(INSERT YOUR COMPANY NAME HERE) Health and safety pack.

For: (INSERT NAME OF CLIENT, PROJECT OR CONTRACT NUMBER)

On: (INSERT TODAYS DATE)

Review date: (INSERT DATE 6 MONTHS AFTER TODAY)

Document author:	Signed:	Date:

Table of contents:

1) Risk assessment for UPVC doors, windows, soffits and fascia

Potential hazards	People at risk and how?	Actions already in place	Further action required	Action by	Action target date	Done
Falling from height (hop ups)	Both minor and major injuries can occur if a worker falls from a hop up	• Hop ups inspected prior to use, fit for purpose, with a maximum working height of 500mm • Ensure hop up legs are securely locked in place prior to use • Ensure the ground base for the hop ups is firm and level • Avoid over reaching when working and storing tools or materials on hop up • Painted hop ups are not to be used	Manager to conduct tool box talk on working at heights prior to work commencing			
Falling from height (ladders)	Serious or fatal injury could occur if a worker falls from height	• Non-access ladders should be used in conjunction with ladder stays, a securing device or a person footing the ladder • Access ladders should be extended one metre above platform • Ladders in good condition, placed on a firm surface, and have a pre-use check prior to use and a thorough visual check every six months • Ladder is used at correct angle of 1 in 4, or 75°	Manager to conduct tool box talk on working at heights prior to work commencing			

		• Avoid over reaching and ensure that belt buckle remains between the ladder stiles at all times with both feet on the same rung				
Falling from height (mobile towers)	High risk of injury or fatality to workers and members of the public if a mobile tower collapses or tips over	• Towers not to be moved or dragged with brakes on • Towers to be checked for level and that brakes are engaged after moving • Only PASMA card holders to move and reposition mobile towers and outriggers • Correct access and egress to be used • Mobile towers only to be moved or repositioned when the working platform is empty	Manager to brief all operatives on safe loading of mobile towers prior to work commencing and to conduct tool box talk on working at heights			
Falling from height (step ladder)	Serious or fatal injury could occur if a worker falls from height due to misuse of steps	• Step ladders intended for domestic use must not be used in the work place • Ensure the ground base for the step ladder is firm and level • Avoid using step ladders in positions where they may be struck. E.g. by an opening door. If a compromising position cannot be avoided ensure a second person is employed as a spotter • Avoid over reaching and ensure that belt buckle remains between the step ladders stiles at all times	Manager to conduct tool box talk on working at heights prior to work commencing			

		• Ensure a second person foots the step ladder if working more than four steps high				
Falling from height (scaffold)	Serious or fatal injury could occur if a worker falls from height	• Ensure guardrails, midrails and toe boards are in place and that it has been signed off prior to use • Use correct access and egress points, ensuring any gates, or trap doors are in correct position after use • Only use if signed off and seven-day inspection checks have been carried out and are in date • Don't use after severe weather until scaffold has been re inspected • Visually check that there is no sign of tampering or interference of sole plates and ladders before use	Manager to conduct tool box talk on working at heights prior to work commencing			
Slips, trips and falls	Sprains, fractures and tissue damage could be suffered by operatives or public from slipping, tripping or falling over tools, materials, waste or areas of bad ground	• Housekeeping to be carried out at regular intervals throughout the working day with surplus materials and waste to be removed as work progresses • Safety boots to be worn by all operatives and site visitors • Work area to be cordoned off where practicable and site caution signs to be used • Avoid trailing cables, and ensure materials and tools are not obstructing designated walkways				

		• Use signage for uneven, or wet floor surfaces as well as for change in levels				
Objects falling from height	Minor or serious injury could occur to a person if objects fall from height	• Where possible only store light loads above head height • Maintain clear access to storage areas • Only use suitable storage systems • Ensure that items stored above head height are placed in a safe a suitable manner • Ensure adequate lighting is available in overhead storage systems				
Exposure to wood dust	Workers risk respiratory diseases, such as asthma, from inhaling wood dust. Hardwood dust can cause cancer, particularly of the nose	• Wood dust cleared up using a suitable vacuum cleaner, fitted with an appropriate filter • Suitable respiratory protective equipment used when sanding timber or creating wood dust where no mechanical extractors are possible • Appropriate Local exhaust ventilation (LEV) equipment fitted to machinery where practicable with staff trained how to use it				
Hazard to hands from general construction work	Operatives can suffer skin disease and damage including dermatitis by prolonged contact with a range of materials	• A minimum of palm coated gripper gloves to be worn • Waterproof gauntlets to be used for prolonged contact with wet works	Use of gloves to be monitored by supervisor			

		• Avoid direct contact with skin where possible and rinse off with clean water if contact occurs • Use of barrier cream encouraged				
Hazards to hands (manual tools, strike and puncture wounds)	Operatives could suffer strike or puncture injuries from materials and sharp objects they are working with	• Palm coated gripper gloves to be worn at all times • Hammers and percussive hand tools to be in good condition with relevant handguards in place. Visually inspect prior to use • Cold chisels that have mushroomed should be re dressed, and blunt or damaged tools should be repaired or discarded • Follow correct sequence of works so that no debris can land from above	Use of gloves to be monitored by supervisor			
Puncture wounds in feet (from waste material)	Puncture wounds could be suffered by operatives and public from stepping on sharp objects or timbers that have not been de-nailed	• Site footwear to have steel mid-soles •Timbers and other waste products de-nailed or made safe • Safety signage to be used to warn people of hazards and work area to be cordoned off if practicable • Ensure walkways are kept free from waste materials • Ensure there is adequate lighting	Supervisor to brief operatives to ensure that all timbers are de-nailed and made safe			
Knee damage (from kneeling)	Musculoskeletal problems to knees may occur if body weight is predominantly on knees	• Provision of suitable PPE for knee protection, either in the form of work wear				

		with integral knee protection (recommended), or independent knee pads • Raise work up off the floor when possible to eliminate kneeling or squatting • Avoid remaining in one posture for long lengths of time • Sit on toolbox as oppose to kneeling or squatting where possible				
Manual handling	Operatives may receive back and other injuries if correct practices are not adhered to	• Manual handling should be avoided where at all possible, but when required: Raising, lowering, and carrying loads is to be carried out using correct posture and techniques and following the health and safety guidelines for lifting at work. This includes the consideration of how heigh an object is to be lifted and the distance from the torso. • The recommended maximum safe lifting limits when raising a compact object to waist level and close to the torso is 16kg for women and 25kg for men. However, these are only guidelines, and due to individuals having different capabilities, these figures are largely down to an individual's choice, provided they have had manual handling training and are competent. • If the load is to be moved check the route is free from obstacles before starting and	All operatives and staff to have manual handling training every three years			

		use mechanical aids such as stack trucks where possible if applicable. • A load is classified as double handling if it is of irregular shape, obstructs vision, must be manhandled around staircases or other obstructions or if a person doesn't feel confident lifting it.				
Fire / explosion	All operatives in the vicinity could suffer smoke inhalation or burns	• Suitable fire extinguishers/sand buckets to be kept in welfare room and at various points around site if required • No hot works to be carried out without a permit and sign off • Fire risk assessment carried out prior to works commencing • Escape routes, traffic management plan, muster point and importance of signing in book explained at induction and good housekeeping maintained • Use of gas horns to act as fire alarm demonstrated at induction	Supervisor to brief all operatives on first day on emergency arrangements agreed with principal contractor			
Welfare / first aid	Glasses cleaning stations, washing facilities and first aid facilities provide a safer working environment and allow minor cuts and grazes to be dealt with in a hygienic and proper manner	• Principal contractor to provide on-site facilities including • Flushing toilet • Canteen with kettle, microwave and washing facilities	Supervisor to brief operatives on facilities and the maintaining of a clean welfare area			

