



RISK ASSESSMENT AND METHOD STATEMENT

Hot works, 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 welds; Priya Shah is the fire watch and stays for an hour after the last weld.
Work	Hot works
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Arc weld. Areas: Plant room, new pump support frame

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 No torch work in a tank, pit or duct

Hot work inside a tank, pit, chamber or duct is not covered by this method. Get the space tested for gas, agree how you get out, and have someone on the outside who can pull you out.

3 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.

4 Check the welding equipment

Inspect the machine, leads, holder, torch and connectors before plugging in. Withdraw damaged equipment from use.

5 Carry the steel, tools and metal parts 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.

6 Clamp the return to clean work metal

Clamp the current return close to the weld on clean metal. Do not use a handrail, pipe or building frame unless it is the workpiece.

7 Screen the arc from other people

Set a welding screen around the work before striking the arc. Wear the correct welding filter and covering clothing.

8 Capture welding fume at source

Position LEV at the arc and keep your head out of the plume. Use the agreed RPE where LEV cannot provide enough control.

9 Clear combustibles before welding

Remove or protect combustible material before welding. Check behind and below the work before handback.

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
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.

Hazard	Who might be harmed and how	Controls in place	Further action
Fumes, gas or lost oxygen knock you out inside a space you cannot get out of Step 2	The person inside and anyone who goes in after them	Stop and get the confined space plan before anyone goes in. Never go in to pull a mate out without the rescue kit.	None recorded.
Cutting into a live cable or conduit gives a shock, a flash burn or starts a fire Step 3	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.	None recorded.
Electric shock, burns or a failed welding return circuit Step 4	The welder and nearby workers	Use equipment suitable for the task and in good condition. Report defects before the arc is struck.	None recorded.
Back and shoulder injury from carrying heavy or long items Step 5	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.
Stray welding current causes shock, burns or property damage Step 6	The welder and people touching nearby metal	Keep the return path short. Stop if the return cannot attach safely to the workpiece.	None recorded.
Arc-eye, burns and harmful light reaching people nearby Step 7	The welder, passers-by and nearby workers	Keep unprotected people outside the screened area. Use a suitable welding curtain or screen.	None recorded.
Breathing welding fume that can damage the lungs Step 8	The welder and people nearby	Use suitable LEV where possible. Keep people out of lingering fume and provide general ventilation.	None recorded.
Sparks, hot metal or slag starts a fire Step 9	Everyone in and near the work area	Use the site hot-work permit and fire-watch arrangements. Keep a suitable extinguisher ready.	None recorded.
Debris, tools or unfinished work left in the area 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: Confined spaces

<https://www.hse.gov.uk/confinedspace/>

HSE: Introduction to working in confined spaces

<https://www.hse.gov.uk/confinedspace/introduction.htm>

HSE: Electricity, systems in buildings

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

Electrical Safety First: Best Practice Guide 2, safe isolation

https://www.electricalsafetyfirst.org.uk/media/0qblijqo/best_practice-guide-2_issue-43.pdf

HSE: Safety risks from welding

<https://www.hse.gov.uk/welding/other-welding-risks.htm>

HSE: Manual handling in construction

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

HSE: Controlling the risks from welding

<https://www.hse.gov.uk/welding/welding-controls.htm>

HSG168 Fire safety in construction

<https://www.hse.gov.uk/pubns/priced/hsg168.pdf>