|  |
| --- |
|  |
|  |
| **CAL-HS-PD-5000** |
| **Maintenance And Remedial Works** |
|  |
| **Procedure** |
|  |
| Issue Number: 01 |
| Issue Date: 28 Oct 2024 |

|  |  |  |  |
| --- | --- | --- | --- |
| Document Control | | | |
| Status: | Live | Date: |  |

|  |  |  |
| --- | --- | --- |
| Approval / Acceptance | | |
|  | Author | Approved |
| Title: | Director |  |
| Company: | M2 Safety Consultants Ltd |  |
| Name: | Fraser Morrison |  |
| Signature: |  |  |
| Date: |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Revision History | | | | | |
| This document should be reviewed at least every 12 months to maintain its effectiveness.  Record the details of any changes made as a result of these reviews in the table below: | | | | | |
| Rev: | Date: | Reason for Review: | Nature of Changes: | Prepared by: | Checked by: |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

###### Contents

[1.0 PURPOSE 1](#_Toc181035882)

[2.0 SITE SURVEY 1](#_Toc181035883)

[3.0 THE OPERATIVE 1](#_Toc181035884)

###### 

# PURPOSE

1. The purpose of this procedure is to protect persons who may be affected by works being carried out as part of maintenance and remedial works.

# SITE SURVEY

1. One of the companies Surveyors/ Managers will visit the client’s household and carry out a thorough inspection of the property and proposed works. Due consideration will be given to the following potential Hazards.

* Interaction with the client and the public
* Works at height
* Access and egress

1. Any significant issues arising from the survey will be discussed with the Management, Client and Tradesman prior to works progressing.
2. On completion of the installation by the joiners a report will be issued on the maintenance/remedial works. These will be allocated to the appropriate individual and works discussed.
3. A visual inspection of the works area will be done by the employee prior to starting, the appropriate access/equipment selected and utilised.

# THE OPERATIVE

1. The activities to be carried out under these individuals are:

* Minor cement patching, pointing
* Sealing
* Component repair
* Window adjustment

1. Identified Hazards are:

* Working at height
* Asbestos
* Lone working
* Material Substance Control
* Poor access and Egress
* Use of power tools

1. The operative will have when practicable a pre-booked appointment to carry out these works. They will always make the homeowner aware of their arrival and proposed time of works.
2. Protect the client’s property from debris, materials and tool damage at all times.
3. All equipment supplied for the works will be erected and used as per the manufacturer’s instructions and the training given, any accessory such as ladder stabilisation must be fitted and used during lone working activities.
4. Tools, machinery that are set up within the client’s property will be controlled at all times. This includes cables, off cuts, debris etc.
5. 110-volt power tools will be used where practicable. 240-volt tools will be fitted with RCD. Disconnect the power sources when not in use.
6. The working area will be clean and tidy at the end of the working day.
7. The office and operative will make regular contact to each other throughout the day.

|  |
| --- |
| A close up of a logo  Description automatically generated |
| M2 Safety Consultants Ltd |
|  |
|  |
|  |
|  |