutting tools. More complicated cuts or holes will be done with a hand held grinder/wet saw or power drill. The appropriate PPE must be worn with these.
- If you notice another operative using power tools incorrectly or with incorrect PPE, please notify management immediately.
- Wipe off excessive adhesive with clean damp sponge paying attention to joints.
- Trims may be cut using various types of cutting apparel and wearing protective gloves and eye protection at all times. All corners must be mitred.
- Remove all waste and debris from site to designated area; site will be left clean and tidy at the end of each shift.
- Allow adhesive to cure for the correct amount of time indicated by the adhesive's technical information..
- Mix sufficient grout to cover a workable area, refer to manufacturer's instructions.
- Using grout float spread grout into joints.
- Make sure all joints are filled using squeegee blade to remove excess grout.
- Allow grout to set
- Minimal clean-up water should be used to ensure proper grout curing and maintain colour uniformity.
- Ensure all surplus grout is removed from tiles and adjacent surfaces.
- Buff tiles with clean cloth.
- 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

Lone working procedure  
COSHH Statement.  
PPE

## 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. 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. Ensure there is no venting appliance in place before any works to the flue/removal of masonry flue.
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). 2 person lift to be adopted when lifting boxes of tiles or other heavier materials. Site supervisor to ensure that mechanical assistance, ie trucks etc are used if objects are too heavy to safely manually handle.
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 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