		• First-aid equipment				
Noise	Operatives and others in the vicinity may suffer temporary or permanent hearing loss from exposure to noise	• Consideration of tools noise output when selecting tools and low-noise tools used where possible • Adequate PPE for noise suppression supplied and used • Operatives tool box talked on noise exposure at induction				
RSIs (Repetitive strain injuries)	Any individual who carries out repetitive tasks may experience pain in various joints and muscle groups.	• Avoid forceful or repetitive tasks where possible • Ensure work area is set up correctly • Avoid arching back or squatting for long periods • Avoid stretching and over reaching				
Electric power	Risk of electric shocks and fire risks including smoke inhalation and burns to people in the vicinity	• Only 110v or cordless power tools allowed on site • 110 power can be received from a generator or a transformer providing an RCD is used • 110v battery chargers are preferred, however mains supply may be used providing an RCD is employed • All chargers, generator and tools to have an in-date PAT test				

		• Leads, tools, plugs and sockets to be visually inspected prior to use				
Hand arm vibration	Exposure to vibration can lead to the development of “vibration white finger” (VWF) and other symptoms	• No tools to be used where exposure levels are at or above the ELV (Exposure Limit Value of 400 points or 5 ms²) • A minimum of palm coated gripper gloves to be worn (EN 388) and work exposure levels in line with tool to be followed • Minimise the length of time vibratory tools and equipment are used in one go by dividing workloads into ten minute slots • All operatives to be given hand arm vibration toolbox talk on induction • Consideration given to minimising vibration levels when selecting new equipment	Supervisors to attend hand arm vibration awareness training every 3 years			
SDS percussion drill/chiseller	Wrist sprains, eye and ear damage can occur if correct precautions are not observed	• Tool and drill or chisel buts to be visually inspected prior to use be fit for purpose and have current PAT certification • Consideration of clothing, hair, cable position and jewellery should be made to ensure that nothing can get caught in moving parts • Safety glasses to be worn to protect eyes from impact damage off moving particles and continued use of tool to be avoided due to vibration and possible HAV injuries				

		• Drill to be removed from cutting surface every 30mm of depth when drilling concrete or masonry to prevent particle blow back • Torque settings to be used to prevent muscular sprains is drill bit stalls				
Power tools	A range of minor, major and possibly fatal injuries can be sustained from moving parts of tools and the substances they are working with	• Tools to be visually inspected prior to use and have current PAT certification • Correct drill bits, saw blades, grinder discs etc… to be used for the job and to be in good condition • No working tool to be forced. i.e. if excessive pressure has to be applied to get a tool to work, the situation has to be reassessed • Correct guards and PPE to be use to prevent impact or cut damage to eyes, face and body. • Consideration of clothing, hair and jewel should be made to ensure that nothing can get caught in moving parts				
Substance Risks						
Brick dust	Irritating to respiratory system and skin	• Correct respiratory and eye PPE for the task and gripper gloves				
Cream Cleaner	There may be irritation to eyes on contact and respiratory irritation	• Follow manufacturer's instructions and use guidance set out in COSHH Assessment				
Expanding Foam	May cause irritation and sensitisation to contact points, irritation to eyes and respiratory system	• Follow manufacturer's instructions and use guidance set out in COSHH Assessment • Avoid contact with the skin				

Expanding Foam Fire Rated	May cause irritation and sensitisation to contact points, irritation to eyes and respiratory system	• Follow manufacturer's instructions and use guidance set out in COSHH Assessment • Avoid contact with the skin				
Glass Cleaner	May cause eye irritation on contact	• Follow manufacturer's instructions and use guidance set out in COSHH Assessment				
Silicone sealant	May cause skin, eye and respiratory irritation	• Follow manufacturer's instructions and use guidance set out in COSHH Assessment .				
Solvent Cleaner	Harmful by inhalation, in contact with skin and if swallowed, irritating to eyes and respiratory system, may cause lung damage if swallowed	• Follow manufacturer's instructions and use guidance set out in COSHH Assessment				

02) Risk awareness for areas where asbestos could potentially be discovered

Please note that this Risk Assessment is designed to make you aware of areas where asbestos could potentially be within your work environment.

It is not an exhaustive list, but is designed as a guide to help you remember which products may contain asbestos in your work environment, and consequently which products shouldn't be disturbed.

Any industrial or residential building, built or refurbished before the year 2000 may contain asbestos, and, if you suspect that you've discovered asbestos, stop work immediately and inform a supervisor or manager.

In this document AIB is the acronym for Asbestos Insulation Board

Potential hazards	**Where this may be found**
Asbestos cement downpipes and gutters	Found on roof lines and between roof and gutter

	If unpainted it is usually easy to spot by its colour If painted, it looks like a cast iron product
Asbestos cement soil and vent pipes. Residential	Usually on exterior of building but may be internal especially on maisonettes, flats and Town Houses. If unpainted it is usually easy to spot by its colour If painted, it looks like a cast iron product
Asbestos cement soil and vent pipes. Commercial	Usually on interior of tall buildings as no access equipment is needed to service or maintain but may be externally fitted If unpainted it is usually easy to spot by its colour If painted, it looks like a cast iron product
Asbestos cement flue pipes. Residential	Flue pipes usually take the shortest route from boiler to exterior either through a wall or the roof space Usually left unpainted when exiting through roof so easier to spot Often boxed in or painted internally
Asbestos cement flue pipes. Commercial	Flue pipis have to carry exhaust gas from a boiler room to the outside, and by the nature of commercial buildings, they can have complex designs Often spray coated, painted or boxed in If boxed in the material usually used is asbestos cement sheets Any boxing in may have been decorated as building has been maintained
Asbestos cement vent pipes	Mainly used in commercial buildings to transport cooled air in air conditioning systems Almost always boxed in, sometimes with asbestos cement sheets

	Any boxing in may have been decorated as building has been maintained
Textured decorative coatings	Artex is the main culprit and the only way to tell if it contains asbestos is to get it tested Found on both ceilings and walls
AIB ceiling tiles	Mainly found in commercial buildings and offices due to being able to hide cables above ceiling tray Rarely found in residential buildings as most has been removed due to going out of fashion
Asbestos cement water tanks	Usually found in roof spaces
Bakelite	Toilet cisterns and seats, old light fittings and switches and many other components Looks like plastic, and is usually dark brown or black and contains asbestos
Sprayed coatings	Mainly found in commercial buildings as most homes have plastered walls Sprayed coatings were used on walls, ceilings and beams as a fire retardant and insulator
Lagging	Used as an insulation material on pipes in both residential and commercial properties Also used on boilers, but this was mainly the larger commercial type
AIB bath panels	End and side panels for baths May have been decorated, tiled or cladded
AIB backing board	Found behind fuse boxes, consumer boards, behind and around boilers, in airing cupboards and behind fires
Loose fill insulation	Used in all property types as an insulation Can be found in loft spaces, under floor boards and in cavity walls
Vinyl floor tiles and adhesive	Predominantly a 150 x 150mm tile approximately 2mm thick Once a popular choice of flooring for kitchens and bathrooms in residential properties

