ComplyOnSite
complyonsite.com

RISK ASSESSMENT AND METHOD STATEMENT

Leadwork, 9 Park Road, Altrincham: roof and chimney

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

Job details

Company	Hollins & Reed Roofing Ltd
Site and work area	9 Park Road, Altrincham: roof and chimney
Planned dates	12 to 14 October 2026
Customer	Ms Okafor
In charge on site	Dan Hollins
Team	Two roofers: Dan Hollins leads and checks the scaffold and roof each morning; Priya Shah works with him.
Work	Leadwork
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Cold-dressed leadwork. Areas: Rear chimney stack and roof slope

Working arrangement

- Access: a scaffold.
- Working height: eaves about 5.5 m, chimney flashing about 7 m.
- Ground or floor: level paved yard.
- Other people will be using the area.
- The family stays at home; we keep to the scaffold and the rear yard.

Emergency arrangements

Shout and phone 999; assemble on the front pavement. First aider: Dan Hollins, first aid kit in the van. Ambulances come to the front door, Park Road. 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 **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 **Confirm the rolled lead and detail**
Check that this job's rolled lead sheet matches the roof detail and supplier information. Keep the detail available at the work face.

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 roof sheets, flashings, sealants and insulation around the leadwork. 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 **Check the weather before you start**
Do not lift or fix lead sheet and tools in strong wind. Stop in heavy rain, ice or lightning.

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

8 **Work from the scaffold**
Check the scaffold tag or handover shows an inspection within the last 7 days. Use only the lifts and access that were handed over. Keep materials within the loading the scaffold was built for. Keep off in high wind or ice, or when sheeting has come loose.

9 **Carry the lead sheets and rolls 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.

10 **Use the hoist**
Check the hoist's thorough examination report is in date and it can take the weight. Keep people out from underneath while a load is up.

11 **Control lead exposure before work**
Identify where lead will be used or disturbed and whether dust or fume could be created. Set the work method before cutting or forming the sheet.

12 **Shape the sheet cold**
Use the specified bossing tools to form the sheet without thinning or marking it. Do not heat the sheet; stop if the detail needs welding or soldering.

13 **Fix and weather the detail**
Fix the dressed sheet using the specified clips, cleats, laps or welt. Keep the weathering path clear and secure.

14 **Contain old material and waste**
Keep removed lead and other old roof material contained while it is taken down. Use the agreed waste route and keep it away from welfare areas.

15 **Wash before leaving**
Remove contaminated gloves and wash hands and forearms before eating, drinking or smoking. Keep contaminated clothing and lead waste out of welfare areas.

16 **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.
The wrong sheet or detail fails under movement or weather Step 3	Leadworkers and building occupants	Use the specified rolled lead product. Refer other lead forms to their supplier instructions.
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.

Hazard	Who might be harmed and how	Controls in place
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.
Wind catches the lead sheet and tools or blows someone off balance at height Step 6	The team and people below	Agree a wind limit for this work and check the forecast before you start. Tie down or take in loose materials before you leave.
Lead sheet and tools falling onto people below Step 7	People below	Bring waste down by hand or in bags. Never throw it. Keep the exclusion zone up until the last item is down.
Falling from a scaffold that has been altered; materials falling from the scaffold Step 8	Anyone working on the lift, where a guardrail, board or tie has been taken out to get the work done. Anyone passing or working underneath, including the public where the scaffold is over a footpath.	Never remove boards, ties, guardrails or bracing; ask the scaffolding contractor to alter it. Report damage or a missing tag and keep off until it is checked. Fit brick guards or netting where materials could fall on people below.
Back and shoulder injury from carrying heavy or long items Step 9	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.
A load falls from the hoist onto someone below Step 10	People below the hoist	Secure the lead sheets and rolls before the lift. One person controls the lift and everyone can hear them.
Lead dust or fume is inhaled, swallowed or spread to others Step 11	Leadworkers and people nearby	Use the lead assessment and exposure controls. Keep non-workers away from the work area.
Hand and wrist strain from bossing and dressing the sheet Step 12	Leadworkers	Use the agreed tools and a leadworker trained in the detail. Share long dressing runs and take breaks from bossing.

Hazard	Who might be harmed and how	Controls in place
Loose or badly formed lead lets water through the junction Step 13	Leadworkers and building occupants	Follow the approved roof detail. Do not substitute a jointing method without review.
Old lead dust or debris is inhaled, swallowed or spread to others Step 14	Leadworkers and people nearby	Do not treat old lead as ordinary clean metal waste. Stop if the material is not identified or the waste route is unclear.
Lead dust is swallowed or carried away on skin and clothing Step 15	Leadworkers and their families	Provide washing and separate storage for contaminated clothing. Keep breaks away from the work area.
Debris, tools or unfinished work left in the area Step 16	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.