



Risk assessment and method statement

Glazing and window RAMS

Remove old windows and install new windows and glazing. Pre-filled with typical hazards, controls and sequence: edit it for this site.

PROJECT

SITE ADDRESS			
ACTIVITY		RAMS REFERENCE	
Remove old windows and install new windows and glazing			
CONTRACTOR CARRYING OUT THE WORK		PRINCIPAL CONTRACTOR	
PREPARED BY	APPROVED BY	REVISION	DATE

Revision record

Reissue and rebrief when the sequence, the programme, the team or the conditions change. If you would have written it differently had you known, it needs a new revision.

REV	DATE	WHAT CHANGED	BY

THE WORK

The activity, the place and the people

Pre-filled for this kind of work. Make every line specific to this site: this sequence, this access, these people, this weather.

Scope of the activity

What is being done, and what is not included.

MHSWR REGULATION 3(1)

Remove existing [timber / steel / aluminium / uPVC] windows and glazing to [elevations or rooms] and install new [uPVC / aluminium / timber] frames with [double / triple] glazed sealed units, cills and trims, sealed inside and out. Old frames and glass removed from site. Not included: [list any exclusions].

Location and access

Where on site, how people and materials get there, and the restrictions.

Site access via [gate or front door]. Glass delivered to [area] and stored on A-frames within a barriered area. Upper floor windows fitted from [inside / tower / MEWP / scaffold]. Footpath on [elevation] kept open or closed by agreement. Working hours [08:00 to 17:00].

Programme and interfaces

When the work runs, and who else is working nearby.

CDM REGULATION 15(2)

START DATE

DURATION

WORKING HOURS

INTERFACES WITH OTHER TRADES

Building occupants: [occupied / empty], with [arrangements] for each room. Other trades: [trades], kept outside the work area while frames are out. Scaffolding contractor for any scaffold and handover. Electrician for any alarm sensors in frames.

Documents this RAMS relies on

Survey and schedule of openings with unit sizes and weights [ref]. Asbestos survey [ref]. Drawings and specification. LOLER reports for lifters and lifting accessories. Lift plan for any crane lift, safety data sheets for sealants and foam.

The team, and their competence

CDM REGULATION 8

ROLE	NAME	CARD, TICKET OR TRAINING NEEDED	CONTACT
Installers		CSCS card for their occupation, with trainees supervised by an experienced installer.	
Supervisor		Experienced installer with site supervision training, at the job throughout.	
Lifter operators		Trained in the vacuum lifter in use, its limits, checks and what to do if the warning sounds.	
Crane lifts		Lift planned by a competent person, with a trained slinger signaller and crane operator.	
Access equipment		PASMA training for mobile towers and IPAF for MEWPs.	
Asbestos		Asbestos awareness training for everyone liable to disturb it.	

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METHOD STATEMENT

The sequence of work

The order the team will work in on the day, with the controls built into each stage. If the sequence changes on site, revise the RAMS and brief it again.

STAGE	WHAT IS DONE, AND HOW	CONTROLS AT THIS STAGE	BY
Survey and order	Survey the openings, frames, glass, floor levels and access. Check the asbestos survey and record unit sizes and weights so each lift can be planned before the order goes in.	Asbestos survey checked; weights known; lifting method chosen for each unit.	Surveyor
Before the day	Book access equipment, lifting equipment and any crane. Agree working areas, parking and waste with the client or site manager, and tell occupants which rooms are affected.	LOLER reports for lifters checked; lift plan for any crane lift; RAMS approved before work starts.	Contracts manager
Arrival and briefing	Sign in, attend the induction, then brief the team on this RAMS, the asbestos findings, the lifting plan and the exclusion zone. Check lifters, tools and access equipment.	Briefing signed against this revision; pre-use checks of vacuum lifters and ladders recorded.	Supervisor
Set up the work area	Set up the exclusion zone below the work, the glass storage area and the waste skip. Protect floors and furniture inside, and clear a route for carrying units.	Physical barriers, not tape, where the public pass; glass stored secured on racks or A-frames.	Supervisor
Remove the old glass	Take off beads, putty or gaskets and lift out each pane or sealed unit before the frame is touched. Put broken glass straight into the waste container.	Cut-resistant gloves, arm and eye protection; suspect putty or mastic left until tested.	Installers
Remove the old frame	Cut the fixings and frame with a reciprocating saw, ease the frame out and lower it to the ground. Clean back the opening ready for the new frame.	Open upper floor openings barriered whenever left; dust controlled; nothing dropped from height.	Installers
Fit the new frame	Set the new frame in the opening on packers, check it is level and square, and fix it into the reveals at the specified centres.	Reveals checked for cables and pipes before drilling; work from inside or from the access equipment.	Installers
Lift and glaze	Move each sealed unit to the opening by lifter, trolley or crane as planned, set it on its glazing packers and fit the beads.	Vacuum warning checked before each lift; no one under the unit; lifting stopped in high wind.	Lifter operator
Seal and finish	Seal the frame inside and out, fill gaps with foam where specified, and fit trims and cills. Check opening sashes, locks and restrictors.	Rooms ventilated; gloves and eye protection; safety data sheets for each product on site.	Installers
Clear and hand over	Clear waste, offcuts and glass, sweep inside and below the work, and remove barriers. Walk the windows with the client or site manager and hand over.	Every opening glazed or secured and weathertight; area below checked for glass.	Supervisor

