**Budget Windscreens**

**METHOD STATEMENT / SAFE SYSTEM of WORK**

***Budget Windscreens* are committed to achieving excellence in all health and safety issues. As part of this commitment Budget Windscreens will endeavor to produce and instigate effective and accurate Safe Systems of Work for all works to be undertaken.**

PROPOSED WORKS: **Vehicle Glass Replacement***.*

WORK ORDER: *Clients Ref* ORDER NO: *Your Ref*

LOCATION: Mobile

DURATION: *Job Length* CDM APPLICABLE**: NO**

HSE NOTIFICATION REQUIRED: **NO**

DATE NOTIFIED: *Date job was ordered*

No. OF OPERATIVES LIKELY TO BE INVOLVED: 1-2

SUPERVISOR/RESPONSIBLE PERSON: Lee Church

### ON SITE SUPERVISOR: *Name Here*

**BRIEF DESCRIPTION OF THE WORKS**

Installation Vehicle Glass

**SEQUENCE OF OPERATIONS**

General: Prior to commencement of work, employees of, and subcontractors to Budget Windscreens should ensure they are in possession of all appropriate drawings and specifications. Additionally, they should be aware of Company and Site Health and Safety requirements.

* Arrive on site sign in or contact site manager/Supervisor/Security.
* *Check you are wearing all PSE issued to you these are steel toe capped boots high viz jacket/vest goggles heavy duty gloves, latex gloves & hard hat if required on site.*
* *Find vehicle to be repaired check vehicle is situated in a safe position where work can be carried out safely without harm to yourself or others,*
* *Make sure driver is away from vehicle and check vehicle condition for possible pre job damage if damage found report to site Manager/Contact and record on your PDA, protect vehicle interior and exterior surfaces from possible damage, remove any tax or license discs and store in a safe place such as glove box check you have the correct glass for the job.*
* *Check Wipers are working Remove wiper arms and scuttle cowling and exterior/interior trims and or Visors and store in a safe place check Pu’s & Primers are current and in date.*
* *Remove old glass by means of a cutting out tool and remove any debris and dispose of any broken glass particles.*
* *Prepare and prime glass and surfaces as required, check you have allowed sufficient time for primers to cure, visually carry out a further safety check for moving vehicles or personnel, if safe proceed with fitting.*
* *On completion of fitting clean glass remove all stickers check air vents for glass debris refit wipers and check their alignment replace any trims visors and replace tax and license discs.*
* *Check all work to ensure it meets the requirements of the agreed specification.*
* *Check inside and outside of vehicle for debris such as cut off Pu glass particles or broken blades also check the local area around the vehicle and remove any such items found.*
* *Get site manager/ agent/customer to check job and sign PDA as completed job.*
* *Report to site Manager of your intention to leave site and or sign out as per site requirements.*

**Risk Assessments Completed and Attached:** Yes

List of Assessments

Vehicles getting in and out

Cuts & Abrasions

Manuel Handling

Working at height

Contact with Hazardous Chemicals

Traffic Awareness

Driver Safety

**SITE ACCESS**

**Access to site is controlled by the site manager and all health and safety measures required by him/her must be strictly adhered to.**

**PROTECTIVE EQUIPMENT REQUIRED BY ALL Budget PERSONNEL ON SITE**

Safety Boots, High Visibility Vests eye protectors and Protective Gloves both Kevlar and latex are compulsory on all jobs .

**PLANT / TOOLS TO BE USED**

* + Mobile Scaffold, to be erected in a safe and competent manor.

**SIGNAGE: YES** ***<<CHECK SIGNAGE WHEN YOU CARRY OUT YOUR RISK ASSESSMENT>>***

SITE SIGNAGE:

# Hard Hats to be worn on this site

* Site entrance
* Goggles to be used
* No Radios
* No Smoking
* Fire exit Routes – Musta points

 Operatives shall adhere to all signage at all times

**IMPLICATIONS TO THIRD PARTIES / GENERAL PUBLIC**

There are no implications to the public.

Third parties and other trades are to be informed of works to be commenced.

**PROTECTION OF WORKS**

None

**MATERIALS TO BE USED / COSHH SUBSTANCES – (Assessment sheets attached)**

Dow BETASEAL 1580

Dow BETAPRIME 5504G

Dow BETACLEAN 3350