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WORKED EXAMPLE: RISK ASSESSMENT AND METHOD STATEMENT

Bathroom first and second fix in a lived-in house

Hollins & Reed Plumbing Ltd · 12 to 23 October 2026 · In charge: Dan Hollins

Worked example. Change it to fit your job before you use it.

Job details

Company	Hollins & Reed Plumbing Ltd
Site and work area	9 Vicarage Road, Stockport
Planned dates	12 to 23 October 2026
Customer	Mr and Mrs Lowe
In charge on site	Dan Hollins
Team	Two plumbers: Dan Hollins leads and runs the job between trades; Tom Ellis works with him. The tiler and the electrician work to Dan's programme.
Work	Bathroom first and second fix in a lived-in house
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Isolate/drain, sanitaryware, fit/replace pipe, cold joint, water pressure test. Areas: First-floor bathroom; Landing and stairs as the carry route

Working arrangement

- Access: the floor or ground.
- Test boundary: A new pipe section.
- Other people will be using the area.
- The family stays at home; children are kept out of the bathroom and landing while it is open. Pipes run under the floor and in a boxed duct, so no walls are chased, and joints are press-fit, so no hot work. This is the only bathroom: the family keeps the downstairs toilet and the kitchen sink throughout, and we agree the days without a bath with them before we start. The old cistern and

bath panel are checked for asbestos before they are touched. Hold point: nobody plasters, tiles or closes the duct over pipe that has not passed its test.

Emergency arrangements

Know where they are on day one: stopcock under the kitchen sink, gas emergency valve at the meter in the hall, consumer unit in the hall cupboard. Leak or failed joint: Tom Ellis shuts the stopcock, power off to anything wet, buckets and sheets, tell the family. Smell of gas: open up, no switches, valve off, ring 0800 111 999. Fire: everyone out by the stairs, meet at the front gate, count the family. Burn or scald: cool running water for 20 minutes. First aider: Tom Ellis, kit in the van. Nearest A&E named on the job sheet and the route checked on the day. Dan Hollins rings 999, gives 9 Vicarage Road, and meets the crew at the gate; if he is the one hurt, Tom Ellis does.

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. **List every feed before you open the pipe**
   Trace inlets, returns, bypasses and stored sections that can refill the work. Agree where the isolation stops before you start.

4. **Check the route before you cut**
   Use service information and a suitable detector before cutting or drilling. Stop if old lagging or an unknown material is in the route.

5. **Get the test written down before you fill**
   Write down what is being tested, what you fill it with, what pressure, how long, and what counts as a pass. Do not fill or put pressure on until those numbers are written down.

6. **Check hoses and connectors**
   Inspect hoses, gauge, caps and connectors for damage before filling. Check their ratings and compatibility with the written arrangement.

7. **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 pipework, lagging, boards, sealants, toilet cisterns or panels under baths. No survey, or a material you do not recognise: stop and get it checked.

8. **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.

9 **Carry the plumbing materials 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 **Cool hot water before you open it**
Turn off the heat source serving the section. Wait until the water is safe to handle before opening a fitting.

11 **Close and mark every isolation valve**
Close each valve that can feed the work, including a bypass or second feed. Tie or label the valves so they are not opened by mistake.

12 **Drain to the agreed safe point**
Connect the hose or place trays before opening the drain. Open the drain slowly and keep the discharge under control.

13 **Prove the section is empty**
Open the drain or outlet at the work and watch the flow stop. Break the joint only after the section cannot refill.

14 **Depressurise before disconnecting**
Ensure the system is depressurised before disconnecting the fitting. Keep a tray under the joint.

15 **Take out the old suite**
Isolate and drain first, then protect the route out. Lift out the bath, basin and WC with a team or a mechanical aid. Treat foul water as a serious health hazard.

16 **Protect open connections**
Cap or cover open supply, waste and flush connections while other work continues. Remove covers before final connection and inspection.

17 **Support the pipe and its fittings**
Fix the pipe on supports that suit its material and route. Do not leave a joint carrying the weight of the pipe.

