

METHOD STATEMENT

Client: -

Location:-

Item:- **Repair / replacement of Yale/Mortise lock**

Date:- 25-01-2014

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Description of the Works

The work involves the removal of the existing lock

Method

1. Gain any permits to work, contractor passes and/or sign into site to meet with the clients and be made aware of site procedures. (For non domestic only)
2. Operatives will wear at all times necessary safety/protective clothing, eg overalls, safety hat, safety glasses/goggles, gloves, safety boots and ear defenders.
3. Check the functioning of the existing lock, if parts can be replaced, replace otherwise replace complete unit.
4. Ensure that electrical power supply is available and connect any required extension leads to the working area.
5. Ensure lock fits in rebate without any pressure.
6. Ensure lock catches properly in doorframe and that there is no pressure on the bolt or latch whatsoever as door is closed.
7. All electrical equipment will have all current test certification on request.

Control Measures

Personal protective equipment to be used: Goggles (during operations where dust is adjacent), dust masks (disposable), hard hats, gloves, normal work wear, safety boots.

Environmental.

Waste to be removed and recycled to the highest level.

Health and Safety & Associated Risks

Specific Hazards - Electric Shock, Noise

Hazardous Operations - Risk Assessments provided for:-

Replacements of locks

COSHH - No hazardous substances are used in our works