



PREMIER WINDSCREENS EDINBURGH

RISK ASSESSMENT & METHOD STATEMENT (RAMS)

Windscreen Replacement, Vehicle Glass Replacement & ADAS Calibration

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This Risk Assessment and Method Statement sets out the safe system of work for all vehicle glazing operations and ADAS calibration services carried out by Premier Windscreens Edinburgh. It shall be read and understood by all personnel undertaking the activities described herein.

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SECTION 1**SCOPE OF WORKS****Activities covered:**

- Windscreen replacement
- Side window replacement
- Rear window replacement
- Commercial vehicle glazing
- Windscreen chip repair
- Static ADAS calibration
- Dynamic ADAS calibration
- Mobile and workshop-based operations

Work locations include:

- Customer homes
- Commercial premises
- Workshops
- Fleet depots
- Construction sites (where authorised)
- Public highways where safe and lawful

SECTION 2**PERSONNEL**

Only trained and competent personnel shall undertake vehicle glazing operations. Technicians may hold qualifications including:

- GQA Level 2 Diploma in Automotive Glazing Skills
- IMI Automotive Glazing Accreditation
- IMI ADAS Accreditation (Level 3 Award, 7290-83)
- Manufacturer-specific training
- First Aid Training
- Manual Handling Training

Training records are maintained by Premier Windscreens Edinburgh. Copies of qualifications are available on request.

SECTION 3**PLANT, TOOLS & EQUIPMENT**

- | | |
|------------------------------|---------------------------|
| • Wire removal systems | • UV repair equipment |
| • Fibre cord removal systems | • ADAS calibration frames |

• Glass lifting equipment	• ADAS targets
• Battery-operated cut-out tools	• Diagnostic scan tools
• Suction lifters	• Hand tools
• Trim removal tools	• PPE

All equipment shall be inspected before use. Defective equipment shall be removed from service immediately and labelled accordingly.

SECTION 4

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Mandatory PPE — All Operations

- ✓ Safety footwear
- ✓ Cut-resistant gloves
- ✓ Safety glasses
- ✓ Hi-visibility clothing where required

Task-Specific PPE

- ✓ Nitrile gloves (chemical handling)
- ✓ Hearing protection where required
- ✓ Weather-appropriate clothing

SECTION 5

RISK ASSESSMENT SUMMARY

The table below summarises significant hazards associated with the activities covered by this RAMS. Detailed control measures are contained within the method statements that follow.

Hazard	Risk	Control Measures	Residual Risk
Broken glass	Cuts / lacerations	Gloves, eye protection, safe disposal	Low
Manual handling of glass	Musculoskeletal injury	Training, lifting aids, team lifts	Low
Vehicle movement	Impact injury	Controlled environment, trained drivers	Low
Roadside working	Vehicle strike	Hi-vis, dynamic risk assessment, beacons	Medium
Cutting equipment	Lacerations	Trained use, pre-use inspection	Low
PU adhesives / chemicals	Skin / respiratory exposure	PPE, COSHH controls, ventilation	Low
Slips, trips and falls	Injury	Good housekeeping, site assessment	Low
Lone working	Delayed assistance	Phone, tracking, welfare contact	Low
Adverse weather	Various	Dynamic risk assessment, work deferred if unsafe	Low
Incorrect ADAS calibration	Safety system failure	IMI-qualified technicians, verified procedures, recorded output	Low
UV curing equipment	Eye irritation	Do not stare directly into lamp	Low
Falling glass during removal	Injury to persons	Controlled removal, secure handling	Low

METHOD STATEMENT 1 — WINDSCREEN REPLACEMENT

Step 1 Arrival and Site Assessment

- Report to customer and confirm appointment.
- Confirm vehicle registration and identity.
- Assess work location and carry out dynamic risk assessment.
- Identify hazards: traffic, pedestrians, weather, access restrictions.
- If location is unsafe, work shall not proceed until adequate controls are in place.

Step 2 Vehicle Inspection

- Inspect vehicle condition and record existing damage where necessary.
- Photograph pre-existing damage if required.
- Check operation of ADAS systems where applicable.
- Confirm correct replacement glass has been supplied.

Step 3 Preparation

- Protect vehicle interior using seat covers and floor mats.
- Protect paintwork and trim using appropriate covers.
- Remove wipers and trims as required.
- Disconnect battery where manufacturer procedures require.

