

RISK ASSESSMENT AND METHOD STATEMENT

Roof sheeting, Unit 5, Canal Side Business Park, Stockport: roof

Hollins & Reed Roofing Ltd · 12 to 16 October 2026 · In charge: Dan Hollins

Job details

Company	Hollins & Reed Roofing Ltd
Site and work area	Unit 5, Canal Side Business Park, Stockport: roof
Planned dates	12 to 16 October 2026
Customer	Canal Side Estates Ltd
In charge on site	Dan Hollins
Team	Three roofers: Dan Hollins leads; Priya Shah and Sam Okoro fix; Ali Khan drives the telehandler.
Work	Roof sheeting
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Profiled metal sheeting. Areas: Unit 5 main roof, about 400 square metres

Working arrangement

- Access: a scaffold.
- Working height: eaves about 8 m.
- Ground or floor: level concrete yard; eaves scaffold with edge protection and nets.
- 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 sheets and loose flashings 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 sheets, tools and fixings. Use toe boards, brick guards or netting on platforms and lanyard tools where you can.

4 Check the sheet order

Check the profile, length, flashings and fixings against the delivery note before lifting anything. Keep sheets flat, dry and tied down until they are needed.

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 telehandler or forklift

A trained operator lifts, on firm level ground, with the load on a suitable attachment. Nobody works under or next to the raised load.

7 Check the supports before fixing

Check purlins or rails are sound, in line and at the spacing shown for the sheet system. Mark the fixing lines and keep the support arrangement as designed.

8 Use the planned roof access

Use the scaffold, platform, edge protection and access route prepared for the roof work. Do not climb on loose sheets or use the sheet itself as a walkway.

9 Protect fragile roof areas

Treat rooflights and any old or unknown sheets as fragile until they have been checked. Use stagings, guardrails or another agreed protection before working beside them.

10 Lay sheets in the right direction

Lay sheets in the order and direction set by the product guide and prevailing wind. Keep laps, sealants and flashings clean and in place as the work moves on.

11 Fix every sheet to the supports

Use the specified fasteners for the sheet, support and exposure. Seat each fixing without crushing the sheet and check the row before starting the next.

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.
Wind catches the roof sheets and loose flashings 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.
Sheets, tools and fixings 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.
The wrong sheet or fixing is installed and fails on the roof Step 4	The roof sheeting team and people below later	Stop and resolve any mismatch before lifting sheets to the roof.	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.
The machine overturns or the load slides off the forks Step 6	The operator and people nearby	Check the ground and the load chart before lifting. Keep pedestrians separated from the machine route.	None recorded.
A sheet or fixing fails because the support is damaged, out of line or too far apart Step 7	The team and people below later	Stop and get the support repaired or designed if it is not ready.	None recorded.

Hazard	Who might be harmed and how	Controls in place	Further action
A person falls while reaching or moving along the roof Step 8	The sheeting team and people below	Keep the access route clear and stop if the protection is incomplete.	None recorded.
A person falls through a rooflight or fragile sheet Step 9	The sheeting team and people below	Keep people off unprotected fragile surfaces and brief the team on their position.	None recorded.
Rain enters through a wrong lap or a loose sheet Step 10	The sheeting team and building occupants	Do not leave a loose sheet or open lap when the team leaves the roof.	None recorded.
A sheet lifts in wind because a fixing is missing, loose or damaged Step 11	The sheeting team and people below later	Do not substitute fasteners or leave a sheet on one fixing overnight.	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: 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>

Cladco: Corrugated roofing installation guide

<https://www.cladco.co.uk/media/pdf/InstallationGuideCorrugated.pdf>

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: Telescopic handlers

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

HSE INDG457: Use lift trucks safely

<https://www.hse.gov.uk/pubns/indg457.pdf>

Steel Construction Info: Metal cladding systems

<https://steelconstruction.info/sectors/single-storey-industrial-buildings/building-envelopes>

HSE: Roof work

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

Fragile surfaces

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