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WORKED EXAMPLE: METHOD STATEMENT

# Stripping out a vacant single-storey workshop

Hollins & Reed Strip Out Ltd · 12 to 16 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 Strip Out Ltd |
| **Site and work area** | Unit 4, Mill Lane Trading Estate, Oldham OL9 6QR |
| **Planned dates** | 12 to 16 October 2026 |
| **Customer** | Thornley Vale Estates Ltd |
| **In charge on site** | Dan Hollins |
| **Team** | Four people: Dan Hollins leads and is the first aider; Priya Shah is his deputy; Tom Reed and Sam Okoro strip and load the skips. |
| **Work** | Stripping out a vacant single-storey workshop |
| **Risk assessment** | Stripping out a vacant single-storey workshop: worked example RAMS, a separate document |
| **Prepared by** | Dan Hollins |
| **Signature** | |
| **Date** | |

## Work and boundaries

Strip out the office ceiling, partitions, carpet and benches by hand and clear the waste. Areas: Office end and workshop benches, Unit 4

**Not our work:**

- The steel frame, roof sheets, roof lights, outside walls, floor slab and roller door. Nothing that holds anything up.

## Working arrangement

- Access: a podium.
- Working height: ceiling grid at about 2.7 m.
- Ground or floor: level concrete slab, carpet in the office end.
- Asbestos survey: Refurbishment and demolition survey covering everything on the strip list.

- Who takes it away: A waste carrier we have checked is registered.
- The work area will be kept clear of other people.
- Unit 4 is a detached single-storey workshop and stands empty, with no neighbours in the building. The refurbishment and demolition survey dated 21 September 2026 opened the ceiling, partitions, floor coverings and benches on the strip list and found no asbestos in them, and the surveyor confirmed the building fit to go back into. The copy is on site. The landlord's electrician and gas engineer have disconnected every service, the fire alarm included, and their certificate dated 2 October 2026 is on site, so there is no live alarm cable. The light fittings, tubes, smoke detectors, sounders, oils and drums went before handover, so nothing but the bare grid comes down. With the water off, a welfare unit with a toilet, hot water and soap stands in the yard. Everyone on this job is on the company's health surveillance for dust work: a yearly questionnaire and lung function test from our occupational health provider. The two skips sit on the yard concrete 5 m from the roller door, one for plasterboard only and one for timber, metal, carpet and mineral fibre ceiling tiles. Tom Reed and Sam Okoro load both by hand from the trolley, flat and below the rim, and the carrier swaps them when full.

## Emergency arrangements

There is no fire alarm, so whoever sees a fire shouts Fire and sounds the air horn on the roller door. Everyone leaves by the roller door or the side door and meets at the yard gate. Priya Shah rings 999 and gives Unit 4, Mill Lane Trading Estate, OL9 6QR; Dan Hollins does if Priya is the one hurt. Dan is the first aider and the kit is in the van at the yard gate, with the eyewash and two extinguishers by the roller door. Whoever is nearest stays with the casualty, and Tom Reed opens the yard gate and waits there to bring the crew in. Suspect asbestos found: stop, everyone out, shut the doors, tell Dan and ring the landlord.

## 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 **Set up the generator and lighting**
Daylight comes through the roof lights. Under the office ceiling, a 110 V lighting string and our double-insulated M Class vacuum run from a small generator in the open yard, never indoors, with its exhaust away from the doors. Stop it and let it cool before refuelling, and keep the fuel in the van. We work 8 to 4, so nobody strips in the dark. Keep a battery work light at the office door, so nobody is left in the dark if the generator stops.

3 **Read the refurbishment and demolition survey**
Read the whole report before anything comes out, and check it covers every area on the strip list, above the ceilings and inside the partitions. Check the surveyor has confirmed the area fit to go back into after the survey. Anything the report lists as asbestos, or says it could not reach, stays out of this method.

4 **Mark what comes out and stays**
Mark the removal boundary on the drawing and in the work area. Stop if the actual building differs from the information.

5 **Check what is behind the surface**
Open only after checking the drawings, survey and visible condition of the wall, ceiling or floor. Treat anything hidden, damaged or different from the information as a stop.

6 **Check the disconnection certificate**
Read the certificate and walk it against the building before anything comes out. It must name every service, the fire alarm included. Treat any cable or pipe the certificate does not cover as live, and stop.

7 **Classify waste before collection**
Identify each waste stream before it leaves the site. Keep anything uncertain out of the ordinary load.

8 **Check the carrier and record the transfer**
Check the carrier on the public register and ask where the waste is going. Complete a waste transfer note for each load and keep it for two years.

9 **Check the trolley route**
Use a trolley that can take the load and fits through the route. Keep thresholds, slopes and doorways clear before moving it.

10 **Stop things falling on people below**
Keep people out of the area below the work so nobody walks under the removed ceiling tiles and fittings. Keep toe boards and guards in place on any platform, and lanyard tools where you can.

11 **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.

12 **Control the dust from hand stripping**
Open the doors to the outside to get air through, and keep anyone not stripping out of the building. Lift pieces out whole and break as little as you can. This work cannot take water or on-tool extraction, so the mask does the rest.

13 **Wear a powered hood for the stripping**
Stripping runs for over an hour without a break, so everyone stripping wears a TH2 powered hood, which needs no fit test. Check the fan and the airflow before going in, and charge the batteries overnight. If the fan stops or the flow falls, leave the area before taking the hood off.

14 **Keep the ways out clear of strip waste**
Clear stripped material from the floor as you go and never stack it by a door. Leave nothing on the floor overnight that does not need to be there.

**15 Place and load skips safely**

Put skips on stable ground with space for collection and away from escape routes. Keep waste below the sides and prevent loose material blowing out.

**16 Use the agreed removal method**

Use the tool and sequence that match the material and the agreed scope. Keep hands clear and lower removed pieces instead of dropping them.

**17 Remove stable pieces in order**

Work from the top down, with ceilings first and floor coverings last. Before a ceiling bay comes out, check how the partition heads under it are fixed, and brace any head held only by the grid. Support each section before its last fixing comes out. Remove manageable pieces and clear them before starting the next.

**18 Bring down the ceiling, partitions and carpet**

Ceiling first. Tiles come out whole, then the grid is unclipped and passed down in lengths. Then unscrew the partitions and benches, and lift the carpet last. Put on cut-resistant gloves and safety glasses before anyone touches the grid, because the cut ends are sharp.

**19 Label and separate each stream**

Put each kind in its labelled container as it is produced. Keep plasterboard apart from everything else, so it stays out of any landfill cell taking biodegradable waste.

**20 Move waste by a planned route**

Use a trolley or wheeled bin where it reduces carrying. Keep the route clear and never throw waste down openings or stairs.

**21 Clear up with a vacuum**

At every break and at the end of each day, go over the floor with the M Class vacuum. No dry sweeping. Empty it into a sealed bag outside by the skip, with the hood still on.

**22 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.