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WORKED EXAMPLE: METHOD STATEMENT

Hot works: cutting and welding in an occupied warehouse

Hollins & Reed Fabrications Ltd · 12 to 14 October 2026 · In charge: Dan Hollins

Worked example of a method statement. Change it to fit your job before you use it.

Job details

Company	Hollins & Reed Fabrications Ltd
Site and work area	Unit 3, Canal Side Business Park, Stockport: Bay 6
Planned dates	12 to 14 October 2026
Customer	Thornley Vale Estates Ltd
In charge on site	Dan Hollins
Team	Three people: Dan Hollins leads and welds; Tom Ellis cuts and grinds; Priya Shah is the fire watcher and does no hot work.
Work	Hot works: cutting and welding in an occupied warehouse
Risk assessment	Hot works: cutting and welding in an occupied warehouse: worked example RAMS, a separate document
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Grind/cold cut, fuel-gas cut, arc weld. Areas: Bay 6, steel beam over grid lines 12 to 16; The floor below and around the work, and the far side of the Bay 6 partition

Working arrangement

- Access: a podium.
- Working height: brackets at about 2.5 m.
- Ground or floor: level concrete slab.
- Gas set: Oxygen and propane.
- Other people will be using the area.

- The warehouse keeps trading; Bay 6 is closed to trucks and staff, behind barriers and screens, while we work. The engineer's drawing rules out bolting the new brackets, so heat is needed for this work and no other. Hot work runs only on the shift manager's permit for this bay and this shift, shown at the work. It stops two hours before the end of the working day. Two extinguishers stay at the work. The fire watcher stays for at least an hour after the last hot work, and there is one more check two hours after it. Which detectors go off, and who puts them back on and when, is agreed with the shift manager first.

Emergency arrangements

Fire: break the glass at call point CP14, by the Bay 6 door, and leave. Priya Shah raises the alarm first and tackles a fire only if it is safe; while the zone's detectors are off she is the detection for that zone. Gas off at the cylinder if you can do it safely. Muster at Yard B and report to the shift manager. Tell the fire service the cylinders are on the trolley at Bay 6. First aid: J. Patel, goods-in office, including burns. Priya Shah rings 999; J. Patel meets the crew at gate 2 and goods-in stops all trucks.

Planned method

1 **Set up the work area**
Confirm the work area and scope before starting. Keep other people outside the active work area. Keep entrances and escape routes clear.

2 **Keep people clear of the work**
Agree how people get past or around the work while it is going on. Put barriers or signs where a route crosses the work. Do not leave open work unattended.

3 **Check the wheel and guard**
Check the wheel type, speed and mounting before use. Fit the guard and side handle; stop if the guard cannot stay between you and the wheel.

4 **Check the welding equipment**
Inspect the machine, leads, holder, torch and connectors before plugging in. Withdraw damaged equipment from use.

5 **Check for asbestos before you disturb anything**
Check the asbestos survey covers exactly what you will disturb, to the full depth. Register only, or nothing: get a refurbishment survey or a sample first. Read what it says about old lagging, boards and panels around the steel and pipework. No survey, or a material you do not recognise: stop and get it checked.

6 **Find and isolate hidden services**
Find cables and pipes before you disturb anything: drawings, then a detector. Mark what you find. Not sure what is there? Turn the supply off, or do not start. Have cables and gas isolated by the right person and prove them dead before you start.

7 Stop things falling on people below

Keep people out of the area below the work so nobody walks under the tools, hot metal and slag. Keep toe boards and guards in place on any platform, and lanyard tools where you can.

8 Set up access equipment

Use access equipment suited to the task and work area. Check the equipment before use. Keep the area below the work controlled.

9 Carry the steel, tools and metal parts safely

Plan the route, clear it, and get help with anything long or heavy. Store materials close to the work so nobody carries further than they need to.

10 Check and clean the metal before cutting

Remove dirt and grease where the method allows. Do not flame cut a former fuel or chemical container without safe certification.

11 Prove it dead before you cut into it

Metalwork often carries cables, conduit or trunking. Get the circuit switched off, locked off and proved dead first. Do not cut, grind or weld on anything still live.

12 Clear combustibles before hot work

Walk the area with the site contact. Check around the work, below it and on the other side of any partition. Move combustible material away, or cover it with flame-resistant covers. Protect openings with non-combustible board. Agree which detector zone is isolated, who isolates it and who puts it back on. Place at least two suitable extinguishers at the work and post a fire watcher who is not doing the hot work.

13 Assess vibration from the grinder

Note how long each person's hands are on each tool while it runs. Take the tool's vibration figure from the maker or HSE's table and check it fits how you use it. Points per hour times hours on the trigger, added up for the day, gives the exposure: 100 points is the action value, 400 is the limit. HSE's vibration calculator does the sum. Over 100, cut it with lower-vibration kit or less time, and never pass 400. Write the result down. Sharing the work does not replace this.

14 Check the gas set before lighting

Bring only the cylinders the job needs, secured upright on a trolley, and check the torch, hoses, regulators and connections. Keep oxygen fittings free from oil and grease.

15 Fit flashback arresters

Fit the correct arresters to the oxygen and fuel hoses near the regulators. Check the torch, hoses and arresters before use.

16 Check for gas leaks safely

Test suspected leaks with leak fluid, never with a flame. Keep hose runs protected from hot metal, sharp edges and traffic.

17 Control the flame and slag path

Work out where the flame, slag and sparks can go, including the far side and lower levels. Protect openings with non-combustible board before the torch is lit.

18 **Set up the cut safely**
Clamp the piece so it cannot twist or close on the blade. Support the offcut before the final part of the cut.

19 **Protect eyes and control sparks**
Wear suitable eye protection and keep people out of the spark and fragment line. Keep the sparks inside the cleared area.

20 **Clamp the return to clean work metal**
Clamp the current return close to the weld on clean metal. Do not use a handrail, pipe or building frame unless it is the workpiece.

21 **Screen the arc from other people**
Set a welding screen around the work before striking the arc. Wear the correct welding filter and covering clothing.

22 **Capture welding fume at source**
Position LEV at the arc and keep your head out of the plume. Where LEV cannot provide enough control, as is often the case outdoors, wear RPE with an APF of at least 20. Tight-fitting RPE needs a face fit test and a clean shave.

23 **Get the hot-work permit for this place and shift**
Get a permit for this location and this shift, once the area is cleared and the fire cover is in place. It states the place, the times, the precautions, how to raise the alarm, who is in control and who authorised it. Keep a copy on display at the work.

24 **Work under the permit**
Do only the cutting, grinding, welding or heating the permit covers. Grinding sparks are hot work too. Keep the fire watcher on duty during the work and through every break. Stop hot work two hours before the end of the working day.

25 **Shut down the gas set**
Shut off the gas at the cylinder when the cutting finishes. Purge the hoses, then stow the cylinders.

26 **Complete the fire watch before handback**
Keep a continuous fire watch for at least an hour after hot work stops, then make at least one more check two hours after finishing. Inspect behind walls, below floors and in voids before closing the permit. Have the detector zone put back on as soon as the work stops, and sign off the permit.

27 **Clear and hand back the area**
Remove tools, waste and unused materials. Check the area is clean and ready to use. Tell the customer or whoever runs the site when the work is complete.