

RISK ASSESSMENT AND METHOD STATEMENT

Bricklaying, 14 Beech Avenue, Sale: rear extension

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

Job details

Company	Hollins & Reed Brickwork Ltd
Site and work area	14 Beech Avenue, Sale: rear extension
Planned dates	12 to 14 October 2026
Customer	Mr and Mrs Patel
In charge on site	Dan Hollins
Team	Two bricklayers and a labourer: Dan Hollins leads and checks the scaffold each morning; Priya Shah lays with him; Tom Reed mixes and carries.
Work	Bricklaying
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Lay units. Areas: Rear extension, ground floor walls

Working arrangement

- Access: a scaffold.
- Working height: walls rise to about 2.7 m.
- Ground or floor: level compacted hardcore and the new slab.
- The work area will be kept clear of other people.

Emergency arrangements

Continuous air horn; assemble on the front drive. First aider: Dan Hollins, first aid kit in the van. Ambulances come to the front door, Beech Avenue.

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 Stop things falling on people below

Fence off the ground below the work so nobody walks under the materials and tools. Use toe boards, brick guards or netting on platforms and lanyard tools where you can.

3 Confirm the wall support

Check the current drawing, set-out and receiving support before laying the first course. Keep the temporary works or restraint arrangement on site.

4 Set down units close to the wall

Put packs on firm level ground near the point of use. Keep the route and working area clear before moving the next pack.

5 Work from the scaffold

Check the scaffold tag or handover shows an inspection within the last 7 days. Use only the lifts and access that were handed over. Keep materials within the loading the scaffold was built for. Keep off in high wind or ice, or when sheeting has come loose.

6 Lay the wall to the drawing

Build to the specified bond, line and level. Fit the ties, cavity details, openings and movement joints shown on the drawing.

7 Carry the materials safely

Plan the route, clear it, and carry long items upright with two people. Store materials close to the work so nobody carries further than they need to.

8 Keep the work face tidy

Keep mortar, tools and units within easy reach without blocking the access route. Clear broken units and mortar before they become trip hazards.

9 Keep the fresh wall safe

Do not lean boards, sheets or materials against fresh masonry. Fit the agreed restraint and cover the top when the lift ends.

10 Check the wall before leaving it

Check the last course, ties, openings and temporary restraint before the team leaves. Leave materials and access equipment where they cannot strike or load the fresh wall.

11 Control the dust when cutting

Cut with water suppression or on-tool extraction, never dry in the open. Wear an FFP3 mask when you cut and keep other people out of the dust.

12 Use the grinder or disc cutter safely

Check the disc is the right type and speed for the tool and the material. Keep the guard on and both hands on the tool.

13 Limit noise and vibration

Wear ear defenders when cutting and share the cutting between people. Take breaks from vibrating tools and keep them maintained.

14 Clear and hand back the area

Remove tools, waste and unused materials. Check the area is clean and ready to use. Tell the person in charge when the work is complete.

Risk assessment

Hazard	Who might be harmed and how	Controls in place	Further action
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.	None recorded.
Materials and tools falling onto people below Step 2	People below, including the public	Lower waste in bags or a chute, never throw it. Keep the exclusion zone up until the last item is down.	None recorded.
Collapse or movement when masonry is built without the designed support or sequence Step 3	Bricklayers and everyone near the wall	Stop if the drawing, support or wall base is missing or different. Use the agreed build sequence and do not remove restraint early.	None recorded.
Strains, trips and falling packs while bricks or blocks are moved around the site Step 4	Bricklayers, labourers and people using the route	Use pallet trucks or sack trucks where possible. Keep packs stable and do not double stack unless the site arrangement allows it.	None recorded.
Falling from a scaffold that has been altered; materials falling from the scaffold Step 5	Anyone working on the lift, where a guardrail, board or tie has been taken out to get the work done. Anyone passing or working underneath, including the public where the scaffold is over a footpath.	Never remove boards, ties, guardrails or bracing; ask the scaffolding contractor to alter it. Report damage or a missing tag and keep off until it is checked. Fit brick guards or netting where materials could fall on people below.	None recorded.

Hazard	Who might be harmed and how	Controls in place	Further action
Later wall failure from wrong bond, missing ties or building off the wrong support Step 6	Bricklayers and people using the building	Check line, level and gauge as you go. Stop and ask if the set-out or support is not what the drawing shows.	None recorded.
Back and shoulder injury from carrying heavy or long items Step 7	Everyone handling materials	Use a trolley or sack truck on the flat. Never carry up a ladder; hand items up or hoist them.	None recorded.
Trips or strains while working around scattered materials Step 8	The bricklaying team and people using the route	Use a stable board or tub for mortar. Move empty pallets and waste out of the work face promptly.	None recorded.
A fresh wall overturning or being knocked over before the mortar sets Step 9	Bricklayers and everyone near the wall	Keep people away from unrestrained work. Stop building if wind or a missing restraint makes the wall unsafe.	None recorded.
An unfinished wall is left unstable or is damaged by the next activity Step 10	The bricklaying team and other workers	Tell the supervisor what is complete and what must remain protected. Do not remove restraint or barriers until the wall is ready.	None recorded.
Silica and board dust from power cutting damage the lungs Step 11	The person cutting and anyone downwind	Use the extraction or water kit that fits the tool. Cut in one place, away from other trades, and clear up with a vacuum not a brush.	None recorded.
A disc bursts or the tool kicks back and cuts the user Step 12	The person cutting	Only someone trained to change discs fits them. Stop and swap any cracked or worn disc.	None recorded.
Hearing damage and hand-arm vibration from power tools Step 13	The person cutting	Use sharp blades and discs, which cut faster with less vibration. Warn people nearby before you start cutting.	None recorded.
Debris, tools or unfinished work left in the area Step 14	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.	None recorded.

Sources

HSE: Steps needed to manage risk

<https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm>

HSE: Process fire risks

<https://www.hse.gov.uk/construction/safetytopics/processfire.htm>

HSE: Protecting the public

<https://www.hse.gov.uk/construction/safetytopics/publicprotection.htm>

HSE: Work at height

<https://www.hse.gov.uk/work-at-height/index.htm>

HSE: Temporary Works

<https://www.hse.gov.uk/construction/safetytopics/temporary-works.htm>

HSE: Blocks and masonry units

<https://www.hse.gov.uk/construction/healthrisks/physical-ill-health-risks/manual-handling-specific-tasks-blocks-masonry-units.htm>

HSE: Scaffolding

<https://www.hse.gov.uk/construction/safetytopics/scaffoldinginfo.htm>

HSE: When and how to use a ladder at work

<https://www.hse.gov.uk/work-at-height/ladders/when-how-to-use-ladders-safely.htm>

HSE: Manual handling in construction

<https://www.hse.gov.uk/construction/healthrisks/physical-ill-health-risks/manual-handling.htm>

HSE CN3: Construction dust, silica

<https://www.hse.gov.uk/pubns/guidance/cn3.pdf>

HSE: Construction dust

<https://www.hse.gov.uk/construction/faq-dust.htm>

HSE HSG17: Safety in the use of abrasive wheels

<https://www.hse.gov.uk/pubns/priced/hsg17.pdf>

HSE: Assessing noise risks on construction sites

<https://www.hse.gov.uk/construction/healthrisks/physical-ill-health-risks/assessing-noise.htm>

HSE: Hand-arm vibration, assessing the risks

<https://www.hse.gov.uk/vibration/hav/assessrisks.htm>