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RISK ASSESSMENT AND METHOD STATEMENT

Roofing, 22 Hawthorn Road, Stockport: front and rear slopes

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

Job details

Company	Hollins & Reed Roofing Ltd
Site and work area	22 Hawthorn Road, Stockport: front and rear slopes
Planned dates	12 to 14 October 2026
Customer	Northgate Homes Ltd
In charge on site	Dan Hollins
Team	Two roofers: Dan Hollins leads and works the roof; Priya Shah feeds tiles from the hoist.
Work	Roofing
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Pitched repair/install. Areas: Front and rear roof slopes, about 70 square metres

Working arrangement

- Access: a scaffold.
- Working height: eaves about 5.5 m, ridge about 8 m.
- Ground or floor: level paved drive; scaffold to eaves with a roof ladder above.
- Dust control when cutting: Water on the blade.
- 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: 22 Hawthorn Road, 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 **Check the roof before access**
Check the covering, openings and safe way on before starting. Treat an unconfirmed roof as fragile until it has been checked.

3 **Check for asbestos before you disturb anything**
Check the asbestos survey covers exactly what you will disturb, to the full depth. Register only, or nothing: get a refurbishment survey or a sample first. Read what it says about old roof sheets, soffits, eaves and gutter debris. No survey, or a material you do not recognise: stop and get it checked.

4 **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.

5 **Check the weather before you start**
Do not lift or fix roofing materials and gutter tools in strong wind. Stop in heavy rain, ice or lightning.

6 **Stop things falling on people below**
Keep people out of the area below the work so nobody walks under the roofing materials and waste. Keep toe boards and guards in place on any platform, and lanyard tools where you can.

7 **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.

8 **Use the hoist**
Check the hoist's thorough examination report is in date and it can take the weight. Keep people out from underneath while a load is up.

9 **Protect the roof edge**
Put the agreed scaffold, guardrail or other edge protection in place before stepping onto the slope. Keep people out of the drop zone while units are moved.

10 **Control the dust when cutting**
Cut tiles in one set area on a sacrificial board, never dry. Wear an APF 20 mask (FFP3 or P3) when you cut: fit tested and clean-shaven. Keep other people out of the dust.

11 **Wet cutting**
This job is wet cutting: keep water on and collect the slurry.

12 **Use the grinder or disc cutter safely**
Check the disc is the right type and speed for the tool and the material. Keep the guard on and both hands on the tool. Wear impact-rated eye protection.

13 **Limit noise and vibration**
Wear ear defenders when cutting. Note how long each person's hands are on each tool while it runs. Take the tool's vibration figure from the maker or HSE's table and check it fits how you use it. Points per hour times hours on the trigger, added up for the day, gives the exposure: 100 points is the action value, 400 is the limit. HSE's vibration calculator does the sum. Over 100, cut it with lower-vibration kit or less time, and never pass 400. Write the result down. Sharing the work does not replace this. Keep the tools maintained.

14 **Replace the damaged units**
Remove only the agreed local area and support the covering as you work. Check exposed battens and underlay before fitting the specified replacement. Cover any opening that cannot be finished the same day.

15 **Lower waste and leave it safe**
Lower old units and offcuts in a controlled way; never throw them. Keep tools and fixings in a bag or bucket. Secure any unfinished opening before leaving.

16 **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.
Falling through a fragile covering or opening Step 2	Roofers and people below	Use the planned platform, staging or other protection. Stop if the roof differs from the job information.
Breathing asbestos fibres from old boards, sheets, sealants or insulation Step 3	The team and anyone in the building	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.

Hazard	Who might be harmed and how	Controls in place
Hitting a live cable or gas pipe causes shock, fire or gas escape Step 4	The person doing the work and everyone nearby	Check again wherever the work moves. If you hit something, stop, keep clear and report it.
Wind catches the roofing materials and gutter tools or blows someone off balance at height Step 5	The team and people below	Agree a wind limit for this work and check the forecast before you start. Tie down or take in loose materials before you leave.
Roofing materials and waste falling onto people below Step 6	People below	Bring waste down by hand, in bags or by the chute. Never throw it. Keep the exclusion zone up until the last item is down.
Falling from a scaffold that has been altered; materials falling from the scaffold Step 7	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.
A load falls from the hoist onto someone below Step 8	People below the hoist	Secure the roofing materials and waste before the lift. One person controls the lift and everyone can hear them.
Falling from the sloping roof edge Step 9	Roofers and people below	Use collective edge protection before personal fall protection. Keep the protection in place during the repair.
Silica dust from power cutting damages the lungs Step 10	The person cutting and anyone downwind	Cut in one place, away from other trades. Collect any slurry while it is wet. Clear any dry dust with an H or M Class vacuum, not a brush.
Silica dust if the water stops, and slipping on slurry Step 11	The person cutting and anyone nearby	Stop cutting if the water stops.

Hazard	Who might be harmed and how	Controls in place
A disc bursts or the tool kicks back and cuts the user Step 12	The person cutting	Only someone trained to change discs fits them. Stop and swap any cracked or worn disc.
Hearing damage and hand-arm vibration from power tools Step 13	The person cutting	Use sharp blades and discs, which cut faster with less vibration. Warn people nearby before you start cutting.
Slips, falling units and rain entering an unfinished roof Step 14	Roofers and people below	Use the specified fixing method for the covering. Do not use battens or gutters as footholds.
Dropped material striking people or leaving the building open to weather Step 15	Roofers, occupants and the public	Fence or sign the area below while material is moved. Remove waste by the agreed route before handback.
Debris, tools or unfinished work left in the area Step 16	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.