	Used extensively in commercial properties for most floors and corridors Both the tile and adhesive may contain asbestos May be hidden under newer floor coverings
AIB in partition walls and fire doors	Used as a fire stop inside of both products
Asbestos cement roofs	Usually corrugated panelled roofs that are bolted or screwed to joists Are brittle and fragile and were popular for farm out buildings as well as garage and commercial roofs
Roofing felt	Used for most flat roof applications and sometimes under shingles Mainly used from the early 1900's to early 1980's
Soffits	Either AIB of asbestos cement board Uses as a soffit and may be ventilated or whole May be painted to match surrounding timbers
Window panels	Found in all building types both interior and exterior Where a window frame is high level to floor but there is only glass in the top half The bottom half is often painted on the outside and decorated or plastered on the inside
Textiles	Ironing board fabric, oven gloves, heat mats, fire blankets aprons. The list goes on Any old fabric that has heat resistant properties is suspect
Gaskets, seals and paper	Often used in boilers and as seals on wood burners Paper also used as liner for floorings and roof coverings may be hidden under existing floor coverings

03) Method statement for rainwater goods

Scope of Works

This method statement describes the work process for the following

1) Start of works
2) Fit rainwater goods
3) Finishing

Step by step process

Start of works

1) Read relevant risk and COSHH assessment, and follow guidelines for the correct PPE.
2) Sheet up and protect work area and surrounding, including signage and barriers as required.
3) Visually inspect work area and only begin works if it is a safe working environment.
4) Cordon off work area if required to do so.
5) Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.
6) Check any electrical or hand tools for damage or faults, faulty or damaged tools must be removed from service immediately.
7) Do not leave tools and equipment unattended at any time.

Fit rainwater goods

1) Determine the highest point of the gutter and fit a gutter bracket near the top of the fascia board using 2 nr screws to prevent it twisting.
2) Determine the lowest point of the gutter, usually where a funning outlet will be situated, and fit a gutter bracket using 2 nr screws to prevent it twisting that allows a slight fall of 10mm in every 6 meters.
3) Attach a taught string line between the two brackets.
4) Continue fitting brackets along the length of the line at 600mm centres.
5) Remove the string line and clip gutter into place.
6) Fit stop ends and jointers as required ensuring the gutter is fully inserted into the fitting to the stop line.
7) Mark and cut the gutter where it joins the running outlet, attach the outlet to the gutter then screw the outlet to the fascia board.
8) Use socket and spigot fittings to form a swan neck if required ensuring the highest point always goes inside the lower point and not the other way round.

9) Once swan neck is formed, secure in place with 16mm stainless steel screws.
10) Check the outlet type (shoe, flush, into drain cover or rainwater adaptor), as this will determine downpipe length.
11) Cut downpipe to length and secure with down pipe brackets every 1200mm
12) Fit shoe or adaptor as required.

Finishing

1) All tools and equipment will be cleared to secure storage at the end of each shift
2) Staff will leave area clean and tidy at end of shift

4) Method statement for UPVC doors

Scope of Works
This method statement describes the work process for the following

1) Start of works
2) Remove existing timber door and frame
3) Remove existing UPVC door and frame
4) Fit new door and frame
5) Setting and sealing
6) Finishing

Step by step process

Start of works

1) Read relevant risk and COSHH assessment, and follow guidelines for the correct PPE.
2) Sheet up and protect work area and surrounding, including signage and barriers as required.
3) Visually inspect work area and only begin works if it is a safe working environment.
4) Cordon off work area if required to do so.
5) Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.
6) Check any electrical or hand tools for damage or faults, faulty or damaged tools must be removed from service immediately.
7) Do not leave tools and equipment unattended at any time.

Remove existing timber door and frame

1) Check the measures of existing opening and new door frame sizes ensuring to add on 30mm for cill plus any additional knock-on sizes that are specified.
2) Check that lintels have been fitted if specified.
3) Unscrew existing door working from bottom hinge to top and cart away.
4) Cut through and remove any existing silicone or mastic between frame and brickwork.
5) Use a reciprocating saw to cut through existing fixings.
6) Use reciprocating saw to cut through one of the door jambs.
7) Lever out door frame starting with the jamb you've just cut.

Remove existing UPVC door and frame

1) Check the measures of existing opening and new door frame sizes ensuring to add on 30mm for cill plus any additional knock-on sizes that are specified.
2) Check that lintels have been fitted if specified.
3) Unscrew existing door working from bottom hinge to top and cart away.
4) Cut through and remove any existing silicone or mastic between frame and brickwork.
5) Unscrew anchor bolts.
6) Working from the corners of the frame, use a block of wood and hammer to tap out the door frame

Fitting new door and frame

1) With the new door in a horizontal position, remove new door from its frame by following manufacturer's instructions to release hinges off hinge pins, bearing in mind that you will need 30mm clearance room to refit the door in sittu.
2) Cut new cill to size and attach to frame using a bead of silicone to rear lip and mechanical fixings as per manufacturer's instructions.
3) Clean off existing concrete/brickwork where new cill will sit and ensure that there are no obstructions, sealant, fixings etc on the door opening.
4) Place door frame into opening and use packers to level cill.
5) Working on the hanging jam, ensure that it is upright, then starting 150mm from corner welds and drill about every 300mm into brick and not mortar line using recommended drill bit for fixings.
6) Starting from the bottom, begin inserting anchor bolts, use packers to ensure jamb is level then tighten fixings ensuring not to over tighten or bow frame.
7) Repeat process with locking jamb.

Setting and sealing

1) Toe and heel any door panels or glazing units.
2) Follow manufacturer's instructions to adjust door hinges as required.
3) Adjust compression cams as required to achieve even gasket compression and smooth operation of locking mechanism.
4) Seal door frame to wall with white silicone sealant.

Finishing

1) All tools and equipment will be cleared to secure storage at the end of each shift
2) Staff will leave area clean and tidy at end of shift

5) Method statement for soffits and fascia

Scope of Works

This method statement describes the work process for the following

1) Start of works
2) Remove existing gutter, soffit and fascia
3) Fit soffit and fascia
4) Fit bargeboards and box ends
5) Eaves vents, guttering and roof tiles
6) Finishing

Step by step process

Start of works

1) Read relevant risk and COSHH assessment, and follow guidelines for the correct PPE.
2) Sheet up and protect work area and surrounding, including signage and barriers as required.
3) Visually inspect work area and only begin works if it is a safe working environment.
4) Cordon off work area if required to do so.
5) Check scaffold and access equipment has been signed off.
6) Check that any asbestos soffit or other has been removed and the building has been signed off.
7) Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.
8) Check any electrical or hand tools for damage or faults, faulty or damaged tools must be removed from service immediately.
9) Do not leave tools and equipment unattended at any time.

Remove existing gutter, soffit and fascia.

1) Clear out guttering of moss/vegetation to reduce weight. Unclip and pass down scaffolding.
2) Unscrew gutter brackets, surface mounted fixtures where possible or remove with pliers or hammer and chisel.
3) Remove first row of roof tiles and cut back felt/membrane to just behind existing fascia position.
4) Cut through any mastic or sealant between soffit and fascia or soffit and wall.
5) Remove soffit band fascia with a pry bar and a block of wood to protect brickwork.