18 **Keep joints where they can be reached**
Leave every joint accessible for inspection and repair. Fit an access panel if the agreed route needs a cover.

19 **Cut the pipe end square and clean**
Cut the pipe without crushing it and remove burrs or score marks. Use the preparation required by the fitting instructions.

20 **Fit the right insert or seal**
Use the insert, olive, seal or thread material specified for the fitting. Keep fittings clean until they are ready to use.

21 **Seat the pipe fully in the fitting**
Push the pipe to the stop or marked insertion depth. Tighten or press the fitting exactly as its instructions say.

22 **Pull-check the joint**
Pull the pipe to check that it is secure.

23 **Mark where the test stops and keep people back**
Work out which pipes and fittings are in the test, and shut off or take out anything that cannot take the pressure. Keep people out of the area and stand where you can watch the gauge.

24 **Fill and vent the water section**
Fill with clean water and open the vents. Let the air out before raising the pressure.

25 **Raise the pressure in steps**
Apply the written low-pressure check first. Raise the pressure in steps and hold each one as the written test says. Water pipework is tested at not less than 1.5 times its maximum pressure. Test first fix before anyone plasters or tiles over it.

26 **Let the pressure off before you touch it**
After the test, open the drain or relief point. Check the gauge reads zero before you go near it or disconnect anything.

27 **Secure the sanitaryware support**
Use the fixing points and frame instructions. Make sure the support holds the fitting firmly in place.

28 **Lift and carry the item safely**
Plan the route before moving the fitting. Use an aid or help when the item is heavy, bulky or hard to grip.

29 **Connect water and drainage**
Connect the supply using suitable fittings, and stop water flowing back into the supply. Connect the drainage and keep open ends and seals clean.

30 **Test and flush the new run**
Test the completed run using the written arrangement for the system. Flush it before it is handed back for use.

31 **Bring the water back on slowly**
Bring the system back on slowly and inspect each joint before use.

32 **Run and inspect the finished fitting**
Turn supplies on slowly and run the taps, flush or waste. Look around every connection before the room is handed back.

33 **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.

Risk assessment

Hazard	Who might be harmed and how	Controls in place
People entering the work area or tripping over materials Step 1	Workers, occupants and visitors	Mark or barrier the active work area. Store tools and materials away from access routes.
People using the building or passing by walking into the work or over what it leaves Step 2	Occupants, visitors, members of the public and workers	Keep the barriers and signs up while the work is active. Give people a clear way round where their normal route is blocked.
An unlisted feed refills the pipe and causes flooding or a scald Step 3	Plumbers, occupants and people below	Use the water-system information and label each valve. Stop if the boundary cannot be proved.
A hidden service or asbestos material is struck or disturbed Step 4	Plumbers and people in nearby rooms	Check the asbestos information before disturbing the building. Use a controlled route and stop for an unknown service.
Pressure put on the wrong pipework, or more than it can take Step 5	The person testing, plumbers and people near the test	Work to the written test, not to memory. Stop if you do not know the pressure or where the test stops.
A hose, cap or connector fails and releases pressurised water Step 6	The person testing and anyone near the assembly	Use identified compatible components rated for the test. Tie back any hose that could whip if it lets go.
Breathing asbestos fibres from old boards, sheets, sealants or insulation Step 7	The team and anyone in the building	Do not cut, drill or break any material until it is confirmed asbestos free. Licensed work is not for this method; hand it to a licensed contractor.
Hitting a live cable or gas pipe causes shock, fire or gas escape Step 8	The person doing the work and everyone nearby	Check again wherever the work moves. If you hit something, stop, keep clear and report it.

