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RISK ASSESSMENT AND METHOD STATEMENT

Carpentry, First floor, Unit 8, Canal Side Business Park, Stockport

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

Job details

Company	Hollins & Reed Carpentry Ltd
Site and work area	First floor, Unit 8, Canal Side Business Park, Stockport
Planned dates	12 to 14 October 2026
Customer	Thornley Vale Estates Ltd
In charge on site	Dan Hollins
Team	Two carpenters: Dan Hollins leads, sets out the partition and checks the bracing; Priya Shah works with him.
Work	Carpentry
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Light frame. Areas: Rear office, partition line between rooms 2 and 3

Working arrangement

- Access: a podium.
- Working height: head plate at about 2.7 m.
- Ground or floor: level, bare concrete slab.
- 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: First floor, Unit 8, Canal Side Business Park, Stockport. Dan Hollins calls 999 and meets the ambulance.

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 drawing and support**
Confirm the frame is non-loadbearing and the supports are agreed. Check the fixing line for hidden services and old fabric. Stop if the frame or support differs from the drawing.

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 old doors, trim, boards and linings. No survey, or a material you do not recognise: stop and get it checked.

4 **Find hidden services**
Check the drawings, then use a detector, along any fixing line into a wall or floor. Mark what you find and keep fixings clear of it. If you are not sure what is there, do not drill.

5 **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.

6 **Carry the doors, timber, boards and units 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 **Move timber and boards into place**
Clear the route before carrying lengths and boards. Use help or a trolley for anything you cannot control alone. Stand unused material where it cannot fall into the route.

8 **Control the dust when cutting**
Run every saw, router and planer on on-tool extraction to an M Class extractor, and never cut in a closed room without it. Wear an FFP3 mask (APF 20) when you sand or cut for any length of time, fit tested and clean-shaven, and keep other people out of the dust.

9 **Limit noise and vibration**
Wear ear defenders when cutting. Note how long each person's hands are on each tool while it runs. Take the tool's vibration figure from the maker or HSE's table and check it fits how you use it. Points per hour times hours on the trigger, added up for the day, gives the exposure: 100 points is the action value, 400 is the limit. HSE's vibration calculator does the sum. Over 100, cut it with lower-vibration kit or less time, and never pass 400. Write the result down. Sharing the work does not replace this. Keep the tools maintained.

10 **Build in a stable sequence**
Fix the floor and head plates to the agreed supports. Fit studs and openings in the planned sequence. Keep the area clear while the frame is part-built.

11 Brace the frame until it is fixed

Install the agreed braces or props before the frame can be pushed. Keep them until the top and bottom fixings are complete. Do not load the part-built frame.

12 Check the frame before hand-back

Check the planned fixings are complete and the frame does not move. Remove braces only when permanent fixings are complete. Tell the next trade about unfinished work.

13 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 frame is fixed to weak support or the work affects a load-bearing part Step 2	The carpenters and people in the room	Keep structural changes outside this operation. Get the fixing detail checked if the support is different.
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.
A fixing hits a hidden cable or pipe Step 4	The person doing the work and everyone nearby	Check again wherever the work moves. If you hit something, stop, keep clear and report it.
Falling from the access equipment; tools or materials falling from the platform Step 5	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.
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.

Hazard	Who might be harmed and how	Controls in place
A length or board causes a strain, crushes fingers, or falls onto someone Step 7	The carpenters and people nearby	Keep materials out of doorways and walkways. Use help before the load becomes awkward.
Wood and MDF dust from power cutting harms the lungs and can cause asthma Step 8	The person cutting and anyone downwind	Connect an M-class extractor that fits the tool. Cut in one place, away from other trades, and clear up with a vacuum, not a brush or an air line.
Hearing damage and hand-arm vibration from power tools Step 9	The person cutting	Use sharp blades and discs, which cut faster with less vibration. Warn people nearby before you start cutting.
An incomplete frame moves or falls because its build order is wrong Step 10	The carpenters and people in the room	Follow the agreed build sequence. Stop if the frame moves or the support cannot take the fixing.
The part-built frame overturns and strikes someone Step 11	The carpenters and people nearby	Use support suited to the foreseeable load. Check bracing before work and after it is disturbed.
An unfinished frame moves later or is loaded before it is ready Step 12	The carpenters and following trades	Keep unfinished work marked and protected. Do not let anyone load or alter it outside the detail.
Debris, tools or unfinished work left in the area Step 13	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.