Fit soffit and fascia.

1) Cut the soffit board to length and width allowing a 10mm expansion gap for each 5 meter length.

2) Slide soffit board between wall and rafter and fit timber packers should there be a gap between board and rafter.
3) Fix front of board with polly pins, ensuring that pins are a minimum of 30mm from edge of board and that packers are used to keep the front edge is level.
4) Gut fascia board to length and width allowing a 10mm expansion gap for each 5 meter length.
5) Fit fascia to rafters by double nailing to top and bottom of rafter end, ensuring that the soffit board fits snuggly into the fascia's rear rebate.
6) Brush brickwork where soffit board joins. Clean soffit with solvent cleaner then seal to wall with silicone.

Fitting barge boards and box ends

1) Use an adjustable bevel to determine the ridge and hip angles then cut boards to size allowing a 10mm expansion gap for each 5-meter board.
2) Fit tantalised timber packer to rafter then fit boards on top of packer with polly pins.
3) Create a ladder rack box section and securely fix to brickwork ensuring the corners are level horizontally and vertically.
4) Clad timbers with soffit and fascia and fit corner trims.
5) Repoint wet verge if required.
6) Brush brickwork where soffit board joins. Clean soffit with solvent cleaner then seal to wall with silicone.

Eaves vents, guttering and roof tiles

1) Clip the eaves vents on top of the fascia board and secure with manufacturers recommended fixings.
2) Starting from the high point furthest away from the running outlet fix a gutter bracket near the top of the fascia board. The height position of gutter brackets may be determined by adjoining guttering.
3) Mark the downpipe position and fit the running outlet directly in line with it, no more than 50mm below the level of the roof tiles.
4) Set a taught string line between the gutter bracket and running outlet and use a spirit level to ensure the guttering does not run uphill.
5) Ideally a slight fall of 10mm to every 6m of guttering is preferable as this will encourage good water flow. However, if this is not achievable the guttering can be fitted horizontally.
6) Use the line to set the height for fitting the remainder of the brackets bearing in mind that there must be brackets 150mm either side of a fitting and that they should be spaced evenly at a maximum distance of 800mm.
7) Fit swan necks and stop ends then water test guttering for leaks, flow direction and water collection.
8) Fit the replacement eaves felt under the existing and overlapping into the guttering.
9) Replace the first course of tiles previously removed.

Finishing

1) All tools and equipment will be cleared to secure storage at the end of each shift
2) Staff will leave area clean and tidy at end of shift

6) Method statement for UPVC windows

Scope of Works
This method statement describes the work process for the following

1) Start of works
2) Remove existing windows
3) Fitting new windows
4) Finishing

Step by step process

Start of works

1) Read relevant risk and COSHH assessment, and follow guidelines for the correct PPE.
2) Sheet up and protect work area and surrounding, including signage and barriers as required.
3) Visually inspect work area and only begin works if it is a safe working environment.
4) Cordon off work area if required to do so.
5) Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.
6) Check any electrical or hand tools for damage or faults, faulty or damaged tools must be removed from service immediately.
7) Do not leave tools and equipment unattended at any time.

Remove existing windows

1) Check the measures of existing opening and new window frame sizes ensuring to add on 30mm for cill plus any additional knock-on sizes that are specified.
2) Check that lintels have been fitted if specified.
3) If the window is single glazed, fit glass safety film by pressing into place. Then smash out window with hammer and dispose of immediately. Note: Although all glass will need safety film applying only fixed units need the glass removing.
4) If window is a glazed unit, remove glazing beads, take out glazed unit and dispose of immediately. Note: Glazed units only need removing on opening sashes if the weight of the unit is an issue.
5) Use a screwdriver or pry bar remove opening sashes.
6) Cut through internal and external sealants that join the window to the building.
7) For metal or timber window frames use a reciprocating saw to cut through transoms and mullions as required to facilitate safe removal of window.
8) For UPVC windows, locate and remove the anchor bolts, and knock the window out using a block and hammer.
9) Clean off all brick work ready to receive the new frame.

Fitting new window

1) Measure, mark and cut cill as required taking into account horned brickwork and fit the end caps.
2) Fit cill in position using either packers or rapid set mortar as required, so that the cill up stand is tight against the plaster line.
3) Fix the cill to the brickwork using manufacturers recommended fixings at 150mm from corner welds and every 600mm thereafter.
4) Remove and mark glazing beads.
5) Run a bead of silicone along the back lip of cill and offer up window wedging in place with packers and secure frame to cill using manufacturers recommended fixings.
6) Fix window using manufacturers recommended fixings at 150mm from corner welds and every 600mm thereafter, ensuring that packers are fitted as fixings are tightened to maintain plumb jambs.
7) Trim any corner welds that are protruding and may pop the glazed unit.
8) Fit glazing bridges and packers into openings as per manufacturer's instructions.
9) Offer the glazed unit into position ensuring that glass is facing in the correct direction, square up and wedge in place with packers.
10) Check squareness of window by corner weld positions and adjust if required.
11) Refit glazing beads as per manufacturer's instructions.
12) Remove protective coatings and stickers from window and clean with solvent.
13) Silicone seal window to brickwork and plaster line.

Finishing

1) All tools and equipment will be cleared to secure storage at the end of each shift
2) Staff will leave area clean and tidy at end of shift

7) Method statement for mitre adhesive

COSHH Assessment for mitre adhesive

Substance / material	Mitre Adhesive (Superglue)																	
Suppliers address and phone number	Siroflex Ltd, Dodworth Business Park, Dodworth, Barnsley. South Yorkshire. S75 3SP. +44 (0) 1226 771600																	
Contents / ingredients of product	Ethyl-2-Cyanoacrylate. (Ethylcyanoacrylate) 80-90%, 1,2-Dihydroxybenzene (Pyrocatechol) 0-0.1%								**Is there a work exposure limit**	Yes	☒	No	☐	**Duration**	8 Hrs			
Where the product's used	Outside	☒	Inside well ventilated	☒	Inside poorly ventilated	☒	Confined space	☐										
How the products used	Mixing	☐	Pouring	☐	Spraying	☒	Brushing	☒	Applying by hand / hand tools	☒	Loading out	☐						
Product hazard levels	High	☐	Medium	☒	Low	☐	**Product state**	Solid	☐	Liquid	☒	Gas	☐					

Flammable	Oxidising	Gas under pressure	Explosive	Very toxic	Corrosive	Serious health hazard	Health hazard/irritant	Danger to environment
								
☐	☐	☐	☐	☐	☐	☐	☒	☐

PPE	Gloves	Glasses	Goggles	Face shield	Footwear	PPE Clothes	Dust mask	FFP2 mask	FFP3 mask	Respirator	Noise
											
Outside	☒	☒	☐	☐	☒	☐	☐	☐	☐	☐	☐

Inside well ventilated	☒	☒	☐	☐	☒	☐	☐	☐	☐	☐	☐
Inside poorly ventilated	☒	☒	☐	☐	☒	☐	☐	☒	☐	☐	☐
Confined space	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Is the substance hazardous to health when:

Breathed in	☒	Swallowed	☒	In contact with skin	☒	In contact with eyes	☒	Other. Please specify
---	---	---	---	---	---	---	---	---

Health risks: May cause skin, eye and respiratory irritation, dizziness and drowsiness.
Skin contact: Will cause irritation to skin and almost immediately after contact a hard layer of adhesive will form.
Eye contact: There may be irritation and redness. The eyes may water profusely.
Ingestion: There may be soreness and redness of the mouth and throat. Nausea and stomach pain may occur.
Inhalation: There may be irritation of the throat with a feeling of tightness in the chest, drowsiness and dizziness.

