

## 12. Window Replacement Procedure

### Method of works

- Assess pre-works information. Including Asbestos information and report.
- Appropriate PPE to be worn, including glazing/cut proof gloves
- For replacements taking place at height refer to Working At Height document
- Ensure where possible the areas below/outside of the works to be cordoned off
- Warning signs to be positioned indicating that works are being undertaken
- Where applicable, cover/protect internal surfaces/belongings with suitable protection dust sheets/carpet protector etc
- Ensure that the supplied replacement window is correctly sized against the existing and that all fixtures/fittings have been supplied
- Old window casements are to be removed where possible by removing from main frame, unscrewing of hinges etc and carefully removed for disposal
- Old window to be deglazed where safe to do so and glass carefully removed for disposal
- All broken glass will be placed into heavy duty waste sacks and care will be taken to avoid overloading and puncturing the bags
- Existing window frame can then be removed by removing the frame fixings where accessible, and then by cutting with a reciprocating saw and levering the frame from the wall with a pry bar.
- Prior to fitting of replacement window, walls must be checked to ensure that they are sound and that any old fixings have been removed and disposed of.
- If the wall has been damaged by the removal of the old window, then the wall will need to be made good or alternative fixings considered
- Clean the aperture and prepare the recess to accept the replacement window
- Fit the new window frame into position, ensuring a tight fit and that it is plumb & square
- Where necessary use packers to secure the frame in position, ensuring a tight fit and then drill straight through the frame into the masonry wall.
- Install frame fixings and tighten.
- Back of the frame to be filled with expanding foam as necessary
- External frame can now be trimmed and sealed
- Casements to be fitted and the window glazed.
- For large units, suction lifters should be used and two operatives to lift into place and secured
- The working parts of the window to be checked for correct operation, no rubbing or catching on operation.
- Window frame to be trimmed internally and sealed
- Site to be cleaned down and protective measures removed

### See additional docs

Working At Height  
PPE  
Manual Handling

## 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. WMS to ensure adequate signage is put in place, specifically around any trailing hoses.
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. WMS shall work in strict accordance with MSDS and product data sheet. Product to be safely poured into cleaning tank within van, no undiluted chemicals to be brought onto site. Chemicals to be secured away, eliminating risk to public.
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.
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).
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. WMS to ensure all windows are closed before cleaning works take place.
Asbestos	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

## PPE

