

RISK ASSESSMENT AND METHOD STATEMENT

Mastic asphalt roofing, Rear flat roof, 8 Weaver Street Offices, Stockport

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

Job details

Company	Hollins & Reed Roofing Ltd
Site and work area	Rear flat roof, 8 Weaver Street Offices, Stockport
Planned dates	12 to 14 October 2026
Customer	Weaver Street Properties Ltd
In charge on site	Dan Hollins
Team	Three roofers: Dan Hollins leads and runs the boiler; Priya Shah lays on the roof; Sam Okoro works the hoist.
Work	Mastic asphalt roofing
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Hot asphalt roofing. Areas: Rear flat roof, about 60 square metres

Working arrangement

- Access: a scaffold.
- Working height: flat roof about 6 m above ground.
- Ground or floor: level concrete deck; scaffold with edge protection to the whole roof.
- 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 the weather before you start

Do not lift or fix roof materials in strong wind; a large sheet is a sail. Stop in heavy rain, ice or lightning, and rest in the shade in hot weather.

3 Stop things falling on people below

Fence off the ground below the work so nobody walks under the roof materials. Use toe boards, brick guards or netting on platforms and lanyard tools where you can.

4 Plan the hot roof work

Confirm the specified asphalt, delivery method, carrying route and roof-edge controls before starting. Agree who controls the hot material and who keeps people out of the route and drop area.

5 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.

6 Use the hoist

Check the hoist has a current inspection tag and can take the weight. Keep people out from underneath while a load is up.

7 Keep the carrying route clear

Clear the route before moving hot asphalt. Keep people out of the route while material is being moved.

8 Move asphalt in safe containers

Carry hot asphalt in proper lidded containers. Set containers down on non-combustible surfaces.

9 Set up fire controls before heating

Remove or protect combustible material along the roof, route and below the work. Agree the fire watch, extinguisher and stop arrangements before heating starts.

10 Lay the asphalt in bays

Spread each coat evenly onto the prepared surface or preceding coat. Use the specified float, gauges, coat sequence and thickness.

11 Form the roof edges and junctions

Follow the specified detail at edges, upstands, outlets, gutters and penetrations. Keep the junction clean and fully bonded as the coat is formed.

12 Cool the boiler before touching it

Turn off the burner before maintenance or repairs. Keep people clear and allow the burner to cool before touching it.

13 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.
Wind catches the roof materials or blows someone off balance at height Step 2	The team and people below	Agree a wind limit for panels and platforms and check the forecast each morning. Tie down or take in loose materials before you leave.	None recorded.
Roof materials falling onto people below Step 3	People below, including the public	Lower waste in bags or a chute, never throw it. Keep the exclusion zone up until the last item is down.	None recorded.
Unplanned hot material or fall exposure during roof work Step 4	Roofing workers and people below	Use the agreed roof access and exclusion area. Stop if the method or fire arrangements are unclear.	None recorded.
Falling from a scaffold that has been altered; materials falling from the scaffold Step 5	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.	None recorded.
A load falls from the hoist onto someone below Step 6	People below the hoist	Secure the load and use a tag line for large panels. One person controls the lift and everyone can hear them.	None recorded.

Hazard	Who might be harmed and how	Controls in place	Further action
A trip or hot spill occurs while asphalt is being moved Step 7	Roofing workers and people below	Check the route before each carry. Set containers down only where they cannot slide or burn the surface.	None recorded.
Hot asphalt spills and burns someone or ignites nearby material Step 8	Roofing workers and people below	Use the planned carrying route and exclusion area. Keep containers stable while they are set down.	None recorded.
Hot asphalt, burner or spill starts a fire Step 9	The roofing team, people in the building and the public	Keep escape routes clear. Do not heat while the fire arrangements are unsettled.	None recorded.
Uneven waterproofing, blistering or loss of footing Step 10	Roofing workers and the building	Keep the surface free from contamination. Stop and correct a bay that is outside the specified detail.	None recorded.
A poorly formed junction lets water in or leaves a trip at the roof edge Step 11	Roofing workers and the building	Keep people away from open edges and hot material. Stop if the detail or outlet is not ready.	None recorded.
A hot burner causes burns or starts a fire during maintenance Step 12	Roofing workers and people nearby	Follow the site fire arrangements. Do not restart the boiler until it has been checked.	None recorded.
Debris, tools or unfinished work left in the area Step 13	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: Work at height

<https://www.hse.gov.uk/work-at-height/index.htm>

HSE HSG33: Health and safety in roof work

<https://www.hse.gov.uk/pubns/priced/hsg33.pdf>

HSE: Protecting the public

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

HSE: Roof work

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

HSE: Scaffolding

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

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: Lifting operations

<https://www.hse.gov.uk/construction/safetytopics/lifting-operations.htm>

HSE: Thorough examinations and inspections of lifting equipment

<https://www.hse.gov.uk/work-equipment-machinery/thorough-examinations-lifting-equipment.htm>

Process fire risks

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

Laying the mastic asphalt roofing

<https://www.nfrc.co.uk/asset/450AA70F-53B2-41BE-9BAA28BD3FE0D4C7/>