



RISK ASSESSMENT AND METHOD STATEMENT

Painting and decorating, Second floor offices, 14 Mill Street, Stockport

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

Job details

Company	Hollins & Reed Decorating Ltd
Site and work area	Second floor offices, 14 Mill Street, Stockport
Planned dates	12 to 14 October 2026
Customer	Mill Street Lettings Ltd
In charge on site	Dan Hollins
Team	Two decorators: Dan Hollins leads and agrees each room with the office manager; Priya Shah works with him.
Work	Painting and decorating
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Paint by brush or roller. Areas: Meeting rooms 1 and 2, Open-plan office, Corridor

Working arrangement

- Access: a podium.
- Working height: rooms about 2.7 m.
- Ground or floor: level, carpeted.
- Access will vary by area or time.
- Offices stay in use; each room is released to us empty, one at a time.

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 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 Set up access equipment

Use access equipment suited to the task and work area. Check the equipment before use. Keep the area below the work controlled.

4 Check the paint information

Read each label and safety data sheet before opening or mixing paint. Keep the product names with the RAMS.

5 Set fresh air before painting

Open doors and windows where the site allows it. Use the ventilation named by the product assessment.

6 Keep paint tins closed

Close tins and containers when they are not being used. Clean spills with the agreed waste method.

7 Apply the specified paint

Use the specified brush or roller and follow the product order and drying instructions. Keep the handle and tray secure while working.

8 Keep people away from wet paint

Mark or barrier wet areas and protect floors and fittings. Only hand the area back when the product allows it.

9 Wash before leaving the job

Wash hands after painting and before eating, drinking or smoking. Change contaminated clothing where the assessment requires it.

10 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
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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.
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.	None recorded.
Falling from the access equipment; tools or materials falling from the platform Step 3	The person on the platform, if it is set up on soft or sloping ground and shifts under them. Anyone passing or working underneath.	Place access equipment on a firm, level surface. Keep tools and materials secure while working above ground.	None recorded.
Unknown paint hazards causing skin, eye or breathing exposure Step 4	Decorators and people nearby	Use the product-specific controls. Stop if the label or safety data is missing or unclear.	None recorded.
Paint or solvent vapour building up in the room Step 5	Decorators and occupants	Keep non-essential people out while vapour remains. Do not paint in a room that cannot be ventilated.	None recorded.
Unnecessary vapour, spills and fire load from open containers Step 6	Decorators and people nearby	Keep products in labelled, suitable containers. Keep ignition sources away from flammable products.	None recorded.
Splashes, drips and strain from repeated or overhead painting Step 7	Decorators and occupants	Use the product gloves and eye protection. Do not overreach from access equipment.	None recorded.
People contact wet paint or slip on drips Step 8	Decorators, occupants and visitors	Keep signs and barriers up while paint is wet. Clean drips and spills promptly.	None recorded.
Paint or solvent being swallowed from contaminated hands or clothing Step 9	Decorators	Provide washing facilities. Do not use solvent to clean paint from skin.	None recorded.

Hazard	Who might be harmed and how	Controls in place	Further action
Debris, tools or unfinished work left in the area Step 10	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: Protecting the public

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

HSE: Work at height

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

Paint and coatings

<https://www.hse.gov.uk/construction/faq-paint.htm>

Construction hazardous substances: Solvents

<https://www.hse.gov.uk/construction/healthrisks/hazardous-substances/solvents.htm>