CDM REGULATION 15(2): PLAN, MANAGE AND MONITOR THE WORK

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RISK ASSESSMENT

Hazards, controls and the risk that remains

Each significant hazard rated before and after its controls, as likelihood times severity. The ratings are typical: check them for this site.

	LIKELIHOOD		SEVERITY		
	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

1 to 4 low
 5 to 12 medium
 15 to 25 high

HAZARD	WHO COULD BE HARMED, AND HOW	RISK BEFORE	CONTROLS	RISK AFTER	BY
Falls from height while fitting	Installers working from ladders, towers, MEWPs or scaffold on upper floor windows.	3 x 5 = 15 High	• Frames fitted from inside wherever the design allows, so nobody works outside at height. • Where outside work at height is needed, a tower, MEWP or scaffold with guard-rails, chosen for the job. • Ladders only for low risk, short duration tasks where the risk assessment shows nothing more suitable is justified.	1 x 5 = 5 Med	Supervisor
Falls through an open window opening	Installers, residents and other trades beside an opening on an upper floor once the old frame is out.	3 x 5 = 15 High	• Only take out as many frames as can be refitted and made safe the same day. • A fixed barrier across any opening with a fall behind it whenever the opening is left, even briefly. • Nobody leans out of an opening to fix or seal; outside work is done from the access equipment.	1 x 5 = 5 Med	
Asbestos in old frames, putty and panels	Installers removing old frames, sills, putty, mastic and panels beside or beneath windows.	3 x 5 = 15 High	• Asbestos survey checked before work; where there is doubt, suspect material is assumed to be asbestos and left until it is tested. • Non-licensed tasks done only to the HSE Asbestos Essentials task sheet, by people trained for it. • Work on asbestos insulating board is licensed work unless it is short duration: 2 hours in any 7 days, nobody over 1 hour. Licensed work is done by a licensed contractor first.	1 x 5 = 5 Med	Contracts manager
Glass breaking during removal	Installers taking out old panes and sealed units, and anyone nearby.	4 x 3 = 12 Med	• Glass removed from the old frame before the frame is cut out, with beads and putty taken off first. • Old panes crossed with tape or film where they may break, and the area inside and out kept clear. • Cut-resistant gloves, arm protection and eye protection worn when removing and handling glass.	2 x 3 = 6 Med	
Manual handling of heavy glass units	Installers carrying sealed units, frames, doors and large panes, often up stairs or over uneven ground.	4 x 3 = 12 Med	• Unit weights taken from the order or the supplier, and each lift planned before the delivery arrives. • Large or heavy units moved by vacuum lifter, glass trolley or lifting equipment, not by hand. • Team lifts with a named lead and a clear route, and units carried on edge with suction handles.	2 x 3 = 6 Med	Supervisor
Vacuum lifter losing grip	The operator and anyone near a glass unit being lifted by vacuum.	3 x 5 = 15 High	• Lifter used within its rated load, with pads, seals and the low vacuum warning checked before use. • Glass and pads wiped clean and dry before each lift, and the lift stopped at once if the warning sounds. • Loads carried as low as practicable, never over people, with nobody under or beside the unit on its fall side.	1 x 5 = 5 Med	
Lifting units by crane or hoist	The lifting team and people below, from a dropped or swinging unit.	3 x 5 = 15 High	• Lift planned by a competent person and supervised, with a lift plan for every crane lift. • Lifting equipment and accessories thoroughly examined under LOLER, with reports in date and on site. • Exclusion zone below the lift, tag lines to control the unit, and lifting stopped in high wind.	1 x 5 = 5 Med	Appointed person
Falling glass, frames and tools	The public, residents and other trades below the work.	3 x 4 = 12 Med	• Exclusion zone below the work, barriered and signed, with the footpath closed or diverted where needed. • Nothing thrown or dropped from height; old frames and glass lowered by hand, hoist or chute. • Tools and fixings kept in bags or on lanyards when working outside at height.	1 x 4 = 4 Low	

