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RISK ASSESSMENT AND METHOD STATEMENT

Chimneys, 14 Mill Street, Stockport: rear chimney stack

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

Job details

Company	Hollins & Reed Roofing Ltd
Site and work area	14 Mill Street, Stockport: rear chimney stack
Planned dates	12 to 14 October 2026
Customer	Mill Street Lettings Ltd
In charge on site	Dan Hollins
Team	Two roofers: Dan Hollins leads and works on the stack; Priya Shah mixes and hoists from the scaffold.
Work	Chimneys
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Repair a chimney stack. Areas: Rear chimney stack and pots

Working arrangement

- Access: a scaffold.
- Working height: stack top about 8 m, ridge about 7 m.
- Ground or floor: level paved yard; scaffold to eaves with a lift to the stack.
- 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: 14 Mill Street, 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 **Check the stack and repair scope**
Inspect the stack, point out loose masonry and confirm the repair details before taking anything out. Stop if the stack or the agreed repair is different from what you find.

3 **Match the repair material**
Use the specified brick, mortar, pot or flashing that is compatible with the existing stack. Agree a sample where the colour, joint or finish matters.

4 **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 the old stack, flue, mortar and sealants. No survey, or a material you do not recognise: stop and get it checked.

5 **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.

6 **Check the weather before you start**
Do not lift or fix bricks, pots and tools in strong wind. Stop in heavy rain, ice or lightning.

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

8 **Use designed and inspected access**
Use the scaffold or other access system designed for the stack and the materials it will carry. Check it before use and after anything changes.

9 **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.

10 **Use the hoist**
Check the hoist's thorough examination report is in date and it can take the weight. Keep people out from underneath while a load is up.

11 **Rake and repoint the joints**
Remove loose mortar carefully and repoint to the specified joint profile and finish. Keep sound bricks and the flue opening from being damaged.

12 Clear waste and check gutters

Remove mortar, brick and packaging from the roof and access system. Check the rainwater system before handover and do not sweep waste into gutters.

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.
Loose masonry falls or the repair damages the existing stack Step 2	Chimney masons and people below	Use the agreed repair information and keep people below clear. Do not start until an unsafe defect has been dealt with.
An incompatible repair cracks, sheds material or damages the existing masonry Step 3	Chimney masons and building occupants	Follow the repair specification and approved sample. Stop if the existing build-up differs from the brief.
Breathing asbestos fibres from old boards, sheets, sealants or insulation Step 4	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 5	The person doing the work and everyone nearby	Check again wherever the work moves. If you hit something, stop, keep clear and report it.
Wind catches the bricks, pots and tools or blows someone off balance at height Step 6	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.
Bricks, pots and rubble falling onto people below Step 7	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
A worker falls or the access system fails under the work load Step 8	Chimney masons and people below	Use competent people for erection, alteration and inspection. Do not overload a platform or use it as structural support.
Falling from a scaffold that has been altered; materials falling from the scaffold Step 9	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.
A load falls from the hoist onto someone below Step 10	People below the hoist	Secure the bricks, pots, mortar and rubble before the lift. One person controls the lift and everyone can hear them.
Masonry loosens or dust and fragments reach the team and people below Step 11	Chimney masons and people below	Work in small sections and keep the exclusion zone in place. Use the dust controls for the tool and mortar.
Chimney waste blocks drainage or falls onto people below Step 12	Chimney masons, roofers and people below	Use the agreed debris controls and waste route. Keep the exclusion zone in place until the roof and ground are checked.
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.