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RISK ASSESSMENT AND METHOD STATEMENT

Kitchen extraction, The Millers Arms, 22 Bridge Street, Stockport: kitchen

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

Job details

Company	Hollins & Reed Mechanical Ltd
Site and work area	The Millers Arms, 22 Bridge Street, Stockport: kitchen
Planned dates	12 to 14 October 2026
Customer	Millers Arms Ltd
In charge on site	Dan Hollins
Team	Two fitters: Dan Hollins leads; Priya Shah works with him. The kitchen is closed to staff while we work.
Work	Kitchen extraction
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Extract ductwork. Areas: Kitchen, cooking line and ductwork to the roof outlet

Working arrangement

- Access: a mobile tower.
- Working height: duct run about 3 m above the kitchen floor.
- Ground or floor: level, non-slip quarry tiles.
- 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: The Millers Arms, 22 Bridge Street, Stockport. Dan Hollins calls 999 and meets the ambulance. Agree how you get someone down from the work platform, and who does it. Do not rely on the fire service alone.

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 duct route and supports**
Check the route, supports and penetration detail against the approved design. Stop before closing a ceiling or wall if the route or support is different.

3 **Use suitable duct material**
Install the specified non-combustible duct and keep its inside surfaces cleanable.

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 ceilings, walls and old duct insulation around the extract route. No survey, or a material you do not recognise: stop and get it checked.

5 **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.

6 **Stop things falling on people below**
Keep people out of the area below the work so nobody walks under the canopy parts, duct sections and tools. Keep toe boards and guards in place on any platform, and lanyard tools where you can.

7 **Use the mobile tower**
Follow the supplier instructions for any build or change. Check the tower before first use and after it is moved. Lock the wheels before using the platform. Climb using the internal access provided. Keep the toe boards on and tools and materials inside the guardrails.

8 **Carry the canopies and duct sections 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.

9 **Use a competent access installer**
Have a competent person plan and control the fitting of any required access panels.

10 **Build in cleaning access**
Install the agreed access panels so the full duct route can be inspected and cleaned.

11 **Seal and check each duct joint**
Fit the specified seals and jointing as each section is installed. Check for gaps, leaks and loose fixings before the duct is hidden.

12 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.
Ductwork falls, leaks grease or leaves an unsafe fire penetration Step 2	Installers, kitchen staff and building occupants	Use the specified supports and penetration detail. Protect the area below while sections are being fitted.
Duct fire or grease accumulation spreading fire Step 3	Installers, kitchen staff and occupants	Use the approved duct specification. Do not substitute combustible materials.
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.
Hitting a live cable or gas pipe causes shock, fire or gas escape 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.
Canopy parts, duct sections and tools falling onto people below Step 6	People below	Bring waste down by hand or in bags. Never throw it. Keep the exclusion zone up until the last item is down.

Hazard	Who might be harmed and how	Controls in place
Falling from the tower platform; the tower overturning; tools or materials dropped from the platform Step 7	The person on the platform, where a guardrail or toe board is missing or was never fitted. Anyone on or beside the tower, if it is moved with people or materials on it, or built without its stabilisers. Anyone passing or working underneath.	Fit the required guardrails, braces and stabilisers. Move the tower only with nobody and nothing on it. Keep the area around the tower controlled.
Back and shoulder injury from carrying heavy or long items Step 8	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.
Unsafe panel, failed duct or lost fire separation Step 9	Installers and people below	Use the agreed access-panel system. Protect the area below during work.
Hidden grease build-up causing a duct fire Step 10	Cleaners, kitchen staff and occupants	Keep panels reachable and identified. Do not close in an inaccessible section.
Grease leaks into the building or the duct comes apart Step 11	Installers, kitchen staff and building occupants	Use the approved jointing method. Repair a damaged seal before insulation or closure.
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.