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| **Work Task:** **General Glazing Tasks** | **Procedure Number & Risk Assessment:** |
| RV 6 |  |
| **Personnel at Risk from this task:** **Unitas Operatives, Site management and Staff, Client Site Team and Staff, Subcontractors, Tenants, Children, Delivery Persons, Members of the Public and Pets within the Property.** |  |
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| **Additional Information:**  **• Have you got the right equipment to carry out the task?**  **• Have you got your ID?**  **• Are the customer, building users and the public protected from your work activity?**  **• Are the tasks within your capability?**  **• Have you got the appropriate PPE for carrying out the work activity?**  **• Ensure you have explained to the occupant of the property or site manager what you intend to carry out and how.**  **• Do you have the correct WAH equipment?**  **• Have you checked the Asbestos Report for the property**  **• Have you carried out your pre start checks and read and understood the job specific pre start risk assessment or generic task risk assessment**  **• Does the area need any services isolating before work commences by a competent person (electric/water/gas)** | |
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| **Safe System of Work / Agreed Controls**  (Make appropriate reference to Working Methods, Method Statement, Equipment and Protective Equipment required etc.) | | **Photographs of Procedure** |
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| **1.** | **Storage and Transportation of glass**   * Glass must always be stored and transported in the vertical plane at an angle of approximately 5 degrees * Glass panels carried vehicles should be in manageable sizes and secured for transportation * Glass must always be secured to the racking by webbing or clamping poles * Soft bearers must be used to stand glass down during transit and storage * Glass MUST always be carried in the vertical plane * Care should be taken when loading and unloading the glass taking into account the weight, size and sharp edges of the material * Special arrangements should be made for larger panes of glass where extra labour and a specific risk assessment may be required   Avoid carrying out work in adverse weather conditions as glass will become slippery and difficult to handle in windy or wet conditions. | inerrack |
| **2.** | **Pre-inspect and Demarcate**   * On arrival at site park as close as possible to the work place paying due regard to members of the public and other vehicles in the area and your own access route to the property you are to work on. * Clear any tripping hazards along your access route * Before starting work explain the extent of the work to the tenant, assess the job inside and outside the property * Decide on safe area where you can cut the glass paying attention to access, working space, and tenant/public activity * Use barriers and signage around the property to make the external areas safe for pedestrians and/or demarcate the work area inside and protect the area with floor covering. | fence-hire-1_large  barricade_md_wht |
| **3.** | Before Starting ANY work complete a pre-start check of the area you are about to work in. Look for the HAZARDS listed in this document and make others aware if you are likely to place them at risk. Demarcate the area you are working in.  You should do this by completing the 4 Point of Work Risk Assessment Form. | C:\Users\manifold001s\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\THLPKGSU\20181203_140154.jpg |
| **4.** | **Prior to Starting The Task**   * Speak to tenant to tell them of the work being carried out and the hazards involved. * Always show Unitas ID when first meeting the tenant. * Never retaliate from verbal or physical violence. Leave the property immediately and inform your OTL. * Ensure you have your phone with you * Always check the flag indications with resource control * Never attend a two man task on your own * If ever unsure contact your OTL * Ensure Vehicle is parked in a safe manner and it is not obstructing other road users   **Lone working**   * Always ensure you have your phone with you * Always sign in each day & out each night with resource control * Always check the flag indications with resource control * Never attend a two man task on your own * If ever unsure contact your OTL * Always carry your mobile in the event of confrontation. Make sure that one of your colleagues knows where you are if the phone doesn’t work in the area you are in |  |
| **5.** | **Asbestos**   * Carry out a visual check of the area for anything that could be Asbestos. * No work to begin until you have checked the asbestos information, ask for this when taking a task from resource control, or read the report provided on site. * Do not work on/remove asbestos containing materials unless you have the correct level of training.   Inform your OTL immediately if you suspect that asbestos is present and follow the decontamination procedure if you think that you may have been exposed. |  |
