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RISK ASSESSMENT AND METHOD STATEMENT

Building conservation cleaning, Former Town Hall, Market Place, Stockport: front elevation

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

Job details

Company	Hollins & Reed Conservation Ltd
Site and work area	Former Town Hall, Market Place, Stockport: front elevation
Planned dates	12 to 14 October 2026
Customer	Stockport Heritage Trust
In charge on site	Dan Hollins
Team	Two conservation operatives: Dan Hollins leads and agrees the test areas with the conservation officer; Priya Shah works with him.
Work	Building conservation cleaning
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Clean approved fabric. Areas: Front elevation, bays 1 to 5, ground to eaves

Working arrangement

- Access: a scaffold.
- Working height: front elevation about 9 m to the eaves.
- Ground or floor: scaffold boarded lifts over a paved forecourt.
- The work area will be kept clear of other people.

Emergency arrangements

Continuous siren; assemble at the site gate. First aider: Dan Hollins, first aid kit in the van. Ambulances come to the main entrance: Former Town Hall, Market Place, Stockport. Dan Hollins calls 999 and meets the ambulance. Agree how you get someone down from the work platform, and who does it. Do not rely on the fire service alone.

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 **Confirm the accepted area and method**
Compare the work area with the accepted test patch, fabric and deposit. Stop if the surface, deposit or conditions differ.

3 **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 historic masonry, render and old finishes. No survey, or a material you do not recognise: stop and get it checked.

4 **Check the weather before you start**
Do not lift or fix hoses and cleaning equipment in strong wind. Stop in heavy rain, ice or lightning.

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

6 **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.

7 **Protect nearby fabric and openings**
Cover or isolate windows, joints, plants and surfaces that must not be wetted or treated. Keep dirty water and loosened material from spreading.

8 **Mark the accepted cleaning boundary**
Mark the area that matches the tested fabric and deposit. Keep different masonry, finishes and deposits outside the run.

9 **Contain washings and removed material**
Collect dirty water and removed material under the agreed plan. If no route is agreed, hold wet work and keep solids away from drains.

10 **Start with the mild method**
Use the least aggressive accepted method first. If the area or method is not agreed, hold the work instead.

11 **Use the accepted water-and-brush method**
Use only the agreed water supply, pressure and soft brushes. Rinse and work in the accepted sequence.

12 **Work from bottom to top**
Clean the masonry in the accepted sequence. Keep cleaned and uncleaned areas distinguishable.

13 **Stop when the fabric changes**
Stop if the surface roughens, powders, stains or loses detail. Protect the area and report the change.

14 **Collect washings for the agreed route**
Capture dirty water and solids as the work progresses. Keep the container secure and send it by the agreed route.

15 **Record the work and hand back**
Record the cleaned area, method used, remaining deposits and any change to the fabric. Leave the area protected until it is dry and accepted.

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.
A changed surface is cleaned with a method that was never accepted for it Step 2	Cleaner and historic fabric	Keep the test record at the work area. Refer changes before continuing.
Breathing asbestos fibres from old boards, sheets, sealants or insulation Step 3	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.
Wind catches the hoses and cleaning equipment or blows someone off balance at height Step 4	The team and people below	Agree a wind limit for this work and check the forecast before you start. Tie down or take in loose materials before you leave.
Cleaning materials falling onto people below Step 5	People below	Bring waste down by hand or in bags. Never throw it. Keep the exclusion zone up until the last item is down.

Hazard	Who might be harmed and how	Controls in place
Falling from a scaffold that has been altered; materials falling from the scaffold Step 6	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.
Water, product or removed dirt damages nearby fabric or enters the building Step 7	Cleaner, occupants and the building	Check protection before each section. Stop if water or product escapes the work area.
Cleaning crosses into fabric or deposits that the test did not cover Step 8	Cleaner, client and historic fabric	Check the boundary before each section. Stop when the material or deposit changes.
Contaminated waste reaches the fabric, people, soil or drainage Step 9	Cleaner, occupants and the environment	Check the containers and route before wet work. Stop if the agreed route cannot contain the waste.
An aggressive method removes sound surface or historic detail Step 10	Cleaner and building owner	Keep the accepted limits visible. Monitor the fabric while cleaning.
Excess force or unsuitable tools damage historic masonry and finishes Step 11	Cleaner and historic fabric	Keep the pressure limit visible. Stop if the surface reacts.
Runoff carries dirt across cleaned fabric or creates uneven staining Step 12	Cleaner and building owner	Keep runoff contained. Stop if the sequence does not suit the approved method.

Hazard	Who might be harmed and how	Controls in place
Continued cleaning causes irreversible damage to historic fabric Step 13	Cleaner and building owner	Do not chase a result by increasing pressure or changing product. Seek a new conservation decision.
Contaminated washings escape to people, soil or drainage Step 14	Cleaner, occupants and the environment	Check containers before wet work. Stop if they are full, damaged or leaking.
Damage, residue or an unsafe wet area is missed at handover Step 15	Cleaner, client and building users	Photograph the finished area. Tell the client about defects or remaining deposits.
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.