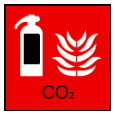
First aid and emergency measures:

						
Emergency servics	First aider	First aid box	Shower	Eye wash	Wash affected area	Boot wash
☐	☐	☐	☐	☒	☒	☐

First aid details:
After significant accidental inhalation: Remove casualty from exposure ensuring one's own safety whilst doing so. Keep casualty in a safe environment where there is fresh air.
After contact with eyes: Do not rub eyes, as additional cornea damage is possible by mechanical stress. Remove any contact lenses and open the eyelid(s) widely to flush eye(s) immediately by thoroughly rinsing with plenty of clean water for at least 20 minutes. If possible, use isotonic water (0.9% NaCl). Contact a specialist of occupational medicine or an eye specialist.
After skin contact: Wipe off with copious amounts of warm soap and water.

After significant accidental ingestion: Wash out mouth with water. Do not induce vomiting. Immediately consult a physician.

Spillage and environmental:
Not regarded as dangerous for the environment or as an aquatic/marine pollutant.
Mobility: Store in cool, well-ventilated area. Keep container tightly closed.
Accidental release: Runoff or release to sewer, waterway or ground is forbidden. Absorb with liquid-binding material (sand, diatomite, acid binders, universal binders, sawdust) and place in containers. Containers must then be properly labelled with correct contents and hazard symbol.

					
Water	Carbon Dioxide	Dry powder	Foam	Fire blanket	Raise alarm
☐	☒	☐	☐	☐	☐

Fire details:
Use Carbon Dioxide.
In combustion emits toxic and obnoxious fumes.
Fire fighters to wear suitable respiratory equipment when necessary.

8) COSHH assessment mitre adhesive activator

COSHH Assessment for mitre adhesive activator

Substance / material	Mitre Adhesive Activator																		
Suppliers address and phone number	Siroflex Ltd, Dodworth Business Park, Dodworth, Barnsley. South Yorkshire. S75 3SP. +44 (0) 1226 771600																		
Contents / ingredients of product	Low boiling Point Hydrogen Treated Naphtha-aphtha (Petroleum) Hydrotreated Light 10-30%, Pro-pane 10-30%, Butane/Isobutane 10-30%, Hezane-norrm 1-5%, N,N-Dimethyl-Para-Toluidine <1%								**Is there a work exposure limit**	Yes	☒	No	☐	**Duration**	8 Hrs			
Where the product's used	Outside	☒	Inside well ventilated	☒	Inside poorly ventilated	☐	Confined space	☐											
How the products used	Mixing	☐	Pouring	☐	Spraying	☒	Brushing	☐	Applying by hand / hand tools	☐	Loading out	☐							
Product hazard levels	High	☐	Medium	☒	Low	☐	**Product state**	Solid	☐	Liquid	☒	Gas	☐						

Flammable	Oxidising	Gas under pressure	Explosive	Very toxic	Corrosive	Serious health hazard	Health hazard/irritant	Danger to environment
								
☒	☐	☐	☐	☐	☐	☐	☒	☒

PPE	Gloves	Glasses	Goggles	Face shield	Footwear	PPE Clothes	Dust mask	FFP2 mask	FFP3 mask	Respirator	Noise
											
Outside	☒	☒	☐	☐	☒	☐	☐	☒	☐	☐	☐

Inside well ventilated	☒	☒	☐	☐	☒	☐	☐	☒	☐	☐	☐
Inside poorly ventilated	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Confined space	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Is the substance hazardous to health when:

Breathed in	☒	Swallowed	☒	In contact with skin	☒	In contact with eyes	☒	Other. Please specify
---	---	---	---	---	---	---	---	---

Health risks: Prolonged and repeated contact with solvents over a long period may lead to permanent health problems. The severity of the symptoms described will vary dependant of the concentration and the length of exposure. Organic solvents may depress the central nervous system causing dizziness and intoxication, and at very high concentrations unconsciousness and death.
Skin contact: Prolonged skin contact may cause redness and irritation.
Eye contact: There may be irritation and redness. The eyes may water profusely.
Ingestion: Fumes from the stomach contents may be inhaled resulting in the same symptoms as inhalation. May cause nausea, headache, dizziness and intoxication. Nausea and stomach pain may occur.
Inhalation: In case of overexposure, organic solvents may depress the central nervous system causing dizziness and intoxication, and at very high concentrations unconsciousness and death.

First aid and emergency measures:

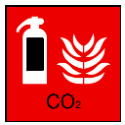
						
Emergency servics	First aider	First aid box	Shower	Eye wash	Wash affected area	Boot wash
☒	☐	☐	☐	☒	☒	☐

First aid details:
After significant accidental inhalation: Remove casualty from exposure ensuring one's own safety whilst doing so. Keep casualty in a safe environment where there is fresh air until narcotizing effect has worn off. Seek medical attention if systems persist.

After contact with eyes: Do not rub eyes, as additional cornea damage is possible by mechanical stress. Remove any contact lenses and open the eyelid(s) widely to flush eye(s) immediately by thoroughly rinsing with plenty of clean water for at least 20 minutes. If possible, use isotonic water (0.9% NaCl). Contact a specialist of occupational medicine or an eye specialist.
After skin contact: Wipe off with copious amounts of warm soap and water. Seek medical attention if discomfort persists.
After significant accidental ingestion: Wash out mouth with water. Do not induce vomiting. If symptoms persist get immediate medical help.

Spillage and environmental:
Mobility: Store in cool, well-ventilated area. Keep container tightly closed.
Accidental release: On large-scale release absorb with liquid-binding material (sand, diatomite, acid binders, universal binders, sawdust) and place in containers. Containers must then be properly labelled with correct contents and hazard symbol.
On small-scale release the product will probably have evaporated in the time it takes to get a spill kit out.

Water ☐



Carbon Dioxide ☒

Dry powder ☐

Foam ☐


Fire blanket ☐


Raise alarm ☐

Fire details:
Use Carbon Dioxide, Foam, Dry Powder or water spray. Do not use water jet.
Thermal decomposition or combustion may liberate carbon oxides and other toxic gases or vapours.
Extremely flammable. Forms explosive mixtures with air. May explode in a fire. Vapours are heavier than air and may spread near ground to sources of ignition.
Fire fighters to wear suitable respiratory equipment when necessary.

