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RISK ASSESSMENT AND METHOD STATEMENT

Living roofs, Podium roof, Mill Street Apartments, Stockport

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

Job details

Company	Hollins & Reed Landscaping Ltd
Site and work area	Podium roof, Mill Street Apartments, Stockport
Planned dates	12 to 14 October 2026
Customer	Mill Street Lettings Ltd
In charge on site	Dan Hollins
Team	Three operatives: Dan Hollins leads; Priya Shah and Sam Okoro lay substrate and plant.
Work	Living roofs
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Install living roof. Areas: Third-floor podium roof, about 120 square metres

Working arrangement

- Access: a scaffold.
- Working height: podium roof about 9 m above ground.
- Ground or floor: level, protected waterproofing; scaffold edge protection all round.
- 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: Podium roof, Mill Street Apartments, 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 roof design and load**
Check this job's living-roof build-up, saturated weight, access loads and drainage detail. Mark the approved load areas before substrate or modules arrive.

3 **Check the waterproofing**
Confirm the waterproof covering has been tested and approved. Check flashings and drainage are complete before covering the roof.

4 **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.

5 **Check the weather before you start**
Do not lift or fix roof materials and loose tools in strong wind. Stop in heavy rain, ice or lightning.

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

7 **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.

8 **Crane lift: work to the lift plan**
A crane or lorry loader lift needs a written plan and one person in charge of the lift. Do what the plan says: who hooks the load on, who signals, and how far back everyone stands.

9 **Lay the protection and drainage layers**
Install protection, drainage and filter layers edge to edge across the area. Keep the layers in the specified order and protect finished areas from traffic.

10 **Set out the built-up substrate**
Spread the specified substrate to the design depth without compacting it into drainage paths. Place plug plants to the agreed pattern and protect them from traffic.

11 **Place the substrate and planting**
Use the agreed lifting method for substrate, blankets or modules. Spread the material without overloading one area or damaging the layers.

12 Build in the fire breaks

Provide fire breaks within the green-roof construction as shown on the design. Keep the required gravel, shingle and edge margins clear.

13 Protect the new planting

Keep traffic, waste and tools off the planted areas. Water during establishment as the planting plan requires, without ponding the roof.

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.
Overloading damages the roof or causes a collapse Step 2	Installers and people in or below the building	Use the approved loading information. Do not stockpile material outside the marked areas.
A hidden waterproofing defect causes leaks below the finished roof Step 3	Installers and building occupants	Record the handover from the waterproofer. Do not cover an unapproved membrane.
Hitting a live cable or gas pipe causes shock, fire or gas escape Step 4	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 roof materials and loose tools or blows someone off balance at height Step 5	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.
Roof materials 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 a scaffold that has been altered; materials falling from the scaffold Step 7	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.
The crane overturns or the load strikes someone Step 8	The lift team and everyone within the exclusion zone	No plan, no named person in charge: no lift. Stop the lift if the wind gets above the limit in the plan.
The membrane is damaged or drainage is blocked Step 9	Green-roof installers and the building	Use this job's system components. Keep debris out of outlets and layer joints.
Uneven depth, blocked drainage or poor establishment Step 10	Green-roof installers and the building	Check depth and margins as each area is completed. Keep outlets, fire breaks and access strips clear.
Falling loads, roof overload or damage to the waterproofing Step 11	Green-roof installers and people below	Keep the lifting and exclusion arrangements in place. Keep material within the approved load areas.
Fire spreads across the roof or into the building Step 12	Installers and building occupants	Use the approved fire detail. Do not cover a break or margin with substrate or planting.
New plants fail or the roof is overloaded with water Step 13	Green-roof installers and the building	Use the agreed watering amount and route. Keep unfinished edges and outlets visible for inspection.
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.