| **6.** | **Electricity**   * Check that any electrics have been isolated as required * Ensure that any electrical equipment is used correctly, and maintained in line with Unitas PAT testing programme & do not leave tools unguarded, ensure tools remain in good condition, use correct tools for the tasks undertaken. Ensure there are no trailing cables in the work area. * Do not leave tools unguarded, ensure tools remain in good condition and use correct tools for the task * Make sure you have adequate lighting in your work area. Portable lighting is available. * Ensure power has been isolated before you commence the task * Ensure any area where water is to be used is kept well away from any live electrics * Use battery operated equipment whenever possible. * Always ensure that electrical services that will be affected by any “wet work” are isolated and locked out before commencing work, use yoozee boxes where required. * Ensure electrics are checked by a competent person before re-energising * Do not keep power on to complete the task as it may put you at risk. | [http://images.google.co.uk/images?q=tbn:M5n1qgqpekS13M:http://www.hse.gov.uk/workplacetransport/images/warning-electricity-2.gif](http://images.google.co.uk/imgres?imgurl=http://www.hse.gov.uk/workplacetransport/images/warning-electricity-2.gif&imgrefurl=http://www.hse.gov.uk/workplacetransport/safetysigns/warningelectricity.htm&h=340&w=380&sz=6&hl=en&start=1&tbnid=M5n1qgqpekS13M:&tbnh=110&tbnw=123&prev=/images?q%3Delectricity%2Bsigns%26svnum%3D10%26hl%3Den) |
| **7.** | **Gas**   * Ensure all gas pipes are secured to walls and do not remove any brackets without having the gas isolated * Check that any gas supply to the area has been isolated before removing any pipework to walls * Ensure the gas supply is checked by a competent person before turning supply back on. * Removal/refixing of gas appliances are to be completed by Registered Gas engineers only. * Ensure all gas pipes are secured before turning supply back on. * Ensure all appliances, including Gas Meter and gas pipework, are isolated and protected during works. * Contact ESP IMMEDIATELY, for any gas escapes ( Transco) 0800111999 | gsreg_logo |
| **8.** | **Site Set Up**   * Clear any tripping hazards along your access & egress route * Before starting work explain the extent of the work to the tenant, assess the job inside and outside the property * Decide on safe area where you can cut the glass paying attention to access, working space, and tenant/public activity * Use barriers and signage around the property to make the external areas safe for pedestrians and/or demarcate the work area inside and protect the area with floor covering. * Ensure work area is segregated from public and pets with barriers if required and avoid trailing leads. * Ensure warning signage is in place where required. * Speak to tenant to tell them of the work being carried out and the hazards involved. * Cover carpets, furniture etc. before starting work * Always show Unitas ID when first meeting the tenant. * Never retaliate to verbal or physical violence. Leave the property immediately and inform your OTL. * Two people should visit properties known to have previous problems or vulnerable tenants. * Check the route for hazards prior to transportation of tools and equipment * While transporting materials and plant to work area ensure you only lift within your capability, use appropriate lifting techniques & Manual Handling training/assessments. * Use mechanical aids to move materials where possible (i.e. trolleys, castors etc.) * Assess the item weight prior to attempting to lift, if outside your capability ask for assistance * Do not transport large amounts of materials from the vehicle to the work area at one time take several smaller loads to reduce manual handling risks. * Always use Cordless Plant or 110v electrical machinery to eliminate electrocution * Check area for protruding objects, * Clear area before starting work, * Use correct PPE,   Be aware of screws, nails and electrical wiring not turned in.   * Store all materials safely when not in use, this is for protection of employees, contractors, children, building occupiers and trespassers. * Ensure area is well lit, and provide temporary lighting if required, – lights can be obtained through Resource Control to assist you * Ensure any trailing leads are run around the edges of walls to prevent trips * Ensure good housekeeping, keep clean and tidy from start to finish and clean spillages immediately to prevent slip hazards * Always dispose of rubbish at the end of each working day in accordance with regulations * Never walk backwards whilst working on access equipment/working at height– there are trip hazards and you could fall and injury yourself and others * Do not over reach. * Ensure all fixtures and fitting are removed carefully and stored in a safe manner so to avoid damage and prevent trip hazards. * Ensure that there is safe access and egress * Ensure that protective covers have been fitted securely to ensure no one trips over them. * Ensure correct gloves are selected from Unitas glove chart, if unsure contact OTL for guidance * Tools should be correct for the task * Tools should be correctly stored blades retracted or covered when not in use. * Tools should always be in good condition with no mushroomed or loose heads | fence-hire-1_large  ANd9GcSe-ArQXGb62ZppEcxrlkdnB31uJCjSj7DRJseXDdkvQRxQ1_HieA    protruding nail      [84_2](http://images.google.co.uk/imgres?imgurl=http://i20.ebayimg.com/01/i/02/d2/80/84_2.JPG&imgrefurl=http://cgi.ebay.co.uk/5-pair-HEAVY-DUTY-SAFETY-GLOVES-builders-labourers_W0QQitemZ200006151013QQihZ010QQcategoryZ11900QQcmdZViewItem&h=150&w=200&sz=7&hl=en&start=84&tbnid=JPPycuqheyZEBM:&tbnh=78&tbnw=104&prev=/images?q%3Dsafety%2Bgloves%26start%3D80%26ndsp%3D20%26svnum%3D10%26hl%3Den%26sa%3DN) |
| **9.** | **Carrying out the task**   * Check work area for needles before starting work. * When cutting/sawing etc. ALWAYS wear cut resistant gloves, please refer to Unitas gloves chart for correct gloves * Always check and/or ask resource control for the information from the “at risk” register for areas of high risk from vulnerable tenants or IV users. * Do not put hands/fingers where you cannot see.   Do not leave Stanley knives with the blade out or accessible to others   * Use the correct tool for the job, * Visually check equipment before use * Ensure that any guards are in place, * Do not wear loose clothing when using equipment, * Use battery operated equipment or 110v equipment.   Clean off equipment after use and store correctly.   * Only use power tools provided by Unitas * Minimise the number of people affected by isolating work area (i.e. shut doors), * Do not have radio’s playing, * You will need to wear ear protection if you have to raise your voice to be heard, * Minimise the amount of time that you are exposed to noise or vibration,   Check the noise/vibration rating on the equipment   * If using additives or adhesives please refer to the COSHH data and if required ventilate areas by opening windows/doors * Never leave chemicals unattended * Use the mask you have been face fit tested for. * Never use a chemical without understanding the dangers. Refer to your COSHH information or read the packaging and make sure you follow the safety advice. * Dispose of all rubbish in accordance with regulations * Always read COSHH assessments before using chemicals * Store materials safely. * Wear correct PPE for task. * Ensure that there is adequate ventilation, * Keep dust to a minimum by wetting down or using vacuum. * Ensure that containers are correctly marked and not accessible to children * When working at height, ensure the most suitable equipment has been selected using the WAH equipment hierarchy. * Ensure the equipment is at the correct working height, so no overreaching or stretching is required to carry out the task. * Trestles and Home Made Platforms, Beer Crates ARE NOT acceptable working platforms. * Ensure handover certificate is available for any scaffolding that has been erected and that you check the scaffold prior to use. * Use bath boards when working over bath. * Ensure that you pre-check all access equipment before use * Use toe boards around work platforms * Do not overload work platforms and keep tidy * Use barriers and signage to demarcate your work area * Use hard hat where necessary. * Regularly inspect hands for signs of skin problems * Use barrier creams and wash hands correctly before eating, drinking, smoking or using the toilet * Always use the correct gloves when using chemicals, (check product label and COSHH assessment). Gloves are mandatory within KBM   **Glazing**   * Put on safety glasses before starting work – glasses are mandatory within Unitas * Have eye washes available at all times (always check date on eye wash) * Have plasters available at all times. * Cutting of glass in domestic properties must be avoided wherever possible * Visually inspect the glass for faults, cracks and shelling to the glass etc. * Eye protection and suitable gloves and sleeves must be worn when carrying and glazing * Glass sucker should be used wherever possible, cleaning glass before applying   **Cutting glass**   * Eye protection and suitable gloves and sleeves must be worn when cutting glass to protect you from sharp edges, particles of glass * Use a solid, soft (Cardboard) surface to mark out and cut the glass * Tools should be in good condition and the cutting tool should be sharp * Using a tape measure, straight edge and sharp glass cutter scribe * Clean the glass along the cutting line * Score the glass in a evenly pressured stroke to the required size * Carefully lift the glass and applying pressure snap the glass along the cut, if necessary place the ‘T’ square below the piece to carry out this operation * Small areas are nibbled using glass pliers.   **Note**  **Cutting holes in existing glass panels for extractor fans etc. is not allowed.**  **A new panel must be supplied with the hole pre-cut for installation on site.**   * Regularly inspect hands for signs of skin problems * Use barrier creams and wash hands correctly before eating, drinking, smoking or using the toilet * Always use the correct gloves when using chemicals, (check product label and COSHH assessment). * Put on safety glasses before starting work – glasses are mandatory within Unitas * Have clean water/ eye wash (always check date on eye wash ) available at all times in the event of a foreign object entering the eye | [needles](http://images.google.co.uk/imgres?imgurl=http://www.city.saskatoon.sk.ca/org/fire_protective/images/needles.jpg&imgrefurl=http://www.city.saskatoon.sk.ca/org/fire_protective/inspections_investigations/needle.asp&h=206&w=266&sz=17&hl=en&start=21&tbnid=edBFqaSFv8IkPM:&tbnh=88&tbnw=113&prev=/images?q%3Dhypodermic%2Bneedles%26start%3D20%26ndsp%3D20%26svnum%3D10%26hl%3Den%26sa%3DN)            http://www.ladderstore.com/media/catalog/product/cache/3/image/500x500/9df78eab33525d08d6e5fb8d27136e95/1/0/100302_lrg.jpg  imager  [http://www.gardengrapevine.com/GlassCutting.html](http://www.google.co.uk/imgres?imgurl=http://www.gardengrapevine.com/GlassCutting-112.JPG&imgrefurl=http://www.gardengrapevine.com/GlassCutting.html&h=480&w=640&sz=53&tbnid=Qas_XlMOt2AJ::&tbnh=103&tbnw=137&prev=/images?q%3Dglass%2Bcutting%2Bpictures&hl=en&sa=X&oi=image_result&resnum=2&ct=image&cd=1)  TGSHEPolicy  TGSHEPolicy    PLASTERING PHOTOS 006 |
| **10.** | **End of day or Task End of Day or Task**  **Completion**   * On completion of task sweep up any glass particles and place in an appropriate sealed container to be obtained via Resource Control through Stores for disposal in the general skip based at Cromer Road * Place any usable pieces back in your van and secure for transportation * Remove all tools and equipment * Leave the work area clear of glass and tidy. * Inform tenant and check work area when task is completed * Always dispose of rubbish at the end of each working day & leave site tidy * Clear work area of any plant or materials * Keep yourself and equipment clean, wash hands prior to eating or using the toilet. * Ensure after care cream is applied to your hands after washing on completion of the clearing up process. * Ensure electrics are checked by a competent person before re-energising. * Ensure the gas supply is checked by a competent person before turning supply back on   **Personal injury**   * In case of injury obtain first aid, inform your supervisor as soon as practical and fill in all accident and investigation forms. | g2_3d  Photo0186  MCj04247340000[1]  Signature 20 Person Kit |

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| **Personal Protective Equipment** | | | |
| Footwear | Yes | Hearing Protection | Site Specific |
| Head Protection | Site Specific | Respiratory Protection – FFP3, or mask as per face fit | Yes |
| Hand Protection | Yes | Eye Protection | Yes |
| Hooded Overall | Site Specific |  |  |

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| **Workforce Exposed** | | | | |
| **Indicate how the workforce has been informed:** | | | | |
| A – Tool Box Talk | | B – Copy of form | C - Both | D- Informed |
| **Names:** | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
| **Permits / Assessments:** | | **Applicable – Yes / No:** | **Comments:** | |
| COSHH | | Yes No | •Carpet protectors (not on stairs), dust sheets and/or overshoes must be used when necessary to protect existing carpets.•Unitas operative and sub-contractors should ask tenants to move all personal property and white good prior to any work taking place to avoid any damage.•Where the tenant is unable to move their own appliances tenants should be reminded that Unitas do not accept responsibility for any damage but will move them at the owners’ risk. A disclaimer should be signed.•Only use mobile phones in designated area. | |
| Noise | | Yes No |
| Manual Handling | | Yes No |
| Other | | Potentially restricted work area |
| **Original Assessor: Steve Manifold & Stuart Wood** | | | **Amended and authorised by:** | |
| **Position: Operational Team Leader** | | | **Position:** | |
| **Date: 15.7.16** | | | **Date:** | |
|  | | |  | |
| **Reviewed by: Steve Manifold, Stuart Wood, Anthony Steventon & Chris Brunt** | | | **Date: 6.12.2018** | |
| **Position: Operational Team Leader** | | |  | |
| **Version No:1.2** |  | | | |