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RISK ASSESSMENT AND METHOD STATEMENT

Raised floors, Unit 3, Canal Side Business Park, Stockport

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
Planned dates	12 to 14 October 2026
Customer	Thornley Vale Estates Ltd
In charge on site	Dan Hollins
Team	Two operatives: Dan Hollins leads and checks the area each morning; Priya Shah works with him.
Work	Raised floors
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Open and reinstate panels. Areas: As marked on the client's site plan

Working arrangement

- Access: the floor or ground.
- 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.

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 lift panels**
In a building from before 2000, ask for the asbestos survey before the first panel comes up. Read what it says about the floor void, the old tiles under it and any lagged pipes down there. No survey, or a material you do not recognise: stop and get it checked.

3 **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.

4 **Carry the raised-floor panels safely**
Plan the route, clear it, and get help with anything long or heavy. Store materials close to the work so nobody carries further than they need to.

5 **Mark the minimum opening**
Mark the panels directly over the planned access before lifting any panel. Keep the rest of the floor closed and protect the opening.

6 **Lift panels straight up**
Use the approved lifter and raise panels vertically without dragging them. Keep hands clear as each panel is lifted.

7 **Protect removed panels**
Place removed panels on a protective layer, not face to face on adjacent panels. Keep edges and finishes free from impact.

8 **Check supports before closing**
Remove fragments and check every gasket and support before replacing panels. Do not cover a damaged or missing support.

9 **Reinstate and hand back the floor**
Replace panels in their original positions and check the finished level. Remove barriers only when the opening is closed and the area is safe to use.

10 **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.
Breathing asbestos fibres from old tiles, boards or pipe lagging in the void Step 2	The floor fitters and everyone in the room	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.
Hitting a live cable or gas pipe causes shock, fire or gas escape Step 3	The person doing the work and everyone nearby	Check again wherever the work moves. If you hit something, stop, keep clear and report it.
Back and shoulder injury from carrying heavy or long items Step 4	Everyone handling materials	Use a trolley or sack truck on the flat where the load suits one. Where the work is up a level, hand items up or hoist them. Never carry them up a ladder.
A larger opening can destabilise supports and expose a fall Step 5	Installers, service workers and others	Use barriers and keep people away from the opening.
Dropped or dragged panels can injure people and damage edges Step 6	Floor installers and service workers	Use the correct lifting device for the panel finish. Keep the opening controlled while panels are out.
Panels can chip, slip or become damaged Step 7	Installers and later users	Use a clean protected storage place near the opening.
A panel may rock or fail if it does not seat correctly Step 8	Installers and floor users	Repair or refer defects before hand-back.
An incorrectly replaced panel moves or leaves a trip or fall hazard Step 9	Floor users and other trades	Keep any defective panel out of service and report it for replacement.

Hazard	Who might be harmed and how	Controls in place
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.