Step 4 Glass Removal

- Preferred method: fibre cord systems.
- Alternative: wire removal systems.
- Power cut-out tools where appropriate.
- Cold knife / Kent blade only where authorised and suitable — not first choice.
- Avoid contact with paintwork and vehicle systems throughout.
- Control removal of glass at all times — do not allow glass to fall freely.
- Removed glass handled safely and placed into suitable waste containers immediately.

Step 5 **Aperture Preparation**

- Remove remaining adhesive from aperture.
- Inspect bonding area for corrosion or damage.
- Treat corrosion where appropriate using approved products.
- Apply approved activators and primers per manufacturer instructions.
- Allow correct dwell time before proceeding.

Step 6 **Installation**

- Apply approved PU adhesive in continuous bead per manufacturer specification.
- Position replacement glass correctly in aperture.
- Confirm alignment on all edges before adhesive cures.
- Refit trims, sensors, cameras, and ancillary components.
- Communicate safe drive-away time to customer.
- Do not allow vehicle to be driven before minimum cure time.

Step 7 **Quality Control**

- Inspect completed installation on all edges.
- Check all trims are correctly fitted.
- Check sensors, cameras, and wiring connections.
- Confirm watertight fitment.
- Remove all protective coverings from vehicle.
- Clean vehicle interior and exterior as required.
- Advise customer on after-care and drive-away time.

ADAS NOTE: Where the replacement windscreen carries a forward-facing camera, radar sensor, or lane departure system, ADAS calibration shall be carried out by a qualified technician before the vehicle is returned to the customer. See Method Statement 2 (Static) and Method Statement 3 (Dynamic).

METHOD STATEMENT 2 — WINDSCREEN REPAIR (STONE CHIP)

Step 1 Damage Assessment

- Assess damage against current repairability criteria.
- Confirm damage falls within repair limits (type, size, location).
- If damage exceeds repair limits, advise replacement.

Step 2 Preparation

- Clean impact area thoroughly.
- Remove any loose glass fragments.
- Ensure surface is dry before proceeding.

Step 3 Repair

- Inject approved repair resin into damage using appropriate equipment.
- Apply vacuum as required to draw resin into damage.
- Cure resin using UV lamp — do not stare directly into lamp.
- Finish and polish repair area.

Step 4 Quality Control

- Inspect completed repair.
- Confirm customer is satisfied.
- Advise customer on care after repair.

METHOD STATEMENT 3 — STATIC ADAS CALIBRATION

Static ADAS calibration is carried out in a controlled workshop environment using manufacturer-approved targets, frames, and diagnostic equipment. Only IMI-qualified ADAS technicians shall perform calibrations.

Step 1 Pre-Calibration Preparation

- Verify vehicle specifications against calibration equipment database.
- Check and adjust tyre pressures to manufacturer specification.
- Confirm correct vehicle loading conditions.
- Ensure workshop floor is level and clear of obstructions.
- Verify correct target setup for the specific vehicle.

Step 2 Calibration Process

- Position calibration frame and targets per manufacturer instructions.
- Connect approved diagnostic equipment to vehicle.
- Follow manufacturer calibration procedure precisely.
- Complete full calibration sequence.
- Verify calibration is confirmed by diagnostic system.

Step 3 Post-Calibration

- Save and record calibration results where equipment allows.
- Clear any fault codes generated during the process.
- Verify ADAS system is functioning correctly.
- Provide calibration record to customer.

Calibration must be performed in accordance with the vehicle manufacturer's published procedure. Premier Windscreens Edinburgh does not deviate from OEM-specified calibration processes.

METHOD STATEMENT 4 — DYNAMIC ADAS CALIBRATION

Dynamic ADAS calibration is carried out on public roads in accordance with vehicle manufacturer requirements. The process requires the vehicle to be driven at specified speeds on appropriate road types.

Step 1 Pre-Calibration Checks

- Confirm vehicle suitability and diagnostic equipment compatibility.
- Check weather conditions — calibration deferred in heavy rain, fog, or snow.
- Select appropriate safe driving route per manufacturer requirements.
- Confirm diagnostic equipment is connected and communicating correctly.

Step 2 Dynamic Calibration Drive

- Drive in strict accordance with road traffic legislation at all times.
- Follow manufacturer drive cycle instructions precisely.
- Monitor diagnostic equipment throughout the drive.
- Do not exceed speed limits or perform the calibration unsafely.
- If conditions become unsafe, stop the calibration and return.

Step 3 Post-Calibration

- Verify calibration is confirmed by diagnostic system.
- Record and save results.
- Clear any fault codes generated.
- Confirm ADAS systems are operating correctly.

