

RISK ASSESSMENT AND METHOD STATEMENT

Loft insulation, 22 Hawthorn Road, Stockport: main loft

Hollins & Reed Insulation Ltd · 12 October 2026 (one day) · In charge: Dan Hollins

Job details

Company	Hollins & Reed Insulation Ltd
Site and work area	22 Hawthorn Road, Stockport: main loft
Planned dates	12 October 2026 (one day)
Customer	Northgate Homes Ltd
In charge on site	Dan Hollins
Team	Two installers: Dan Hollins leads and works in the loft; Priya Shah handles materials below.
Work	Loft insulation
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Mineral-wool insulation. Areas: Main loft, about 55 square metres

Working arrangement

- Access: steps or a ladder.
- Working height: loft hatch at about 2.4 m; working height under the roof about 1.5 m.
- Ground or floor: boarded walkway on loft joists, no loose boards.
- The work area will be kept clear of other people.

Emergency arrangements

Continuous siren; assemble at the front car park. First aider: site manager on reception, 0161 496 0000. Ambulances come in by the main gate.

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 for asbestos before you disturb anything

Ask for the asbestos survey or register before you start. Read what it says about old insulation, boards and linings in the loft or framed space. No survey, or a material you do not recognise: stop and get it checked.

3 Check the loft or frame first

Check the structure, work area and specified support before bringing insulation into position. Stop if the place cannot safely carry the planned installation.

4 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.

5 Carry the materials safely

Plan the route, clear it, and carry long items upright with two people. Store materials close to the work so nobody carries further than they need to.

6 Set the route and service access

Lay the agreed boards or walkway before moving materials into the work area. Keep the hatch, services and future access points reachable.

7 Wear insulation PPE

Wear long sleeves, gloves and a mask when handling or cutting the insulation. Keep the material clean and undamaged.

8 Handle the insulation as specified

For new work, cut each piece to fit without crushing it or leaving open joints. For removal, loosen and bag old material without throwing it. Keep the designed layers and support detail in place.

9 Fit the specified mineral wool

Cut the product to the specified spaces and place it without crushing or leaving open joints. Follow the designed layers for the loft, wall or rafter detail.

10 Keep ventilation and services clear

Leave the specified eaves, ventilation paths, cables, lights, tanks and hot items clear. Do not bury or move a service to make the insulation fit.

11 Leave the marked clearances and access

Mark the cables, hot items, ventilation paths and access points before laying insulation. Keep the planned walkway, hatch or valve reachable when the work is finished.

12 Clear and hand back the area

Remove tools, waste and unused materials. Check the area is clean and ready to use. Tell the person in charge when the work is complete.

Risk assessment

Hazard	Who might be harmed and how	Controls in place	Further action
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.	None recorded.
Breathing asbestos fibres from old boards, sheets, sealants or insulation Step 2	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.	None recorded.
Fall or collapse caused by an unsuitable loft floor or support Step 3	The installer and people below	Use the agreed access route and platform. Do not stand on plasterboard ceilings or unsupported coverings.	None recorded.
Falling from the ladder or steps; tools or tins dropped on people below Step 4	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.	None recorded.
Back and shoulder injury from carrying heavy or long items Step 5	Everyone handling materials	Use a trolley or sack truck on the flat. Never carry up a ladder; hand items up or hoist them.	None recorded.
Falls, trips or blocked maintenance access Step 6	The installer and future maintainers	Use a stable route that supports the task. Do not cover a service or create a new route by guessing.	None recorded.
Insulation fibres irritate skin or breathing Step 7	The installer	Wear the recommended PPE for the product and task.	None recorded.
Falling material, poor insulation or exposure to disturbed dust	The installer and people below	Use the named product and installation or removal detail. Keep cuts controlled and remove offcuts as the work	None recorded.

Hazard	Who might be harmed and how	Controls in place	Further action
Falling material, poor ins... (continued)			
Step 8		progresses.	
Gaps or compression cause poor performance and rework Step 9	The installer and building users	Use the named product and installation detail. Inspect the finished layer before closing the area.	None recorded.
Condensation, fire, frost damage or overheating from blocked details Step 10	People in the building and future maintainers	Use the product and electrical detail for each clearance. Inspect the finished layer before closing the area.	None recorded.
A covered service overheats or a maintainer cannot reach the access point Step 11	People in the building and future maintainers	Use the named clearance and access detail. Do not cover an item that has not been checked.	None recorded.
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.	None recorded.

Sources

HSE: Steps needed to manage risk

<https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm>

HSE: Process fire risks

<https://www.hse.gov.uk/construction/safetytopics/processfire.htm>

HSE: Asbestos, actions by job role

<https://www.hse.gov.uk/asbestos/introduction/actions.htm>

HSE: The duty to manage asbestos in buildings: Arrange an asbestos survey

<https://www.hse.gov.uk/asbestos/duty/arrange-asbestos-survey.htm>

Knauf Loft Roll Installation Guide

<https://knauf.com/api/download-center/v1/assets/8bedb4b5-e85d-43ac-8ecb-3a2fb1fa09bc?download=true>

HSE: When and how to use a ladder at work

<https://www.hse.gov.uk/work-at-height/ladders/when-how-to-use-ladders-safely.htm>

HSE: Manual handling in construction

<https://www.hse.gov.uk/construction/healthrisks/physical-ill-health-risks/manual-handling.htm>

ROCKWOOL installation FAQs

<https://www.rockwool.com/uk/education-and-training/faqs/>