



RISK ASSESSMENT AND METHOD STATEMENT

Glazing, Corner Café, 2 High Street, Stockport: shopfront

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

Job details

Company	Hollins & Reed Glazing Ltd
Site and work area	Corner Café, 2 High Street, Stockport: shopfront
Planned dates	12 to 14 October 2026
Customer	Corner Café Ltd
In charge on site	Dan Hollins
Team	Two glaziers: Dan Hollins leads; Priya Shah works with him and watches the pavement.
Work	Glazing
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Ordinary unit handling/replacement. Areas: Left-hand shopfront window, 1,400 mm by 2,100 mm

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 the weather before you start

Stop handling glass, frames and temporary covers when the wind is strong enough to catch them. Stop in heavy rain, ice or lightning, and rest in the shade in hot weather.

3 Check the unit and route

Check the unit is stable, graspable and manageable before you move it. Clear the route and decide where it will be set down.

4 Use a suitable handling aid

Use a trolley, lifting device or grip that is correct for the unit. Check the aid before loading it.

5 Carry glass upright

Keep the glass upright and move it smoothly. Use the agreed number of handlers and keep hands clear of edges.

6 Protect the open frame

Put the agreed barrier, cover or temporary closure in place before the glass comes out. Protect the area below and the route through the building.

7 Carry the glass, frames or wall sheets 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.

8 Release the old unit safely

Support the unit before removing beads, gaskets, putty or the specified fixing. Use the identified release order.

9 Set glass down safely

Stand the unit on a stable protected rack or A-frame. Keep it secured from tipping and away from routes.

10 Protect glass edges and hands

Keep edge protection on the unit where the handling method allows it. Keep gloves on while carrying, setting down and securing glass.

11 Secure the replacement unit

Hold the replacement until the complete bead, gasket or clip system is back in place. Check the retention before letting go.

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.
Wind catches the glass, frames and temporary covers and blows them onto people nearby Step 2	The team and people nearby	Check the forecast each morning and agree when the wind stops the work. Tie down or take in loose materials before you leave.	None recorded.
An unstable or awkward unit drops or strains the person carrying it. Step 3	Glazing fitters and people on the route	Change the method if the load or route is not manageable. Keep the set-down point level and protected.	None recorded.
An unsuitable aid lets the glass slip or causes a handling injury. Step 4	Glazing fitters and anyone guiding the load	Keep the route clear. Use the rated capacity and instructions for the aid.	None recorded.
Glass flexes, breaks or cuts someone while it is being carried. Step 5	Glazing fitters and people nearby	Wear suitable glass-handling gloves and eye protection. Stop if the unit becomes unstable.	None recorded.
A person falls through the opening or is struck by falling glass. Step 6	Fitters, occupants and people below	Keep people out of the fall path. Do not leave an open frame unattended.	None recorded.
Back and shoulder injury from carrying heavy or long items Step 7	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 pane breaks or drops when its last restraint is released. Step 8	Glazing fitters and people below	Keep the fall path clear. Never try to catch breaking glass.	None recorded.
Stored glass tips, slides or breaks and cuts someone. Step 9	Glazing fitters and people nearby	Do not lean glass against an unprotected wall. Keep edges protected and visible.	None recorded.

Hazard	Who might be harmed and how	Controls in place	Further action
An exposed glass edge cuts a fitter during handling or fitting. Step 10	Glazing fitters	Do not carry glass by an unprotected edge. Replace damaged edge protection before moving on.	None recorded.
The new unit falls from a frame that is not yet retaining it. Step 11	Glazing fitters and people below	Do not rely on sealant as the glass retention. Keep the opening protected until checked.	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: Work at height

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

HSE HSG33: Health and safety in roof work

<https://www.hse.gov.uk/pubns/priced/hsg33.pdf>

Construction physical ill health risks: Manual handling

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

Vacuum lifting equipment

<https://www.hse.gov.uk/work-equipment-machinery/vacuum-lifting-equipment.htm>

GGF Window Installation Safety Code

<https://www.securetradeframes.co.uk/wp-content/uploads/2017/10/GGF-code-of-practice-window-installation.pdf>

Work at Height frequently asked questions

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

HSE: Manual handling in construction

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