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RISK ASSESSMENT AND METHOD STATEMENT

Ladder, 14 Mill Street, Stockport: rear elevation and yard

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

Job details

Company	Hollins & Reed Contracting Ltd
Site and work area	14 Mill Street, Stockport: rear elevation and yard
Planned dates	12 to 14 October 2026
Customer	Mill Street Lettings Ltd
In charge on site	Dan Hollins
Team	Two operatives: Dan Hollins works from the ladder; Priya Shah ties it at the top, then stays at the foot and keeps the yard clear.
Work	Ladder
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Use a ladder or steps. Areas: Rear elevation, ground to first floor; Rear yard

Working arrangement

- Working height: external light and gutter at about 4 m, from an extension ladder.
- Ground or floor: level paved yard at the rear of the building.
- 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: 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 **Stop things falling on people below**
Keep people out of the area below the work so nobody walks under the tools and materials. Keep toe boards and guards in place on any platform, and lanyard tools where you can.

3 **Get the electrics made dead first**
A competent electrician isolates the item, locks it off and proves it dead before anyone touches it.

4 **Check the ladder before use**
Check the feet, rungs, steps, locks, labels and visible condition before climbing. Remove damaged equipment from use.

5 **Set the ladder securely**
Put it on firm, level support with a strong upper resting point. For a leaning ladder, use the 1-in-4 angle and secure it against slipping. Open stepladders fully and lock them before climbing.

6 **Secure the leaning ladder**
Use the 1-in-4 angle and secure the ladder at the top or foot before climbing. Use a strong upper resting point.

7 **Use the ladder or steps**
Check the ladder or steps before use. Place them on firm, level ground. Keep three points of contact while climbing. Reposition them instead of overreaching. Do not carry loose tools or tins up; hand them up or use a belt.

8 **Climb facing the ladder**
Face the rungs while climbing and keep three points of contact. Use a tool belt or pass tools up separately.

9 **Keep the task within reach**
Use only light tools and materials. Keep one hand on the ladder while you work. Both hands needed for more than a moment: use a tower or platform. Stay off the top three rungs and keep your belt buckle within the stiles. Descend before moving the ladder.

10 **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.
Tools and materials falling onto people below Step 2	People below	Bring waste down by hand or in bags. Never throw it. Keep the exclusion zone up until the last item is down.
A live part gives a shock at the top of the ladder, and the shock causes a fall Step 3	The ladder user	Nobody goes up to the item until it has been proved dead.
A defect or unlocked section makes the ladder fail or move Step 4	The ladder user	Use a ladder suited to the job and the user.
A slipping base, wrong angle or unlocked ladder causes a fall Step 5	The ladder user and people below	Never stand a ladder on boxes, pallets or loose packing. Keep doors and routes controlled.
A leaning ladder slips or overturns while it is being climbed Step 6	The ladder user and people below	Use a second person to foot it only while the permanent securing is put in place.
Falling from the ladder or steps; tools or tins dropped on people below Step 7	The person working from it, if the feet slip or they overreach to one side. Anyone passing or working under the ladder while it is in use.	Secure the equipment where it could move. Keep the base and area below clear.
A lost handhold or turned body causes a fall Step 8	The ladder user	Keep both hands available for climbing when moving between levels.

Hazard	Who might be harmed and how	Controls in place
Overreaching, force or heavy handling pulls the user off balance Step 9	The ladder user	Reposition from the ground instead of leaning sideways. Use a guarded platform for force or bulky work.
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.