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RISK ASSESSMENT AND METHOD STATEMENT

Floor removal, 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	Floor removal
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Remove floor coverings. 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 **Plan the strip area**
Plan the order for lifting coverings and where people and waste will go. Keep only the workers needed in the room and keep routes clear.

3 **Check the floor information**
Read the asbestos survey or register for the room before lifting anything. If the floor is not covered or the material is unclear, stop and get it checked.

4 **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 floor coverings, adhesives and the floor build-up. No survey, or a material you do not recognise: stop and get it checked.

5 **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.

6 **Carry the floor coverings and waste safely**
Plan the route, clear it, and get help with anything long or heavy. Store materials close to the work so nobody carries further than they need to.

7 **Screen off the area**
Use a physical screen at the work boundary and keep non-workers out.

8 **Lift coverings with dust control**
Lift the covering in small sections and use extraction or water where suitable. Do not dry sweep the dust.

9 **Check the exposed floor as you go**
Look for holes, loose boards, damaged concrete and unexpected pipes as each section is exposed. Stop and protect the area if the floor is weak or open.

10 **Sort and transfer the waste**
Keep waste types separate and contain loose pieces before they leave the room. Record what the next waste holder is receiving.

11 **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.
Dust and loose pieces affect workers and people nearby Step 2	The floor removal team and other trades	Agree the work boundary and waste route before starting.
An old floor or adhesive may contain asbestos Step 3	The floor removal team and nearby workers	Do not disturb suspect material until the information covers this floor.
Breathing asbestos fibres from old boards, sheets, sealants or insulation Step 4	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.
Hitting a live cable or gas pipe causes shock, fire or gas escape Step 5	The person doing the work and everyone nearby	Check again wherever the work moves. If you hit something, stop, keep clear and report it.
Back and shoulder injury from carrying heavy or long items Step 6	Everyone handling materials	Use a trolley or sack truck on the flat where the load suits one. Where the work is up a level, hand items up or hoist them. Never carry them up a ladder.
Dust spreads into occupied or shared areas Step 7	Workers, occupants and other trades	Keep doors and routes managed while dusty work is under way.
Dust enters the lungs and contaminates nearby areas Step 8	Workers and people nearby	Use this job's dust control and check it works before continuing.
A person trips or falls through a damaged or opened floor Step 9	The team and anyone entering the room	Keep openings covered or guarded until they are safe.

Hazard	Who might be harmed and how	Controls in place
Uncontrolled or wrongly described waste harms people or the environment Step 10	Workers, waste carriers and the public	Use the agreed container and an authorised waste holder.
Debris, tools or unfinished work left in the area Step 11	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.