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RISK ASSESSMENT AND METHOD STATEMENT

Grinding, Plant room, Kingsway Retail Park, Stockport

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

Job details

Company	Hollins & Reed Metalwork Ltd
Site and work area	Plant room, Kingsway Retail Park, Stockport
Planned dates	12 to 14 October 2026
Customer	Kingsway Retail Park Management Ltd
In charge on site	Dan Hollins
Team	Two operatives: Dan Hollins grinds; Priya Shah is the fire watch and clears the cuttings.
Work	Grinding
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Grind/cold cut. Areas: Plant room, redundant pipe brackets on the east wall

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: Plant room, Kingsway Retail 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 **Check the wheel and guard**
Check the wheel type, speed and mounting before use. Fit the guard and side handle; stop if the guard cannot stay between you and the wheel.

3 **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.

4 **Carry the steel, tools and metal parts 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.

5 **Prove it dead before you cut into it**
Metalwork often carries cables, conduit or trunking. Get the circuit switched off, locked off and proved dead first. Do not cut, grind or weld on anything still live.

6 **Clear combustibles before hot work**
Walk the area with the site contact. Check around the work, below it and on the other side of any partition. Move combustible material away, or cover it with flame-resistant covers. Protect openings with non-combustible board. Agree which detector zone is isolated, who isolates it and who puts it back on. Place at least two suitable extinguishers at the work and post a fire watcher who is not doing the hot work.

7 **Assess vibration from the grinder**
Note how long each person's hands are on each tool while it runs. Take the tool's vibration figure from the maker or HSE's table and check it fits how you use it. Points per hour times hours on the trigger, added up for the day, gives the exposure: 100 points is the action value, 400 is the limit. HSE's vibration calculator does the sum. Over 100, cut it with lower-vibration kit or less time, and never pass 400. Write the result down. Sharing the work does not replace this.

8 **Set up the cut safely**
Clamp the piece so it cannot twist or close on the blade. Support the offcut before the final part of the cut.

9 **Protect eyes and control sparks**
Wear suitable eye protection and keep people out of the spark and fragment line. Keep the sparks inside the cleared area.

10 **Get the hot-work permit for this place and shift**
Get a permit for this location and this shift, once the area is cleared and the fire cover is in

place. It states the place, the times, the precautions, how to raise the alarm, who is in control and who authorised it. Keep a copy on display at the work.

11 **Work under the permit**
Do only the cutting, grinding, welding or heating the permit covers. Grinding sparks are hot work too. Keep the fire watcher on duty during the work and through every break. Stop hot work two hours before the end of the working day.

12 **Complete the fire watch before handback**
Keep a continuous fire watch for at least an hour after hot work stops, then make at least one more check two hours after finishing. Inspect behind walls, below floors and in voids before closing the permit. Have the detector zone put back on as soon as the work stops, and sign off the permit.

13 **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.
A wrong or badly mounted wheel breaks and throws fragments Step 2	The operator and anyone nearby	Use the wheel only for the work it is designed to do. Have a trained person change damaged or worn wheels.
Hitting a live cable or gas pipe causes shock, fire or gas escape Step 3	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 4	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.
Cutting into a live cable or conduit gives a shock, a flash burn or starts a fire Step 5	The person cutting and anyone nearby	Only the person who locked it off takes the lock off. Prove the tester on a known live source before and after.

Hazard	Who might be harmed and how	Controls in place
Sparks, hot metal or slag starts a fire Step 6	Everyone in and near the work area	Sparks can travel a long way and start fires in other rooms: check the routes they can take. Put a cold method first if the job can be done without heat.
Hand-arm vibration from the grinder Step 7	The person grinding	Keep the tools maintained and hands warm. Gloves do not stop vibration. Give health checks to anyone above the action value.
Kickback, trapped fingers or an offcut dropping as it comes free Step 8	The operator and anyone below or nearby	Keep both hands on the tool where its design allows. Stop if the part is loaded or the support is not clear.
Fragments, sparks or hot swarf injure someone nearby Step 9	The operator and everyone near the work	Wear hearing protection and a face shield for grinding. Stop if sparks reach anything that was not cleared.
Hot work starts before the fire precautions are in place Step 10	Everyone in and near the work area	No permit, no hot work. A new shift or a new place needs a new permit.
A fire takes hold unseen during the work or a break Step 11	Everyone in and near the work area	The fire watcher raises the alarm first, and tackles a fire only if it is safe. Stop and get the permit changed if the job or the place changes.
A smouldering fire develops after the work stops Step 12	Everyone in and near the work area	Tell the site when the work and watch are finished. Keep to a longer watch if the site requires one.
Debris, tools or unfinished work left in the area Step 13	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.