MHSWR REGULATION 3(6): WITH FIVE OR MORE EMPLOYEES, RECORD THE SIGNIFICANT FINDINGS

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RISK ASSESSMENT, CONTINUED

More hazards, and those specific to this site

HAZARD	WHO COULD BE HARMED, AND HOW	RISK BEFORE	CONTROLS	RISK AFTER	BY
Glass storage and unloading	Drivers and installers unloading, and anyone near stillages, A-frames and stacked units.	3 x 4 = 12 Med	- Glass carried and stored on racks, A-frames or stillages that are secured, on firm and level ground. - Units strapped until the moment each one is lifted off, and taken off in a balanced order. - Storage area barriered from the public and other trades, and kept clear of vehicle routes.	1 x 4 = 4 Low	
Wind catching glass and frames	Installers carrying or lifting large panes and frames outside or at height.	3 x 4 = 12 Med	- Forecast checked each morning, and lifting and carrying of large panes stopped when the wind makes them hard to control. - Units not left leaning loose outside; frames and glass secured or brought inside.	2 x 4 = 8 Med	
Sealants, foam, primers and cleaners	Installers using silicone, expanding foam, primers and solvent cleaners, often in small rooms.	3 x 3 = 9 Med	- Safety data sheet read for each product, with the COSHH assessment covering foam, primers and cleaners. - Rooms ventilated, gloves and eye protection worn, and skin washed after contact. - Polyurethane expanding foam contains diisocyanates, which can cause asthma. Under UK REACH, users of products with 0.1% or more need diisocyanate training first.	2 x 3 = 6 Med	
Dust and noise from cutting out	Installers cutting frames, fixings and render, and residents or trades nearby.	3 x 3 = 9 Med	- Frames cut out with a reciprocating saw rather than grinding into the masonry where possible. - On-tool extraction or water for any cutting or chasing of brick, block, render or plaster, with FFP3 RPE on top. - Hearing protection where noise is high, and trigger time kept down to limit vibration.	2 x 3 = 6 Med	
Hidden cables and pipes in the reveals	Installers drilling fixings into reveals, heads and sills.	2 x 4 = 8 Med	- Reveals checked with a cable and pipe detector before drilling, with alarm and sensor wiring found first. - Fixing positions kept away from likely cable routes beside sockets and switches.	1 x 4 = 4 Low	
Cuts from broken glass waste	Installers, labourers and waste handlers clearing old glass and frames.	3 x 3 = 9 Med	- Broken glass collected into rigid, marked containers or a dedicated skip, never loose bags. - Floors and the area below the work swept and checked for glass before the area is handed back.	1 x 3 = 3 Low	
Occupied homes and buildings	Residents, children, staff and visitors in rooms where windows are being changed.	3 x 3 = 9 Med	- Occupants told what is happening in each room and kept out of the work area while frames are out. - Furniture protected or moved, and walkways kept clear of tools, glass and offcuts. - Every opening glazed, boarded or secured and weathertight before the team leaves each day.	1 x 3 = 3 Low	
Ladders and steps inside and out	Installers working at the head of frames and on upper sashes.	3 x 4 = 12 Med	- Podium steps or a low platform for work at the head of a frame, in place of a stepladder where possible. - Ladders checked before use, set on firm ground, footed or tied, with three points of contact.	2 x 4 = 8 Med	

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EQUIPMENT

Plant, equipment and PPE

Plant and equipment

Each item, the checks and certificates it needs, and who may operate it.