9) COSHH assessment for cream cleaner

COSHH Assessment for cream cleaner

Substance / material	Cream Cleaner																		
Suppliers address and phone number	Selden Research Limited, Staden Lane Business Park, Staden Lane, Buxton, Derbyshire. SK17 9RZ. 01298 26226																		
Contents / ingredients of product	Alcohol Ethoxylate 1-5%									**Is there a work exposure limit**	Yes	☐	No	☒	**Duration**				
Where the product's used	Outside	☒	Inside well ventilated	☒	Inside poorly ventilated	☒	Confined space	☒											
How the products used	Mixing	☐	Pouring	☐	Spraying	☐	Brushing	☐	Applying by hand / hand tools	☒	Loading out	☐							
Product hazard levels	High	☐	Medium	☐	Low	☒	**Product state**		Solid	☐	Liquid	☒	Gas	☐					

Flammable	Oxidising	Gas under pressure	Explosive	Very toxic	Corrosive	Serious health hazard	Health hazard/irritant	Danger to environment
								
☐	☐	☐	☐	☐	☐	☐	☐	☐

PPE	Gloves	Glasses	Goggles	Face shield	Footwear	PPE Clothes	Dust mask	FFP2 mask	FFP3 mask	Respirator	Noise
											
Outside	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Inside well ventilated	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Inside poorly ventilated	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Confined space	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Is the substance hazardous to health when:

Breathed in	☐	Swallowed	☐	In contact with skin	☐	In contact with eyes	☒	Other. Please specify

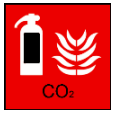
Health risks: There may be irritation to eyes on contact and respiratory irritation.
Skin contact: No known effects.
Eye contact: There may be irritation and redness. The eyes may water.
Ingestion: There may be soreness and redness of the mouth and throat.
Inhalation: There may be irritation of the throat with a feeling of tightness in the chest.

First aid and emergency measures:

						
Emergency servics	First aider	First aid box	Shower	Eye wash	Wash affected area	Boot wash
☐	☐	☐	☐	☒	☒	☐

First aid details:
After significant accidental inhalation: Non applicable.
After contact with eyes: Do not rub eyes, as additional cornea damage is possible by mechanical stress. Remove any contact lenses and open the eyelid(s) widely to flush eye(s) immediately by thoroughly rinsing with plenty of clean water for at least 15 minutes. If possible, use isotonic water (0.9% NaCl). Contact a specialist of occupational medicine or an eye specialist.
After skin contact: Wash skin thoroughly with soap and water as soon as reasonably practicable. Seek medical advice if skin becomes red, swollen or painful.
After significant accidental ingestion: Wash out mouth with water.

Spillage and environmental:
Not regarded as dangerous to the environment.
Mobility: Store in an upright position and ensure container is tightly closed.
Accidental release: Mop up and dilute residue with water.

					
Water	Carbon Dioxide	Dry powder	Foam	Fire blanket	Raise alarm
☒	☒	☒	☒	☒	☐

Fire details:

This product is not flammable. Use fire-extinguishing media appropriate for surrounding materials.

10) COSHH assessment for expanding foam

COSHH Assessment for expanding foam

Substance / material	Expanding Foam																	
Suppliers address and phone number	Soudal N.V. Everdongenlaan 18-20, B-2300 Turnhout. +32 14 42 42 31 24h/24h: +32 14 58 45 45 (BIG) (NL, EN, FR, DE)																	
Contents / ingredients of product	Polymethylene Polyphenyl Isocyanate (-) >25%, 4,4'-Methylenediphenyl Diisocyanate 10-25%, Alkanes, C14-17, Chloro 1-20%, Dimethyl Ether 1-10%, Propane 1-10%, Isobutene 1-20%								**Is there a work exposure limit**	Yes	☒	No	☐	**Duration**	8 Hrs			
Where the product's used	Outside	☒	Inside well ventilated	☒	Inside poorly ventilated	☒	Confined space	☐										
How the products used	Mixing	☐	Pouring	☐	Spraying	☒	Brushing	☐	Applying by hand / hand tools	☒	Loading out	☐						
Product hazard levels	High	☐	Medium	☒	Low	☐	**Product state**	Solid	☐	Liquid	☒	Gas	☐					

Flammable	Oxidising	Gas under pressure	Explosive	Very toxic	Corrosive	Serious health hazard	Health hazard/irritant	Danger to environment
								
☒	☐	☐	☐	☐	☐	☐	☒	☒

PPE	Gloves	Glasses	Goggles	Face shield	Footwear	PPE Clothes	Dust mask	FFP2 mask	FFP3 mask	Respirator	Noise
											

Outside	☒	☒	☐	☐	☒	☐	☐	☐	☐	☐	☐
Inside well ventilated	☒	☒	☐	☐	☒	☐	☐	☐	☒	☐	☐
Inside poorly ventilated	☒	☒	☐	☐	☒	☐	☐	☐	☒	☐	☐
Confined space	☒	☒	☐	☐	☒	☐	☐	☐	☐	☒	☐

Is the substance hazardous to health when:

Breathed in	☒	Swallowed	☒	In contact with skin	☒	In contact with eyes	☒	Other. Please specify

Health risks: May cause irritation and sensitisation to contact points, irritation to eyes and respiratory system.
Skin contact: May cause sensitisation to contact points.
Eye contact: May cause irritation to eyes.
Ingestion: May cause irritation, nausea, vomiting and diarrhoea.
Inhalation: May cause irritation to respiratory system.

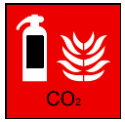
First aid and emergency measures:

						
Emergency servics	First aider	First aid box	Shower	Eye wash	Wash affected area	Boot wash
☒	☐	☐	☐	☒	☒	☐

First aid details:
After significant accidental inhalation: Remove casualty from exposure ensuring one's own safety whilst doing so. Keep casualty in a safe environment where there is fresh air until effect has worn off. Seek medical attention if symptoms persist.

After contact with eyes: Do not rub eyes, as additional cornea damage is possible by mechanical stress. Remove any contact lenses and open the eyelid(s) widely to flush eye(s) immediately by thoroughly rinsing with plenty of clean water for at least 15 minutes. If possible, use isotonic water (0.9% NaCl). Contact a specialist of occupational medicine or an eye specialist.
After skin contact: Wash copiously with soap and water - remove contaminated clothing, including shoes and launder before re-use. If skin irritation develops seek immediate medical attention.
After significant accidental ingestion: Wash out mouth with water and obtain medical attention urgently.

Spillage and environmental:
Mobility: Store in an upright position and ensure container is tightly closed.
Accidental release: Extinguish all ignition sources. Avoid sparks, flames, heat and smoking. Allow to cure, and remove mechanically. Transfer to a closable, labelled salvage container for disposal by an appropriate method.

					
Water	Carbon Dioxide	Dry powder	Foam	Fire blanket	Raise alarm
☒	☒	☒	☒	☐	☐

Fire details:
Use Powder, Carbon dioxide (CO2), Foam or Water spray. DO NOT USE full water jet.

Containers close to fire should be removed or cooled with water. Use water to keep fire exposed containers cool and disperse vapours.
Beware, risk of formation of toxic and corrosive gases. Hydrogen cyanide (HCN), Hydrogen chloride (HCl), Nitrogen oxides (NOx).
Use self-contained breathing apparatus.

11) COSHH assessment for expanding foam (fire rated)

COSHH Assessment for fire rated expanding foam.

