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RISK ASSESSMENT AND METHOD STATEMENT

Cleaning, Unit 3, Canal Side Business Park, Stockport

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

Job details

Company	Hollins & Reed Contracting Ltd
Site and work area	Unit 3, 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 operatives: Dan Hollins leads and checks the area each morning; Priya Shah works with him.
Work	Cleaning
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Builders clean. Areas: As marked on the client's site plan

Working arrangement

- Access: the floor or ground.
- 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 3, 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 area before clearing**
Limit the area to authorised, trained people. Stop and report anything unexpected before disturbing it.

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 boards, insulation and debris left by other trades. No survey, or a material you do not recognise: stop and get it checked.

4 **Keep clearing controlled**
Clean as you go so debris does not build up. Inspect the route and finish before handing the area back.

5 **Keep wet areas closed**
Use barriers or another route while damp cleaning or washing is under way. Check the floor is dry enough before people return.

6 **Set the check-in before starting**
Tell the responsible person where you are working and when you expect to finish. Keep a working phone and a way to raise help; do not start if the check-in cannot work.

7 **Collect larger debris first**
Use a rake, shovel and bucket or wheelbarrow for larger pieces. Keep sharp pieces and bags in the agreed waste container.

8 **Pick up sharps without reaching in**
Look over rubble and waste before touching it. Use a tool and a rigid container for broken glass, blades or needles; stop for anything suspect.

9 **Bag and remove waste safely**
Put waste in the agreed container as you go. Do not overfill bags; close them before moving them and keep chemical or suspect waste separate.

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.
An unknown deposit is disturbed or an uncontrolled work area is entered Step 2	Cleaners and people nearby	Keep others out of the work area. Do not sweep or wash to discover what a deposit is.
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.
Accumulated debris creates trips and leaves dust or waste for other people Step 4	Cleaners, visitors and other trades	Keep waste in the agreed containers. Keep wet or unfinished areas closed until safe.
Someone slips on a wet floor left by the clean Step 5	Cleaners, visitors and other trades	Put out a clear warning and keep it in place while the floor dries. Do not leave a wet route as the only access.
A cleaner becomes ill or injured alone in an empty or out-of-hours building and is not found quickly Step 6	The cleaner working alone and the person checking on them	Agree check-in and missed-check action before entry. Keep doors, lighting and escape routes usable.
Sharp or awkward construction debris causes cuts, punctures or strains Step 7	Cleaners	Look before reaching into a pile. Use a barrow or get help for an awkward load.
A sharp item punctures a hand or contaminates the cleaner Step 8	Cleaners and anyone sorting the waste	Keep hands out of bags, boxes and hidden debris. Keep sharp waste separate and tell the person in charge.

Hazard	Who might be harmed and how	Controls in place
Waste spills, cuts someone or is put into the wrong disposal route Step 9	Cleaners, other trades and waste handlers	Use the site’s waste route and keep the area tidy. Stop if the waste type or container is not clear.
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.