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RISK ASSESSMENT AND METHOD STATEMENT

Cladding, Unit 12, Valley Road Industrial Estate, Stockport: north gable

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

Job details

Company	Hollins & Reed Cladding Ltd
Site and work area	Unit 12, Valley Road Industrial Estate, Stockport: north gable
Planned dates	12 to 14 October 2026
Customer	Valley Fabrications Ltd
In charge on site	Dan Hollins
Team	Three fixers: Dan Hollins leads and checks the scaffold tag each morning; Priya Shah and Sam Okafor fix panels.
Work	Cladding
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Fit external panels. Areas: North gable and east elevation

Working arrangement

- Access: a scaffold.
- Working height: eaves about 7 m, working over three lifts.
- Ground or floor: level concrete yard, scaffold on base plates.
- 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: Unit 12, Valley Road Industrial Estate, 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 wall before fixing**
Look at the wall or frame where the support goes: it must be sound, dry and able to hold the fixings. Mark the fixing lines and check them against the drawing.

3 **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.

4 **Check the weather before you start**
Do not lift or fix panels 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 panels. 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 **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.

8 **Fit the battens or rails**
Fix the battens or rails at the spacing in the panel maker's guide, plumb and in one flat plane. Use the fixings the guide names for the wall type and keep the cavity and any fire barriers as designed.

9 **Fit the panels**
Work from the bottom up, fixing each panel on every support it touches with the screws or clips the guide names. Keep the ventilation path at the top and bottom open and fit trims and closers as you go.

10 **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 panel or its support pulls off because the wall cannot hold it Step 2	The team and people below later	Pull-test a fixing on doubtful walls. Stop and get the support design if the wall is not what the drawing says.
Hitting a live cable or gas pipe causes shock, fire or gas escape Step 3	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 panels 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.
Panels 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.
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.
A load falls from the hoist onto someone below Step 7	People below the hoist	Secure the panels before the lift. One person controls the lift and everyone can hear them.

Hazard	Who might be harmed and how	Controls in place
Panels distort, loosen or leave gaps because the support is uneven or under-fixed Step 8	The team and the building's occupants	Check the line with a string or laser before panels go on. Do not pack or bend supports to hide a wall that is out.
A panel cracks, works loose or comes off in wind because it is under-fixed Step 9	The team now and people below later	Never leave a panel on one fixing overnight. Check each row is fixed before starting the next.
Debris, tools or unfinished work left in the area Step 10	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.