

SAFE SYSTEM OF WORK — REPLACING A WINDOW

SSW — ONE PAGE

Guard the opening, cordon the ground, never from a ladder — on one page

KD-SSW-WR-006 Rev A0

Work at Height Regulations 2005 reg 4: planned, supervised and done safely; reg 6: from inside or from a platform before anything else — an upstairs window comes out and goes in from inside where it can, and from a tower or platform where it cannot, never from a ladder with a frame in your hands. MHSWR 1999 reg 3: the glass, the falling frame and the open opening assessed here. One-page safe system of work for a domestic replacement by a small firm; the full activity RAMS is KD-RAMS-GL-001.

1 THE JOB

PROJECT / SITE REF	SITE	DATE	SHEET PREPARED BY
THE TASK, IN ONE LINE			SUPERVISOR / WHO TO CALL

2 HAZARDS ON THIS JOB — TICK EACH ONE PRESENT; THE CONTROL BESIDE IT IS WHAT YOU WILL DO

- ☐ Falling through the open opening — guarded as soon as the old frame is out; nobody leans out
- ☐ Frames and glass falling onto people below — the drop zone cordoned; nobody under the window; frames lowered, never dropped
- ☐ Outside work at height — a tower or platform built by someone trained to build it; a ladder for a brief look, never for carrying
- ☐ Glass — cut-resistant gloves and forearm protection; glass suckers; carried on edge; stacked safe; sharps bagged
- ☐ The weight of the frame — two people; large units glazed after the frame is fixed
- ☐ Old materials — a frame older than 2000 may sit on asbestos board or putty: checked before it is cut; damp down; mask

3 SEQUENCE OF WORK — AMEND EACH STEP TO THIS JOB, OR WRITE "AS PRINTED"; SAY WHO DOES IT

1. CHECK THE SURVEY: OPENING SIZE, LINTEL PRESENT, HOW THE OLD FRAME COMES OUT AND THE NEW GOES IN	WHO
2. CORDON THE GROUND BELOW THE WINDOW; SHEET THE ROOM; MOVE THE FURNITURE	WHO
3. DE-GLAZE AND CUT THE OLD FRAME OUT FROM INSIDE; GUARD THE OPENING AT ONCE	WHO
4. CHECK THE LINTEL AND THE REVEAL; MAKE GOOD THE OPENING	WHO
5. LIFT THE NEW FRAME IN WITH TWO PEOPLE; PACK, PLUMB AND FIX TO THE MANUFACTURER'S POSITIONS	WHO
6. GLAZE; FIT BEADS, TRICKLE VENTS AND HARDWARE; SEAL INSIDE, AND OUTSIDE FROM A PLATFORM	WHO
7. REMOVE THE GUARD ONCE THE WINDOW IS FIXED AND SHUT; CLEAR THE GLASS; HAND OVER	WHO

4 KIT AND PPE — AND STOP CONDITIONS: STOP AND GET THE SUPERVISOR IF... (TICK WHEN BRIEFED)

Kit: glass suckers, glazing shovel, reciprocating saw, tower or platform, drop-zone barriers, packers, sealant gun, dust sheets. PPE: cut-resistant gloves; eye protection; safety footwear; forearm protection for glass.

- ☐ There is no lintel over the opening, or the brickwork above moves as the frame comes out
- ☐ The only way to reach the outside is a ladder with tools or a frame in hand
- ☐ The old frame or its bedding may be asbestos and there is no survey
- ☐ Wind makes a large unit unsafe to handle at the opening

5 SIGNATURES

Person doing the work — I have read this sheet, the kit and PPE are on the job, and I will stop at the conditions in section 4:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Briefed by / supervisor — I have checked the job against this sheet and amended what needed it:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.