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RISK ASSESSMENT AND METHOD STATEMENT

Mobile scaffold tower, Unit 3, Canal Side Business Park, Stockport: warehouse

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

Job details

Company	Hollins & Reed Contracting Ltd
Site and work area	Unit 3, Canal Side Business Park, Stockport: warehouse
Planned dates	12 to 14 October 2026
Customer	Thornley Vale Estates Ltd
In charge on site	Dan Hollins
Team	Two operatives trained in tower assembly: Dan Hollins leads and signs the tower inspection; Priya Shah works with him and helps move the tower.
Work	Mobile scaffold tower
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Use a mobile tower. Areas: Warehouse bays 1 to 4

Working arrangement

- Working height: platform at about 4 m for work on ceiling services at about 5.5 m; aluminium tower with outriggers, built to the maker's manual.
- Ground or floor: level, sealed concrete slab, no ramps in the route between bays.
- 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: Unit 3, Canal Side Business Park, 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 **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 **Use the tower manual**
Match every frame, brace, platform, guardrail and stabiliser to this job's system. Use trained people and do not improvise missing parts.

4 **Plan how to get someone down**
Before anyone climbs, assembly included, agree how someone hurt or taken ill on the platform is brought down and who does it. Everyone using the tower knows the plan.

5 **Set the tower on a firm base**
Support locked castors or base plates correctly on a firm, level floor or ground. Fit stabilisers or outriggers when the manual requires them. Never use bricks as packing.

6 **Assemble the tower safely**
When your team assembles it, follow the 3T or advance guard rail sequence from the manual, so nobody stands on an unguarded platform. Keep the area below controlled.

7 **Check the complete tower**
Before use, check the platform, guardrails, toe boards, access, braces, wheels and stabilisers. A competent person inspects it after assembly, and at least every 7 days where someone could fall 2 m or more. The inspector reports before the end of the shift and gives a copy within 24 hours. Keep the report.

8 **Use the mobile tower**
Follow the supplier instructions for any build or change. Check the tower before first use and after it is moved. Lock the wheels before using the platform. Climb using the internal access provided. Keep the toe boards on and tools and materials inside the guardrails.

9 **Work inside the tower protection**
Use the internal access provided and keep guardrails and toe boards in place. Keep tools and materials within the platform loading.

10 **Move the tower empty**
Remove people and materials before moving it. Reduce it to a platform height of 4.0 m or less, raise the stabilisers no more than 25 mm, and check the route, ground and overhead clearance. Do not move it where wind or a draught can catch it. Check it again after the move.

11 Take the tower down in sequence

Take the tower down to the manual, with the same guard rail method in reverse. Lower parts by hand, keep the area below controlled and secure them for storage.

12 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.
The wrong parts or sequence cause a fall or tower collapse Step 3	Tower users and people below	Keep the manual with the tower information. Stop if the configuration is not covered.
A hurt person is left on the platform with no way of getting them down Step 4	Tower users and rescuers	Do not rely on the fire service as the rescue plan.
Soft, sloping or improvised support overturns the tower Step 5	Tower users and people nearby	Check the base before climbing. Keep within the maker's height and loading limits.
An unguarded platform, falling part or wrong sequence causes a fall or collapse Step 6	Tower assemblers and people below	Use competent people and matching components. Stop if the configuration is not covered.
A defect in the assembled tower is missed before use Step 7	Tower users and people below	Keep it out of use until the inspection is complete. Recheck after it has been moved or altered, or after anything that could have affected it.

Hazard	Who might be harmed and how	Controls in place
Falling from the tower platform; the tower overturning; tools or materials dropped from the platform Step 8	The person on the platform, where a guardrail or toe board is missing or was never fitted. Anyone on or beside the tower, if it is moved with people or materials on it, or built without its stabilisers. Anyone passing or working underneath.	Fit the required guardrails, braces and stabilisers. Move the tower only with nobody and nothing on it. Keep the area around the tower controlled.
A fall or dropped item injures the tower user or people below Step 9	Tower users and people below	Do not climb guardrails or add boxes, ladders or loose platforms. Keep the area below controlled.
An occupied or unstable tower overturns or strikes people and services Step 10	Tower movers and nearby people	Push or pull from the base only. Keep people clear of the route.
A fall or falling part while the tower comes down Step 11	Tower assemblers and people below	Use competent people. Do not leave a part-dismantled tower where someone can climb it.
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.