PUWER 1998, LOLER 1998

ITEM	CHECKS AND CERTIFICATES	OPERATOR COMPETENCE
Vacuum lifter or suction frame	Pads and warning checked before use; LOLER examination in date.	Trained operator
Hand suction lifters	Cups and seals checked before each use; used within rated load.	Installers
Glass trolley, A-frames and racks	Checked for damage; units restrained during transport.	Installers
Mobile tower or MEWP	Pre-use check; tower inspected after assembly and moves.	PASMA or IPAF trained
Reciprocating saw and drills	Checked before use; blades and bits suited to the material.	Installers
Cable and pipe detector	Checked against a known cable before use.	Installers

Personal protective equipment

PPE is the last line of defence, after the controls above. Specify the type, not just the item.

PPE AT WORK REGULATIONS 1992

ITEM	NEEDED	TYPE AND SPECIFICATION
Safety helmet	☒	Outside, and below any work at height
Safety footwear	☒	Safety boots with toe protection
High-visibility clothing	☒	To site standard and when unloading
Gloves	☒	Cut-resistant gloves and arm protection
Eye protection	☒	Removing glass, cutting out, sealants
Hearing protection	☐	
Respiratory protection Type, and face-fit tested	☒	FFP3 for cutting masonry or plaster
Harness or restraint Anchor points identified	☐	

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CONTROLS

Substances, permits, emergencies and the environment

Hazardous substances

Each substance and its COSHH assessment.

COSHH 2002, REGULATION 6

SUBSTANCE	COSHH ASSESSMENT REFERENCE	CONTROLS
Silicone and frame sealants	[ref]	Ventilate the room; gloves and eye protection; wash skin after contact.
Expanding foam (diisocyanates)	[ref]	Diisocyanate training if 0.1% or more; ventilation; gloves and eye protection.
Primers and solvent cleaners	[ref]	Small quantities; ventilation; kept away from flames; lids on when not in use.
Dust from cutting masonry and plaster	[ref]	Saw rather than grind; on-tool extraction or water; FFP3 RPE.

Permits and plans

PERMIT OR PLAN	NEEDED	REFERENCE
Hot work permit	☐	
Permit to work	☒	
Permit to dig or break ground	☐	
Confined space entry	☐	
Lift plan	☒	
Temporary works design	☐	

Emergency and rescue

First aid, fire, and how someone is rescued.
The rescue plan belongs in the RAMS, not after it.

First aider and a first aid kit with large wound dressings for glass cuts on site. Rescue plan for anyone stranded or injured on access equipment. Nearest accident and emergency department named on the briefing, and the site emergency procedure followed for any other incident.

Environment and neighbours

Dust, noise, vibration, waste, spills and hours of work.

Old glass kept separate for recycling where a route exists, and old frames sorted by material. Broken glass in rigid containers. Asbestos waste handled under the asbestos plan. Sealant tubes and foam cans disposed of as the safety data sheets say. Work kept to agreed hours.

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GLASS LIFT CHECK

Glass and frame lift check

Fill in before heavy units are moved. Record each unit or batch, its weight and the lifting method, and the checks made. A unit does not move until every check is done.

UNIT OR OPENING	SIZE AND WEIGHT	LIFTING METHOD	CHECKS MADE BEFORE THE LIFT	INITIALS
			Lifter pads, seals and low vacuum warning checked; glass clean and dry	
			Route clear; exclusion zone set; nobody under or beside the unit	
			Wind checked; team briefed; landing position ready with packers	

LOLER 1998, REGULATIONS 8 AND 9; MANUAL HANDLING OPERATIONS REGULATIONS 1992, REGULATION 4; HSE GUIDANCE ON VACUUM LIFTING EQUIPMENT.

Briefed before the work starts

DATE AND TIME

A SIGNATURE AGAINST A REVISION, ON A DATE, BEFORE THE WORK STARTED, IS HOW A BRIEFING IS EVIDENCED

A pre-filled starting point, not legal advice. Edit it for the site and have it approved.