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Site Address	Your Street, A		
Precise Location	Ground and 1 st		
Start Date	1 st September	End Date	2 nd September
BRIEF DESCRIPTION OF THE WORKS			
Window fitting, glazing			
SEQUENCE OF OPERATIONS:			
<p>Frames to be carried by hand to their final location for more operatives and fitted.</p> <p>Finished sealed units to be unloaded from the truck using suction pads and placed as close to the building as possible.</p> <p>Scaffolders to create temporary opening for units to be passed through</p> <p>Units to be raised up the outside of the building using multiple operatives to final fitting location</p>			
EQUIPMENT AND PROCEDURES:			
Plant/Tools needed	Hand and Power tools		
PPE required <i>Delete and/or add as appropriate:</i>	Safety footwear Gloves		
Materials to be used	N/A		
Operatives required	Carpenters, window fitters		
Specific Training needed – give details	Manual handling Machine/tools training Trade training		
Permits to Work needed <i>Delete and/or add as appropriate:</i>	N/A		
Machinery Shutdown and Lock-Off Procedures	N/A		
Is Electricity needed	N/A		

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Mobile Phone use – any Restricted Areas	No	
Means of protection to other people <i>Delete and/or add as appropriate:</i>	N/A	
Site Access and Egress	Via main entrance	
Access to Works Area	Pedestrian access	
Means of Access to Height <i>Delete and/or add as appropriate:</i>	Via ladders	
Fall Prevention Measures	N/A	
COSHH Assessment Carried Out	N/A	
Suitable Welfare Arrangements – give details	Site office	
Traffic Management in Place	N/A	
First Aid Cover – give details	See site office	
Accident Procedures – give details	See site office	
Overhead Power Cables – are goalposts in place	N/A	
Noise Issues	N/A	

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Dust Control	N/A	
Vibration Control	N/A	
Fire Plan in Place	See site office	
Site Contact Details including Emergency Numbers Etc	See site office	

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