Hazard	Who might be harmed and how	Controls in place
Back and shoulder injury from carrying heavy or long items Step 9	Everyone handling materials	Use a trolley or sack truck on the flat where the load suits one. Where the work is up a level, hand items up or hoist them. Never carry them up a ladder.
Hot stored water burns the plumber or anyone under the work Step 10	Plumbers, occupants and people below	Check the system has cooled before draining. Keep hot water away from people and finishes.
Unexpected flow causes flooding, scalding or pressure release Step 11	Plumbers and everyone using the building	Keep the isolation under one person's control. Tell the people affected which water or heating is off.
Water, sludge or contaminated spray reaches people, floors or electrics Step 12	Plumbers, occupants and people below	Use the agreed drain point and keep a bucket ready. Stop if the discharge is faster than it can be contained.
Stored pressure or water escapes when the joint is broken Step 13	Plumbers and people near the work	Use a controlled opening and keep the tray in place. Recheck the valves if flow continues.
Water or pressure escapes while the joint is being removed Step 14	Plumbers and people near the work	Use the isolation and drain-down agreed for the job. Stop if pressure remains.
Strain from heavy items, and contact with foul water Step 15	Plumbers and the people living there	Stop if an item is too heavy for the people lifting it. Keep the family out of the route while items come out.
Debris enters the pipe or a connection is damaged before handback Step 16	Plumbers and people working in the room	Use clean covers that cannot fall into the pipe. Keep the fitting protected from building dust.
Pipe movement or support failure causes a leak or falling material Step 17	Plumbers and people below the route	Use sound supports at the agreed positions. Check the wall or structure before fixing to it.

Hazard	Who might be harmed and how	Controls in place
A hidden leak damages the building before it can be found Step 18	Plumbers, occupants and people below	Do not close in a joint without an agreed access arrangement. Record the route before covering it.
A sharp or damaged pipe end cuts hands or makes the joint leak Step 19	Plumbers and people below the work	Use the correct cutter and deburr the end. Keep swarf out of an open drinking-water pipe.
The wrong part causes a joint to fail or contaminates the water Step 20	Plumbers and people using the water	Check the fitting instructions and water-service suitability. Do not mix parts from different systems without approval.
An incompletely seated pipe pulls out and releases water Step 21	Plumbers, occupants and people below	Use the correct jaw or spanner for the fitting. Do not rely on a nearly tight joint.
A joint that looks made pulls apart once the water is on Step 22	Plumbers, occupants and people below	Remake it if it moves.
A fitting or hose lets go and hits someone Step 23	The person testing, plumbers, occupants and visitors	Keep people out of the area while the pressure is on. Sort that out before you start filling.
Air left in the pipe makes a failure worse, and escaping water causes injury or damage Step 24	The person testing, plumbers and people near the test	Keep the fill and drain points where you can see them.
A joint or fitting lets go under pressure while people are close Step 25	The person testing and people near the assembly	Stay where the gauge can be read and a failure will not reach you. If a joint leaks or a stage fails, let the pressure off, put it right and test again.
Someone touches a joint or fitting that is still under pressure Step 26	The person testing and anyone asked to inspect	Use the planned drain or relief point. Do not tighten or undo a joint under pressure.

Hazard	Who might be harmed and how	Controls in place
The fitting falls or pulls away from a weak support Step 27	Plumbers and people using the room	Fix the frame to sound floor or wall construction. Stop if the support or fixing arrangement is not suitable.
Strains, crushed fingers or a dropped ceramic fitting Step 28	Plumbers and anyone helping with the lift	Clear the route and keep both ends under control. Use a suitable trolley or lifting aid where possible.
A wrong or dirty connection leaks or contaminates the water Step 29	Plumbers and people using the room	Use the model instructions and suitable fittings. Keep open ends protected from dirt.
A leaking or contaminated pipe is put back into service Step 30	Plumbers, occupants and users of the water	Keep the area protected until the test passes. Record leaks and correct them before handback.
A failed joint floods the work area or rooms below Step 31	Plumbers, occupants and people below	Stand where the joint can be seen as pressure returns. Stop, isolate and remake it if it weeps or moves.
A hidden leak damages the room or leaves the fitting unsafe to use Step 32	Plumbers, occupants and people using the room	Keep the fitting out of use until it is secure and leak free. Clean and dry the area before handback.
Debris, tools or unfinished work left in the area Step 33	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.