Dynamic calibration shall only be performed where road and weather conditions permit safe completion. The technician has authority to defer calibration if conditions are unsuitable.

SECTION 10**MANUAL HANDLING**

Technicians shall observe the following procedures for all manual handling of glass:

- Assess weight, size, and shape before attempting any lift.
- Use correct lifting techniques at all times — bend the knees, keep back straight.
- Utilise mechanical lifting aids (glass lifters, suction cups) wherever available.
- Request assistance for large, heavy, or awkward glass — do not lift alone if unsafe.
- Team lifts shall be used whenever reasonably practicable.
- Plan the route before carrying glass — check for trip hazards.
- Store glass securely in transit to prevent movement.

SECTION 11**CHEMICAL SAFETY (COSHH)**

Products used in glazing operations may include:

- Polyurethane adhesives (SikaTack, Betaseal, Dinitrol)
- Primers and activators
- Glass cleaners and solvents
- Windscreen repair resins

Control measures:

- Follow COSHH assessments for each product.
- Wear appropriate PPE — nitrile gloves, safety glasses.
- Prevent skin and eye contact at all times.
- Ensure adequate ventilation in workshop and mobile operations.
- Store products correctly per manufacturer instructions.
- Clean up spills immediately using appropriate materials.
- Dispose of waste in accordance with environmental requirements.

Safety Data Sheets for all products are maintained by Premier Windscreens Edinburgh and are available on request.

SECTION 12**MOBILE WORKING**

- A dynamic risk assessment shall be completed before commencing work at any location.
- Public safety shall be considered throughout.
- Work area shall be controlled where necessary.
- Adverse weather conditions shall be assessed before work begins.
- Work shall cease immediately if conditions become unsafe.
- The technician has authority to defer work where safety cannot be assured.

SECTION 13**LONE WORKING**

Premier Windscreens Edinburgh recognises that technicians frequently work alone. Controls include:

- Mobile phone carried and charged at all times.
- Daily schedule communicated to management.
- Vehicle tracking active.
- Welfare contact procedures in place.
- Technicians shall immediately report any safety concerns to management.

SECTION 14**ROADSIDE WORKING**

Roadside work shall only be undertaken where it is safe to do so, adequate space exists, and traffic risks can be controlled.

- Hi-visibility clothing worn at all times.
- Warning beacons or cones deployed where appropriate.
- Dynamic risk assessment completed before work begins.
- Vehicle positioned to provide protection where practicable.
- Work deferred or relocated where risks cannot be adequately controlled.

Roadside working carries inherent risk from passing traffic even when controls are in place. Technicians must exercise professional judgment on every occasion and must not commence work if they assess the location to be unsafe.

SECTION 15**ENVIRONMENTAL CONTROLS**

- Dispose of glass waste responsibly using appropriate waste carriers.
- Dispose of chemical waste (adhesive cartridges, solvent rags) appropriately.
- Prevent contamination of surface water drains.
- Minimise waste generation wherever practicable.
- Comply with applicable environmental legislation at all times.

SECTION 16**EMERGENCY PROCEDURES****Accident / Injury**

Stop work immediately. Make the area safe. Administer first aid if trained. Contact emergency services (999) if required. Notify management. Complete accident record.

Fire	Raise alarm. Evacuate area immediately. Contact emergency services. Use extinguisher only if safe and trained to do so. Do not re-enter until declared safe.
Serious Incident	Preserve scene where appropriate. Notify management immediately. Complete incident investigation. Report under RIDDOR where required.
Chemical Spill	Wear PPE. Use absorbent materials to contain. Dispose of waste per COSHH guidance. Record and notify management.

SECTION 17

MONITORING & COMPLIANCE

Compliance with this RAMS shall be monitored through:

- Periodic site inspections by management.
- Technician audits.
- Toolbox talks.
- Incident investigations.
- Annual RAMS review.

Any breach of this RAMS shall be investigated and corrective action taken promptly. Technicians are encouraged to raise any concerns regarding safety without fear of reprisal.

APPROVAL & SIGN-OFF

I confirm that Premier Windscreens Edinburgh shall undertake vehicle glazing and ADAS calibration operations in accordance with this Risk Assessment and Method Statement. All personnel undertaking these activities have been briefed on its contents.

Signed:

David Conquer

Owner / Managing Director

Premier Windscreens Edinburgh

Date: 18 June 2026

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