



## RISK ASSESSMENT AND METHOD STATEMENT

# Ductwork access panel installation, The Millers Arms, 22 Bridge Street, Stockport: kitchen

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

## Job details

|                    |                                                                                          |
|--------------------|------------------------------------------------------------------------------------------|
| Company            | Hollins & Reed Mechanical Ltd                                                            |
| Site and work area | The Millers Arms, 22 Bridge Street, Stockport: kitchen                                   |
| Planned dates      | 12 to 14 October 2026                                                                    |
| Customer           | Millers Arms Ltd                                                                         |
| In charge on site  | Dan Hollins                                                                              |
| Team               | Two fitters: Dan Hollins leads and cuts and fits the opening; Priya Shah works with him. |
| Work               | Ductwork access panel installation                                                       |
| Prepared by        | Dan Hollins                                                                              |
| Signature          |                                                                                          |

Date

## Work and boundaries

Fit a service panel. Areas: Kitchen extract duct above the cooking line, Rear prep area

## Working arrangement

- Access: a podium.
- Working height: duct underside about 2.4 m above the floor.
- Ground or floor: level, non-slip quarry tiles.
- 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 boards, sealants or insulation around the access panel. No survey, or a material you do not recognise: stop and get it checked.

### 3 Stop things falling on people below

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

### 4 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.

### 5 Check the formed opening

Compare the opening with the selected panel instructions. Do not fix into an unsupported or unknown opening.

### 6 Carry the access panels 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 Plumb and level the frame

Use the selected fixings on each side and keep the frame supported while fixing. Stop if the panel, opening or fixing detail is not confirmed.

### 8 Test the panel before handover

Open and close the panel without forcing it. Correct rubbing, misalignment or a failed latch before handover.

### 9 Leave the access point ready

Remove tools and debris and leave the panel clean and usable. Record any defect or fire detail that still needs action.

### 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 |
|--------|-----------------------------|-------------------|----------------|
|--------|-----------------------------|-------------------|----------------|

| Hazard                                                                                    | Who might be harmed and how                                                                                                        | Controls in place                                                                                                                                    | Further action |
|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| People entering the work area or tripping over materials<br>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<br>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. |
| Panels falling onto people below<br>Step 3                                                | 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<br>Step 4 | 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 panel falls, binds or leaves the service opening unsafe.<br>Step 5                      | Installer and people below                                                                                                         | Keep the opening supported and protected. Stop if its size or construction differs from the detail.                                                  | None recorded. |
| Back and shoulder injury from carrying heavy or long items<br>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. |
| The frame pulls loose or the door cannot close correctly.<br>Step 7                       | Installer and building users                                                                                                       | Use only the fixings named for the panel and opening. Keep hands clear while the frame is supported.                                                 | None recorded. |
| The panel cannot provide safe access or leaves an opening unsecured.<br>Step 8            | Installer and service workers                                                                                                      | Keep the panel supported during adjustment. Do not hand it over with a failed lock or hinge.                                                         | None recorded. |
| A defect or wrong panel is hidden until service access is needed.<br>Step 9               | Service workers and building users                                                                                                 | Keep the opening protected until the panel is secure. Report defects instead of concealing them.                                                     | None recorded. |

| Hazard                                                       | Who might be harmed and how     | Controls in place                                                         | Further action |
|--------------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------|----------------|
| Debris, tools or unfinished work left in the area<br>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: Protecting the public

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

### Premium double door access panel fitting instructions

<https://www.accesspanels.co.uk/wp-content/uploads/2022/12/Double-Door-FITTING-INSTRUCTIONS-mk5-22.pdf>

### HSE: Manual handling in construction

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

### A guide for persons with duties under fire safety legislation

<https://www.gov.uk/government/publications/people-with-duties-under-fire-safety-laws/a-guide-for-persons-with-duties-under-fire-safety-legislation-accessible>