Substance / material	Expanding Foam (Fire rated)																	
Suppliers address and phone number	Henkel Consumer Adhesives, Road 5, Winsford Industrial Estate, Winsford, Cheshire. CW7 3QY 01606 593933																	
Contents / ingredients of product	Dimethylether 10-30%, Diphenylmethane-4,4'-Di-Isocyanate 10-30%								**Is there a work exposure limit**	Yes	☐	No	☒	**Duration**				
Where the product's used	Outside	☒	Inside well ventilated	☒	Inside poorly ventilated	☒	Confined space	☒										
How the products used	Mixing	☐	Pouring	☐	Spraying	☒	Brushing	☐	Applying by hand / hand tools	☒	Loading out	☐						
Product hazard levels	High	☐	Medium	☒	Low	☐	**Product state**	Solid	☐	Liquid	☒	Gas	☐					

Flammable	Oxidising	Gas under pressure	Explosive	Very toxic	Corrosive	Serious health hazard	Health hazard/irritant	Danger to environment
								
☒	☐	☐	☐	☐	☐	☐	☒	☒

PPE	Gloves	Glasses	Goggles	Face shield	Footwear	PPE Clothes	Dust mask	FFP2 mask	FFP3 mask	Respirator	Noise
											
Outside	☒	☒	☐	☐	☒	☐	☐	☐	☐	☐	☐

Inside well ventilated	☒	☒	☐	☐	☒	☐	☐	☐	☐	☐	☐
Inside poorly ventilated	☒	☒	☐	☐	☒	☐	☐	☐	☒	☐	☐
Confined space	☒	☒	☐	☐	☒	☐	☐	☐	☐	☒	☐

Is the substance hazardous to health when:

Breathed in	☒	Swallowed	☒	In contact with skin	☒	In contact with eyes	☒	Other. Please specify
---	---	---	---	---	---	---	---	---

Health risks: May cause irritation and sensitisation to contact points, irritation to eyes and respiratory system.
Skin contact: May cause sensitisation to contact points.
Eye contact: May cause irritation to eyes.
Ingestion: May cause irritation, nausea, vomiting and diarrhoea.
Inhalation: May cause irritation to respiratory system.

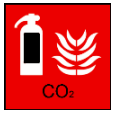
First aid and emergency measures:

						
Emergency servics	First aider	First aid box	Shower	Eye wash	Wash affected area	Boot wash
☒	☐	☐	☐	☒	☒	☐

First aid details:
After significant accidental inhalation: Remove casualty from exposure ensuring one's own safety whilst doing so. Keep casualty in a safe environment where there is fresh air until effect has worn off. Seek medical attention if symptoms persist.
After contact with eyes: Do not rub eyes, as additional cornea damage is possible by mechanical stress. Remove any contact lenses and open the eyelid(s) widely to flush eye(s) immediately by thoroughly rinsing with plenty of clean water for at least 15 minutes. If possible, use isotonic water (0.9% NaCl). Contact a specialist of occupational medicine or an eye specialist.

After skin contact: Wash copiously with soap and water - remove contaminated clothing, including shoes and launder before re-use. If skin irritation develops seek immediate medical attention.
After significant accidental ingestion: Wash out mouth with water and obtain medical attention urgently.

Spillage and environmental:
Mobility: Store in an upright position and ensure container is tightly closed.
Accidental release: Extinguish all ignition sources. Avoid sparks, flames, heat and smoking. Allow to cure, and remove mechanically. Transfer to a closable, labelled salvage container for disposal by an appropriate method.

					
Water	Carbon Dioxide	Dry powder	Foam	Fire blanket	Raise alarm
☒	☒	☒	☒	☐	☐

Fire details:
Use Powder, Carbon dioxide (CO2), Foam or Water spray. DO NOT USE full water jet.

Containers close to fire should be removed or cooled with water. Use water to keep fire exposed containers cool and disperse vapours.
Beware, risk of formation of toxic and corrosive gases. Hydrogen cyanide (HCN), Hydrogen chloride (HCl), Nitrogen oxides (NOx).
Use self-contained breathing apparatus.

.com

12) COSHH assessment for glass cleaner

COSHH Assessment for glass cleaner

Substance / material	Glass Cleaner
Suppliers address and phone number	Mykal Industries Ltd, Farnsworth House, Morris Close, Park Farm Industrial Estate, Wellingborough, Northants. NN8 6XF. 0044(0)1933 402822

Contents / ingredients of product	Propan-2-OL	**Is there a work exposure limit**	Yes ☒	No ☐	**Duration**	8 Hrs	
Where the product's used	Outside ☒	Inside well ventilated ☒	Inside poorly ventilated ☒	Confined space ☐			
How the products used	Mixing ☐	Pouring ☐	Spraying ☒	Brushing ☐	Applying by hand / hand tools ☒	Loading out ☐	
Product hazard levels	High ☐	Medium ☐	Low ☒	**Product state**	Solid ☐	Liquid ☒	Gas ☐

Flammable	Oxidising	Gas under pressure	Explosive	Very toxic	Corrosive	Serious health hazard	Health hazard/irritant	Danger to environment
☐	☐	☐	☐	☐	☐	☐	☐	☐

PPE	Gloves	Glasses	Goggles	Face shield	Footwear	PPE Clothes	Dust mask	FFP2 mask	FFP3 mask	Respirator	Noise
Outside	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐

Inside well ventilated	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
Inside poorly ventilated	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
Confined space	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐

Is the substance hazardous to health when:

Breathed in	☐	Swallowed	☐	In contact with skin	☐	In contact with eyes	☐	Other. Please specify

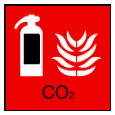
Health risks: May cause eye irritation on contact.
Skin contact: No hazard.
Eye contact: There may be irritation and redness. The eyes may water profusely.
Ingestion: Non applicable in small quantities.
Inhalation: Non applicable in small quantities.

First aid and emergency measures:

						
Emergency servics	First aider	First aid box	Shower	Eye wash	Wash affected area	Boot wash
☐	☐	☐	☐	☐	☒	☐

First aid details:
After significant accidental inhalation: No hazard.
After contact with eyes: Do not rub eyes, as additional cornea damage is possible by mechanical stress. Remove any contact lenses and open the eyelid(s) widely to flush eye(s) immediately by thoroughly rinsing with plenty of clean water for at least 15 minutes. If possible, use isotonic water (0.9% NaCl).
After skin contact: Wash the affected skin with soap and water.
After significant accidental ingestion: Non applicable in small quantities.

Spillage and environmental:
Mobility: Store in cool, well-ventilated area. Keep container tightly closed.
Accidental release: Hose away with plenty of water. No environmental issues.

					
Water	Carbon Dioxide	Dry powder	Foam	Fire blanket	Raise alarm
☐	☐	☐	☐	☐	☐

Fire details:
Product is non-flammable and compatible with water, foam, carbon dioxide and dry powder extinguishers. Suitable extinguishing media for the surrounding fire should be used.

