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WORKED EXAMPLE: RISK ASSESSMENT AND METHOD STATEMENT

Skimming and patching walls in an occupied house

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

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

Job details

Company	Hollins & Reed Plastering Ltd
Site and work area	6 Larch Close, Stockport SK2 5TH: living room
Planned dates	12 to 14 October 2026
Customer	Mr and Mrs Lewis
In charge on site	Dan Hollins
Team	Two people: Dan Hollins plasters and is the first aider; Priya Shah mixes, carries and is his deputy.
Work	Skimming and patching walls in an occupied house
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Fill the old fixing holes and skim four walls of one room. Areas: Ground floor living room, four walls

Not our work:

- The ceiling, woodwork, sockets and switch, and the rest of the house. Nothing electrical is unscrewed or moved.

Working arrangement

- Access: A hop-up with a 450 mm platform, not steps.
- Working height: walls to the ceiling at 2.4 m.
- Ground or floor: level timber floor under dust sheets.
- The work area will be kept clear of other people.

- The Lewis family, two adults and two children, live in the house throughout. The living room is shut off to them for the three days, with the door closed, and they use the kitchen and the back door. The hall has a dust sheet down for the bags and water. We use their downstairs toilet and basin. The house was built in 2006 and its plaster is sound under old emulsion. Nothing is hacked off, nothing is cut and no fixings go in. The old television bracket and picture hook holes are filled, then the four walls, about 34 m², get a coat of Thistle Bond-it and a two-coat skim of Thistle MultiFinish. Five 25 kg bags come in one at a time on a sack truck to the living room door. Its data sheet gives no burns warning, but it can irritate the eyes, skin and lungs.

Emergency arrangements

Priya Shah rings 999 and gives 6 Larch Close, SK2 5TH; Dan Hollins does if Priya is the one hurt. Dan is the first aider and the kit is on the hall table. Whichever of us is not hurt stays with the casualty, and Mrs Lewis, or whoever is at home, opens the front door and waits to bring the crew in. Plaster in the eye: rinse with clean water from the bottle by the door and get medical advice. Fire: shout, get everyone out of the front door, meet on the pavement by the gate, and ring 999.

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. **Check the walls first**
   Go over each wall for loose or hollow plaster, flaking paint and damp, and stop if you find any. Clean off dust and grease.

3. **Shut the room off**
   Shut the living room door and open the window before the first bag is opened. Keep the door shut while plaster is tipped and mixed, so the dust stays out of the house.

4. **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.

5. **Work from the hop-up, not steps**
   The 450 mm hop-up gives both feet a platform for the top of each wall. Stand in the middle of it and face the wall. Keep a hand free as you step up, with the hawk passed up or set on the platform first. Get down and move it rather than reach. Never stack anything on it to gain height.

6. **Carry the 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.

7. **Prepare the mixing and coating area**
   Keep clean water, tools and materials within reach without blocking the route. Protect floors and nearby finishes from wet plaster, render and splashes.

8 **Tape over the sockets and switch**

Tape over the two sockets and the light switch before any wet work. The faceplates stay on and nothing is unscrewed. Plaster up to the plate, not over it, and take the tape off once the skim has set. If water gets into one, switch it off at the consumer unit and leave it off until an electrician has looked at it.

9 **Fill the holes, then seal the walls**

Pull any old plugs and fill the bracket and hook holes with a ready-mixed filler, as its tub says. Stir the Bond-it and put one coat on by hand over clean, dry walls. One 10 litre tub does 45 m². Keep the room above 5°C and let it dry fully before the first coat of plaster.

10 **Run the paddle mixer safely**

The paddle runs at low speed from a 110 V transformer in the hall, with the lead under the door. A full bag takes 11.5 litres of clean water. Wear an FFP2 mask, fit tested, to tip the plaster low into the water, with goggles and waterproof gloves. Stop the paddle before taking it out of the bucket, and switch off at the plug before cleaning it.

11 **Mix the plaster as instructed**

Add clean water to the mixing bucket. Gradually add the plaster while mixing.

12 **Skim the walls**

Lay on the first coat and the second to about 2 mm, and trowel up as the plaster sets. Keep goggles on for the top of the wall. It sets in about 1.5 hours, so mix only what will go on in that time.

13 **Let coats set and protect them**

Apply coats and finish them in the sequence and times the product gives. Protect the new surface while it dries or cures before decorating or exposing it.

14 **Wash tools in a bucket, not the sink**

Wash tools and buckets straight after each mix, in a bucket kept for it. Nothing goes down the sink or a drain. Let it settle, and take it away in the van with the bagged waste.

15 **Rub down nibs by hand**

A trowelled skim should need no sanding. If a nib is left, rub it off by hand with the window open and the FFP2 mask on. No power sanding. Vacuum the floor with an M Class vacuum, and do not sweep.

16 **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.
New plaster failing on a loose, damp or dusty wall Step 2	Plasterers and the people living with the wall	Stop if a wall is not sound. Agree any extra repair with the customer before coating it.
Gypsum dust reaching the family in the rest of the house Step 3	The family	Door shut, window open. Keep the children and pets out until the room has been cleaned.
Falling from the access equipment; tools or materials falling from the platform Step 4	The person on the platform, if it is set up on an unsuitable surface and shifts under them. Anyone passing or working underneath.	Place access equipment on a firm, level surface. Keep tools and materials secure while working above ground.
A fall from the hop-up when reaching or stepping back Step 5	The plasterer	Check its feet and locks each morning. Keep the floor under it clear of sheets rucked up. Move it, do not reach.
Back and shoulder injury from carrying heavy or long items Step 6	Everyone handling materials	Use a trolley or sack truck on the flat where the load suits one.
Trips, splashes or contamination of the new finish Step 7	Plasterers, labourers and people using the area	Keep the work area tidy as coats are applied. Clear spilled material before it becomes a slip hazard.
Water or wet plaster getting into a live socket or switch Step 8	The plasterer and the family	Tape on before wet work. Keep buckets away from them. If water gets into one, switch it off at the consumer unit and leave it off until an electrician has looked at it.
New plaster coming away from a smooth painted wall Step 9	The plasterer and the people living with the wall	Clean, dry walls. Bond-it fully dry first. Keep it off the sockets and woodwork.

Hazard	Who might be harmed and how	Controls in place
Plaster dust and splashes in the lungs and eyes; hands caught in the paddle; electric shock Step 10	The person mixing	Mask, goggles and gloves on for tipping and mixing. Switch off at the plug before cleaning the paddle.
Powder exposure or a weak plaster mix Step 11	The person mixing and nearby plasterers	Follow the current product instructions. Keep other people away while powder is tipped.
Wet plaster on the floor and hop-up, and plaster in the eye from overhead strokes Step 12	The plasterer	Wipe up splashes as they land. Keep goggles on for the top of the wall. Rinse any plaster in the eye with clean water.
Cracking, detachment or damage from working over a coat too soon Step 13	Plasterers and people using the finished room or wall	Do not re-mix material that has started to set. Keep other trades and water away until the stated handover condition.
Plaster blocking the house drains, and slips on spilled water Step 14	The family and the team	One wash bucket, with a lid for the van. Mop any spill at once.
Gypsum dust from rubbing down and clearing up Step 15	The plasterer, and the family if it leaves the room	Hand rubbing only. Door shut, mask on, vacuum not brush.
Debris, tools or unfinished work left in the area Step 16	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.