

RISK ASSESSMENT AND METHOD STATEMENT

Drilling, First floor offices, Albion House, Manchester

Hollins & Reed Fit-out Ltd · 12 to 14 October 2026 · In charge: Dan Hollins

Job details

Company	Hollins & Reed Fit-out Ltd
Site and work area	First floor offices, Albion House, Manchester
Planned dates	12 to 14 October 2026
Customer	Albion Property Management 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	Drilling
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Handheld drill/chase/cut. Areas: Open-plan office and plant corridor

Working arrangement

- Access: a podium.
- Working height: ceiling slab about 3 m; fixings at about 2.8 m.
- Ground or floor: level, sealed concrete.
- The work area will be kept clear of other people.

Emergency arrangements

Continuous siren; assemble at the front car park. First aider: site manager on reception, 0161 496 0000. Ambulances come in by the main gate.

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 for asbestos before you disturb anything

Ask for the asbestos survey or register before you start. Read what it says about old boards, coatings, ceiling voids and linings. No survey, or a material you do not recognise: stop and get it checked.

3 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.

4 Choose and check the power tool

Confirm the agreed hole, chase or cut and choose the power tool and bit or disc for the material. Check the tool, its lead or battery, the bit and the guard before use, and keep people who are not needed away.

5 Connect dust capture

Fit the hood or collector made for the tool and connect the M- or H-class vacuum. Keep the vacuum running while the tool cuts and stop if collection fails.

6 Clean without making dust

Vacuum or wet-brush the area as you work. Do not dry sweep settled dust.

7 Control the dust when cutting

Cut with water suppression or on-tool extraction, never dry in the open. Wear an FFP3 mask when you cut and keep other people out of the dust.

8 Use the grinder or disc cutter safely

Check the disc is the right type and speed for the tool and the material. Keep the guard on and both hands on the tool.

9 Limit noise and vibration

Wear ear defenders when cutting and share the cutting between people. Take breaks from vibrating tools and keep them maintained.

10 Clear and hand back the area

Remove tools, waste and unused materials. Check the area is clean and ready to use. Tell the person in charge when the work is complete.

Risk assessment

Hazard	Who might be harmed and how	Controls in place	Further action
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Hazard	Who might be harmed and how	Controls in place	Further action
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.	None recorded.
Breathing asbestos fibres from old boards, sheets, sealants or insulation Step 2	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.	None recorded.
Falling from the access equipment; tools or materials falling from the platform Step 3	The person on the platform, if it is set up on soft or sloping ground 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.	None recorded.
A wrong bit snatches, breaks or makes uncontrolled dust Step 4	The person using the tool and people nearby	Use the material and route information before drilling. Hold the drill with both hands and use its side handle.	None recorded.
Silica or board dust escaping into the room Step 5	Fixers and anyone nearby	Check the hose and bag before starting. Keep the hose connection tight and secure.	None recorded.
Settled dust becoming airborne during clean-up Step 6	Fixers and other trades	Keep people clear until the area is clean. Use the tool vacuum or wet cleaning.	None recorded.
Silica and board dust from power cutting damage the lungs Step 7	The person cutting and anyone downwind	Use the extraction or water kit that fits the tool. Cut in one place, away from other trades, and clear up with a vacuum not a brush.	None recorded.
A disc bursts or the tool kicks back and cuts the user Step 8	The person cutting	Only someone trained to change discs fits them. Stop and swap any cracked or worn disc.	None recorded.
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.	None recorded.

Hazard	Who might be harmed and how	Controls in place	Further action
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.	None recorded.

Sources

HSE: Steps needed to manage risk

<https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm>

HSE: Process fire risks

<https://www.hse.gov.uk/construction/safetytopics/processfire.htm>

HSE: Asbestos, actions by job role

<https://www.hse.gov.uk/asbestos/introduction/actions.htm>

HSE: The duty to manage asbestos in buildings: Arrange an asbestos survey

<https://www.hse.gov.uk/asbestos/duty/arrange-asbestos-survey.htm>

HSE: Work at height

<https://www.hse.gov.uk/work-at-height/index.htm>

HSE: When and how to use a ladder at work

<https://www.hse.gov.uk/work-at-height/ladders/when-how-to-use-ladders-safely.htm>

COSHH essentials: CN3: Drilling with hand-held rotary tools

<https://www.hse.gov.uk/pubns/guidance/cn3.pdf>

Dust

<https://www.hse.gov.uk/construction/faq-dust.htm>

HSE CN3: Construction dust, silica

<https://www.hse.gov.uk/pubns/guidance/cn3.pdf>

HSE: Construction dust

<https://www.hse.gov.uk/construction/faq-dust.htm>

HSE HSG17: Safety in the use of abrasive wheels

<https://www.hse.gov.uk/pubns/priced/hsg17.pdf>

HSE: Assessing noise risks on construction sites

<https://www.hse.gov.uk/construction/healthrisks/physical-ill-health-risks/assessing-noise.htm>

HSE: Hand-arm vibration, assessing the risks

<https://www.hse.gov.uk/vibration/hav/assessrisks.htm>