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RISK ASSESSMENT AND METHOD STATEMENT

Joinery, Second floor offices, 14 Mill Street, Stockport

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

Job details

Company	Hollins & Reed Joinery Ltd
Site and work area	Second floor offices, 14 Mill Street, Stockport
Planned dates	12 to 14 October 2026
Customer	Mill Street Lettings Ltd
In charge on site	Dan Hollins
Team	Two joiners: Dan Hollins hangs the doors and cuts the recesses; Priya Shah helps carry and trim them.
Work	Joinery
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Hang non-fire doors. Areas: Meeting rooms 1 and 2; Corridor doors

Working arrangement

- Access: the floor or ground.
- Other people will use parts of the area at times.
- The offices stay in use; we work on one door at a time and agree each with the office manager.

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: Second floor offices, 14 Mill Street, 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 **Keep people clear of the work**
Agree how people get past or around the work while it is going on. Put barriers or signs where a route crosses the work. Do not leave open work unattended.

3 **Check the door and fitting guide**
Check the leaf for damage before moving it. Confirm from the building's fire door schedule and the door itself that it is an ordinary internal door, not a fire door. Read the fitting instructions for this door and hardware.

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 old doors, trim, boards and linings. No survey, or a material you do not recognise: stop and get it checked.

5 **Find hidden services**
Check the drawings, then use a detector, along any fixing line into a wall or floor. Mark what you find and keep fixings clear of it. If you are not sure what is there, do not drill.

6 **Carry the doors 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 **Check the size before trimming**
Measure the opening and hold the door in the frame before cutting. Check the maker’s trimming allowance first.

8 **Control the dust when cutting**
Run every saw, router and planer on on-tool extraction to an M Class extractor, and never cut in a closed room without it. Wear an FFP3 mask (APF 20) when you sand or cut for any length of time, fit tested and clean-shaven, and keep other people out of the dust.

9 **Limit noise and vibration**
Wear ear defenders when cutting. 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. Keep the tools maintained.

10 **Trim and rout the door on trestles**
Lay the leaf flat on trestles and clamp it, never on its edge against a wall. Plane or saw to the

marked line, then rout the hinge recesses with the jig clamped down. Wait for the cutter or blade to stop before lifting the tool.

11 **Support the door while hanging it**
Put the leaf on wedges before lining up the hinges. Keep it supported until the hinge screws are secure.

12 **Fit the latch and handles**
Pilot and cut the latch recess to the hardware instructions. Fix the latch, handles and keep plate with compatible fixings.

13 **Check the finished door**
Open and close the door several times. Check the latch engages and the leaf clears the floor and frame. Tighten the remaining hinge screws after the position is right.

14 **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.
People using the building or passing by walking into the work or over what it leaves Step 2	Occupants, visitors, members of the public and workers	Keep the barriers and signs up while the work is active. Give people a clear way round where their normal route is blocked.
A damaged or unsuitable leaf is fitted and later fails Step 3	The joiner and people using the doorway	Keep a damaged leaf out of the work area. Stop if a door or opening is marked as a fire door. It is outside this method.
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.
A fixing hits a hidden cable or pipe 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.

Hazard	Who might be harmed and how	Controls in place
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.
Too much is trimmed and the door no longer fits Step 7	The joiner and the person using the door	Mark the cut clearly. Stop if the required trim is more than the guide allows.
Wood and MDF dust from power cutting harms the lungs and can cause asthma Step 8	The person cutting and anyone downwind	Connect an M-class extractor that fits the tool. Cut in one place, away from other trades, and clear up with a vacuum, not a brush or an air line.
Hearing damage and hand-arm vibration from power tools Step 9	The person cutting	Use sharp blades and discs, which cut faster with less vibration. Warn people nearby before you start cutting.
The leaf slips off the trestles or a tool kicks back Step 10	The joiner cutting	Check the trestles are stable before the leaf goes on. Unplug or remove the battery before changing a cutter or blade.
The leaf falls or fingers are trapped at the hinge edge Step 11	The joiners and people passing the doorway	Keep the doorway controlled while hanging the leaf. Keep hands clear of the hinge gap.
A latch or handle fails so the door will not open Step 12	People using or passing through the doorway	Use the supplied compatible hardware. Keep hands and tools clear while drilling and chiselling.
The door catches or will not latch Step 13	People using the doorway	Keep the doorway controlled until the check is complete. Correct the hinge position before final fixing.
Debris, tools or unfinished work left in the area Step 14	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.