13) COSHH assessment for silicone sealant

COSHH Assessment for silicone sealant

Substance / material	Silicone Sealant																		
Suppliers address and phone number	Siroflex Limited, Dodworth Business Park, Dodworth, Barnsley, South Yorkshire. S75 3SP. 01226 771 600																		
Contents / ingredients of product	Distillates (petroleum), hydtrotreated middle 10-<30%, Distillates (petroleum), hydrotreated light 1-<5%									**Is there a work exposure limit**	Yes	☐	No	☒	**Duration**				
Where the product's used	Outside	☒	Inside well ventilated	☒	Inside poorly ventilated	☒	Confined space	☒											
How the products used	Mixing	☐	Pouring	☐	Spraying	☐	Brushing	☐	Applying by hand / hand tools	☒	Loading out	☐							
Product hazard levels	High	☐	Medium	☐	Low	☒	**Product state**	Solid	☐	Liquid	☒	Gas	☐						

Flammable	Oxidising	Gas under pressure	Explosive	Very toxic	Corrosive	Serious health hazard	Health hazard/irritant	Danger to environment
								
☐	☐	☐	☐	☐	☐	☐	☒	☐

PPE	Gloves	Glasses	Goggles	Face shield	Footwear	PPE Cloths	Dust mask	FFP2 mask	FFP3 mask	Respirator	Noise
											
Outside	☒	☒	☐	☐	☒	☐	☐	☐	☐	☐	☐

Inside well ventilated	☒	☒	☐	☐	☒	☐	☐	☐	☐	☐	☐
Inside poorly ventilated	☒	☒	☐	☐	☒	☐	☐	☒	☐	☐	☐
Confined space	☒	☒	☐	☐	☒	☒	☐	☐	☒	☐	☐

Is the substance hazardous to health when:

Breathed in	☒	Swallowed	☒	In contact with skin	☒	In contact with eyes	☒	Other. Please specify
---	---	---	---	---	---	---	---	---

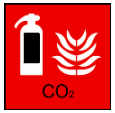
Health risks: May cause skin, eye and respiratory irritation.
Skin contact: There may be irritation and redness at the site of contact.
Eye contact: There may be irritation and redness. The eyes may water profusely.
Ingestion: There may be soreness and redness of the mouth and throat. Nausea and stomach pain may occur. There may be vomiting.
Inhalation: There may be irritation of the throat with a feeling of tightness in the chest.

First aid and emergency measures:

						
Emergency servics	First aider	First aid box	Shower	Eye wash	Wash affected area	Boot wash
☐	☐	☐	☐	☒	☒	☐

First aid details:
After significant accidental inhalation: Remove casualty from exposure ensuring one's own safety whilst doing so.
After contact with eyes: Do not rub eyes, as additional cornea damage is possible by mechanical stress. Remove any contact lenses and open the eyelid(s) widely to flush eye(s) immediately by thoroughly rinsing with plenty of clean water for at least 15 minutes. If possible, use isotonic water (0.9% NaCl). Contact a specialist of occupational medicine or an eye specialist.
After skin contact: Wipe off with tissue and wash contaminated area.
After significant accidental ingestion: Wash out mouth with water. Do not induce vomiting. Consult a physician if symptoms persist.

Spillage and environmental:
Non-toxic.
Mobility: Store in cool, well-ventilated area. Keep container tightly closed
Accidental release: Do not discharge into drains or rivers. Contain the spillage using bunding then, absorb into dry earth or sand. Transfer to a closable, labelled salvage container for disposal by an appropriate method.

					
Water	Carbon Dioxide	Dry powder	Foam	Fire blanket	Raise alarm
☒	☒	☒	☐	☐	☒

Fire details:
No special measures required.

14) COSHH assessment for solvent cleaner

COSHH Assessment for solvent cleaner

Substance / material	Pvc Solvent Cleaner																
Suppliers address and phone number	Everbuild Building Products Ltd, Site 41, Knowsthorpe Way, Cross Green Ind Est, West Yorkshire. LS9 0SW. 0044 113 240 3456																
Contents / ingredients of product	White Spirit, Naptha (Petroleum) 50-70%, 4-Methylpentan-2-one 10-30%, 2-Butoxyethanol 10-30%								**Is there a work exposure limit**	Yes	☒	No	☐	**Duration**	8 Hrs		
Where the product's used	Outside	☒	Inside well ventilated	☒	Inside poorly ventilated	☒	Confined space	☒									
How the products used	Mixing	☐	Pouring	☒	Spraying	☒	Brushing	☒	Applying by hand / hand tools	☐	Loading out	☐					
Product hazard levels	High	☐	Medium	☐	Low	☒	**Product state**	Solid	☐	Liquid	☒	Gas	☐				

Flammable	Oxidising	Gas under pressure	Explosive	Very toxic	Corrosive	Serious health hazard	Health hazard/irritant	Danger to environment
								
☒	☐	☐	☐	☐	☐	☐	☒	☒

PPE	Gloves	Glasses	Goggles	Face shield	Footwear	PPE Clothes	Dust mask	FFP2 mask	FFP3 mask	Respirator	Noise
											

Outside	☒	☒	☐	☐	☒	☐	☐	☐	☐	☐	☐
Inside well ventilated	☒	☒	☐	☐	☒	☐	☐	☒	☐	☐	☐
Inside poorly ventilated	☒	☐	☒	☐	☒	☐	☐	☐	☒	☐	☐
Confined space	☒	☐	☒	☐	☒	☐	☐	☐	☐	☒	☐

Is the substance hazardous to health when:

Breathed in	☒	Swallowed	☒	In contact with skin	☒	In contact with eyes	☒	Other. Please specify

Health risks: Harmful by inhalation, in contact with skin and if swallowed. Irritating to eyes and respiratory system. May cause lung damage if swallowed.
Skin contact: There may be irritation and redness at the site of contact.
Eye contact: There may be irritation and redness. The eyes may water profusely.
Ingestion: There may be soreness and redness of the mouth and throat. Nausea and stomach pain may occur. There may be vomiting.
Inhalation: There may be irritation of the throat with a feeling of tightness in the chest.

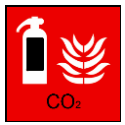
First aid and emergency measures:

						
Emergency servics	First aider	First aid box	Shower	Eye wash	Wash affected area	Boot wash
☐	☐	☐	☐	☒	☒	☐

First aid details:
After significant accidental inhalation: Remove casualty from exposure ensuring one's own safety whilst doing so. Consult a physician.
After contact with eyes: Do not rub eyes, as additional cornea damage is possible by mechanical stress. Remove any contact lenses and open the eyelid(s) widely to flush eye(s) immediately by thoroughly rinsing with plenty of clean water for at least 15 minutes. If possible, use isotonic water (0.9% NaCl). Contact a specialist of occupational medicine or an eye specialist.

After skin contact: Remove all contaminated clothes and footwear immediately unless stuck to skin. Drench the affected skin with running water for 10 minutes or longer if substance is still on skin. Seek medical treatment in all cases of irritation.
After significant accidental ingestion: Wash out mouth with water. Do not induce vomiting. If conscious, give half a litre of water to drink immediately. Consult a physician.

Spillage and environmental:
Readily absorbed into soil. Biodegradable. Toxic to aquatic organisms.
Mobility: Store in cool, well-ventilated area. Keep container tightly closed. Keep away from sources of ignition. Prevent the build-up of electrostatic charge in the immediate area. Ensure lighting and electrical equipment are not a source of ignition.
Accidental release: Do not discharge into drains or rivers. Contain the spillage using bunding then, absorb into dry earth or sand. Transfer to a closable, labelled salvage container for disposal by an appropriate method. Do not use equipment in clean-up procedure which may produce sparks.

					
Water	Carbon Dioxide	Dry powder	Foam	Fire blanket	Raise alarm
☐	☒	☒	☒	☐	☒

Fire details:
Highly flammable. In combustion emits toxic fumes. Forms explosive air-vapour mixture. Vapour may travel considerable distance to source of ignition and flash back.