

## 9. Kitchen 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 notices or barriers as required and ensure area of work is secure. Display adequate warning signs to warn residents or visitors to the property. WMS to ensure the welfare is available as described in CPP.
- WMS will ensure exit points are clear of obstruction and that safe access and egress is maintained over the course of the works
- Appropriate dust sheets/ floor protection is to be lay to transit route to protect floor surfaces from damage and dirt for the duration of the works.
- Electrical, water, and gas supply points shall be located. Gas reg 8 assessment to be made. Gas Safe Registered engineer to isolate/remove gas cooker if applicable. Electrical work will be carried out by qualified electricians. All existing cables and connection points are to be isolated before beginning work.
- Existing kitchen units and wall finishes will be stripped out and dismantled. All waste material will be stored safely and removed from site as soon as reasonably practicable.
- Strip off and dispose of any wall tiles to kitchen areas ready for making good and new tiles to be installed.
- The existing floor coverings shall be safely removed. WMS will ensure area is left safe at end of each shift.
- Floor area to be adequately prepared to receive new flooring finish in line with specification. (Whether the floor needs latexing or ply lay prior to works.
- If the kitchen is to undergo a full electrical rewire as part of the works including upgrade of consumer unit if required, the electrician will first fix the new sockets/ supplies. Chasing out where necessary in line with their own RAMS. Wearing appropriate RPE, PPE and using dust extraction.
- If a new extractor fan is to be installed as part of the client's specification, a sufficient sized hole will be drilled to external wall using core drill and correct sized core piece. The electrician will run a new fused spur/ supply to this also.
- Any repair works to existing walls shall be undertaken in preparation for decoration and tiling works.
- Any necessary alterations to hot & cold water pipe work will be made to supply new appliances. If soldering a hot works permit shall be used if any hot works are required, fire extinguisher to in the working area at this point. If waste needs adapting also, this is to be done prior to fitting any units.
- Once the new services are in place WMS will set out and fit the new pre-assembled kitchen base unit carcasses and appliances as per contract drawings. Units are to be set out in position and supporting feet adjusted to bring level. Holes to be drilled inside of sink base unit to run pipework to washing machine/ dishwasher etc.
- Once set out, clamp units and fix to secure the units to each other. Using L shaped wall brackets, fix the units to the wall ready for worktop to be fit.
- Mark up, cut and fit worktop as per contract drawings, fixing together with required fixing bolts. Mark up and cut out opening for sink in correct location also. Fix sink to worktop with supplied fixings.
- Once complete, set out and fit any wall units as per contract drawings fixing to wall with supplied wall hanging brackets.
- When all base and wall units are in place, the kick plinths and doors are to be fitted.
- Tiling to splashback areas and behind oven will be carried out by competent tradesmen as per Tiling procedures, ensuring a very high standard of finish.

- Remaining 2<sup>nd</sup> fix electrical works to be completed. Any gas appliances shall only be fitted by an approved Gas Safe Registered engineer. Gas tests will be carried out and testing of all fitted appliances/electrics (NICEIC).
- Any other making good i.e. capping of window sill, boxing's, skirting etc will be done.
- WMS painter/decorators will undertake the decorating works in accordance with the specification.
- Chosen flooring is to be laid as per client's specification.
- All sealing up do be done and the working area left clean and tidy on completion.
- WMS and the client to carry out inspection of works prior to sign off.

### See additional docs

Soldering procedure  
Internal Decoration Procedure  
Tiling procedure  
Electrical Isolation Procedure  
HAVS  
Working At Height  
COSHH

## Risk Assessment – Kitchen replacement

| Hazard                | Control Measures  |
|-----------------------|---|
| Falls from height     | See Working At Height<br>Stepladders/hop ups.   |
| Slips Trips and Falls | The site will remain tidy at all practicable times.<br>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 included within the safety handbook. Additional MSDS may be required for extra chemicals/substances on this contract.  |
| Gas                   | Gas Safe engineer to undertake all gas associated works, in accordance with regulations and their RAMS. Gas safety is everyone's responsibility., including disconnection/reconnection of gas cooker<br>No person shall alter any property that will affect the gas safety of an appliance or fitting.<br>No person shall alter a gas appliance or fitting that will affect its safety.<br>If during inspection of the property prior to work state the Op notices that the gas system or flue has been damaged or disturbed. Immediately isolate gas at emergency control valve, inform the tenant take photo of issue and report to line manager. |
| 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"> <li>• Use hand tools.</li> <li>• Use battery operated tools.</li> <li>• Use 110v work equipment + transformer</li> </ul>  |

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|-----------------|---|
|                 | <ul style="list-style-type: none"> <li>• Use 230v work equipment</li> </ul> <p>All electrical works shall be undertaken by qualified electricians<br/>Restrict tenant access to area of work to eliminate their exposure to electricity.<br/>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.<br/>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> |
| 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        | <p>All operatives are to be Asbestos awareness trained. HSG264 R+D asbestos survey to be reviewed before any works commence.</p> <p>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

