

3. Door Repairs – Handles and Locks

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 if applicable asbestos survey are to be read and understood. Ensure there are no ACM's present within the area. Note – fire rated doors have been known to have had asbestos containing panels fitted.
- 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.
- 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 drilling/ cutting.
- The works instruction to be reviewed. Ascertain if the repair can be carried out with the door left in-situ or if the door needs to be un-hung.
- If door/doors need to be un-hung:
 - i/ Check the weight of the door prior to un-hanging from the frame. Some doors may require minimum two man lift or four man lift (such as lead lined x-ray doors). Contact the contracts manager should additional assistance be required.
 - ii/ Check if there are any electrical connections or conduits leading from the door frame to the door leaf. If so any works are to be done by a qualified electrician.
 - iii/ Once door is safely laid on trestles or securely fixed into work bench, mark out required lock position. Carry out any necessary recessing/machining required (if a new lock type is being fitted). Utilise correct RPE and dust extraction as required to minimise dust.
- Safely carry out works to door, install door lock/handles ensuring the components are CE/kite marked and that the manufacturers fitting instructions are followed at all times. Components should be securely fitted with suitable fixings provided.
- If the doors are fire rated, correct intumescent lining to be included with lock case. Refer to installation instructions for info.
- Re-hang door as necessary, following guidelines as above (but in reverse). Ensure door is operable and

locks/handles are in good working order.

- All component packaging 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

PPE
Manual Handling

Risk Assessment

Hazard	Control Measures
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.
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. If there are electrical services/ supplies to the doors these are to be dealt with by an electrical contractor.
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/m ³) 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.

PPE



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