



RISK ASSESSMENT AND METHOD STATEMENT

Flooring, Flat 4, 21 Wellington Road, Stockport

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

Job details

Company	Hollins & Reed Flooring Ltd
Site and work area	Flat 4, 21 Wellington Road, Stockport
Planned dates	12 to 14 October 2026
Customer	Wellington Lettings Ltd
In charge on site	Dan Hollins
Team	Two fitters: Dan Hollins leads and sets out; Priya Shah cuts and fits.
Work	Flooring
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Click laminate. Areas: Living room, Hall

Working arrangement

- Access: the floor or ground.
- 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 and clean the subfloor

Check the accepted substrate is flat, clean, firm and dry. Remove dust and resolve loose or uneven areas before laying.

3 Carry the materials 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.

4 Lay the specified underlay

Unroll the named underlay and lay it close to the wall. Keep spare material and tools out of the walking route.

5 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.

6 Limit noise and vibration

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

7 Keep movement gaps open

Use spacers at walls, pipes, thresholds and fixed units. Do not screw, nail or glue through the floating floor.

8 Finish and hand back the floor

Remove spacers and fit trims to the wall or subfloor, not through the laminate. Tell the next trade how to clean and protect the finished floor.

9 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.
Creaking, movement or failure caused by dirt, damp or an unacceptable base Step 2	Floor layers and people using the area	Do not hide an unacceptable base with underlay. Stop if the substrate or product limits are not confirmed.	None recorded.
Back and shoulder injury from carrying heavy or long items Step 3	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.

Hazard	Who might be harmed and how	Controls in place	Further action
Loose or badly laid underlay can cause trips or an uneven floor. Step 4	Floor layers and people using the area	Use the named underlay. Keep joints and edges as the product instructions require.	None recorded.
Silica and board dust from power cutting damage the lungs Step 5	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.
Hearing damage and hand-arm vibration from power tools Step 6	The person cutting	Use sharp blades and discs, which cut faster with less vibration. Warn people nearby before you start cutting.	None recorded.
Buckling or open joints when the floor cannot expand and contract Step 7	Floor layers and people using the building	Keep the specified gap at every fixed interface. Resolve a stair or structural detail outside this operation before continuing.	None recorded.
Damage, scratches or loss of movement when trims are fixed to the floating floor Step 8	Floor layers, cleaners and other trades	Keep furniture and loads off until the instructions allow them. Leave the route clear of packs, tools and offcuts.	None recorded.
Debris, tools or unfinished work left in the area Step 9	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>

Laying laminate flooring

<https://int.pergo.com/en-za/laminate/installation>

HSE: Manual handling in construction

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

installation.

<https://int.pergo.com/en-za/laminate/installation>.

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: 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>

Quick-Step laminate installation instructions

<https://int.quick-step.com/-/media/imported%20assets/flooring/e/f/4/installation%20instructionsqsstandard%20laminatév2017enpdf261069.ashx?filename=Installation+instructions+Quick-Step+Laminate+-+LMP.pdf&rev=0fe026169b0b4146bc8a0b8925ce64a2&type=original>