



RISK ASSESSMENT AND METHOD STATEMENT

Drylining, Second floor offices, 14 Mill Street, Stockport

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

Job details

Company	Hollins & Reed Fitout Ltd
Site and work area	Second floor offices, 14 Mill Street, Stockport
Planned dates	12 to 14 October 2026
Customer	Mill Street Lettings Ltd
In charge on site	Dan Hollins
Team	Two fitters: Dan Hollins leads and sets out; Priya Shah works with him.
Work	Drylining
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Board partition. Areas: Open-plan office: new partition and door to meeting room

Working arrangement

- Access: a podium.
- Working height: partition about 2.7 m high.
- Ground or floor: level, carpet tile floor.
- Other people will be using the area.
- Offices stay in use; the partition line is released to us one bay at a time.

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 Keep people clear of the work

Agree how people get past or around the work while it is going on. Put barriers or signs where a route crosses the work. Do not leave open work unattended.

3 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.

4 Stop things falling on people below

Fence off the ground below the work so nobody walks under the materials and tools. Use toe boards, brick guards or netting on platforms and lanyard tools where you can.

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 materials and equipment safely

Plan the route, clear it, and carry long items upright with two people. Store materials close to the work so nobody carries further than they need to.

7 Set out the partition and openings

Mark the partition line and the positions of doors, access openings and heavy fittings. Use the approved non-loadbearing system detail and stop if an opening needs structural design.

8 Fix the partition frame

Fix base and head channels and fit the studs to the system detail. Check the frame is stable before boarding.

9 Check the cavity before closing it

Fix services and insulation in their planned positions before boarding the second face. Check the cavity and all openings before it is hidden.

10 Fix the boards correctly

Use the specified boards, screws and layers and set screw heads flush. Do not break the paper or gypsum core or swap a component that looks similar.

11 Hand back the finished partition

Remove offcuts, sharp fixings and dust. Tell the site what is complete and what remains open before the next trade starts.

12 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
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.
People using the building or passing by walking into the work or over what it leaves Step 2	Occupants, visitors, members of the public and workers	Keep the barriers and signs up while the work is active. Give people a clear way round where their normal route is blocked.	None recorded.
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.	None recorded.
Materials and tools falling onto people below Step 4	People below, including the public	Lower waste in bags or a chute, never throw it. Keep the exclusion zone up until the last item is down.	None recorded.
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 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.
Back and shoulder injury from carrying heavy or long items Step 6	Everyone handling materials	Use a trolley or sack truck on the flat. Never carry up a ladder; hand items up or hoist them.	None recorded.
An unsupported opening weakens the partition or drops material Step 7	Partition fixers and people nearby	Check the set-out before fixing the frame. Do not improvise support for a structural opening.	None recorded.
A loose frame moves, falls or cannot support the boards Step 8	Partition fixers and people nearby	Use fixings suitable for the structure. Do not load an incomplete frame.	None recorded.

Hazard	Who might be harmed and how	Controls in place	Further action
A service, support or fire detail is hidden and cannot be corrected later Step 9	Other trades and building users	Use the system detail for openings and penetrations. Keep heavy services off the frame unless the detail allows it.	None recorded.
The partition fails its fire, sound or robustness performance Step 10	Building users and partition fixers	Follow the system detail for board direction and fixing spacing. Record the system reference for rated work.	None recorded.
Sharp waste, hidden defects or incomplete fire and service work being handed over Step 11	Partition fixers and following trades	Leave the area clear and keep unresolved checks visible. Do not cover an open check with the next layer.	None recorded.
Debris, tools or unfinished work left in the area Step 12	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: Protecting the public

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

HSE: Manual handling in construction

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

White Book - GypWall Single Frame

<https://www.british-gypsum.com/documents/white-book/british-gypsum-wb-gypwall-single-frame-with-introduction.pdf>

GypWall Single Frame internal partition system A206099

<https://www.british-gypsum.com/Specification/White-Book-Specification-Selector/internal-partitions-walls/gypwall-single-frame/a206099-en>

GypWall Single Frame internal partition system A206252

<https://www.british-gypsum.com/Specification/White-Book-Specification-Selector/internal-partitions-walls/gypwall-single-frame/a206252-en>