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RISK ASSESSMENT AND METHOD STATEMENT

Rooflights, 22 Hawthorn Road, Stockport: rear roof slope

Hollins & Reed Roofing Ltd · 12 to 13 October 2026 · In charge: Dan Hollins

Job details

Company	Hollins & Reed Roofing Ltd
Site and work area	22 Hawthorn Road, Stockport: rear roof slope
Planned dates	12 to 13 October 2026
Customer	Northgate Homes Ltd
In charge on site	Dan Hollins
Team	Two roofers: Dan Hollins leads and fits; Priya Shah works with him.
Work	Rooflights
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Install rooflight. Areas: Rear roof slope: one 780 by 1180 mm roof window

Working arrangement

- Access: a scaffold.
- Working height: eaves about 5.5 m, window about 7 m up the slope.
- Ground or floor: level paved drive; scaffold to eaves with a roof ladder above.
- 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 **Permit and fire watch for any flame**
Any torch, grinder or hot air gun on the roof needs a hot works permit from the site first. Keep an extinguisher at the work spot, and check the area again an hour after the last flame or spark.

3 **Match the unit to the opening**
Check this job's unit, dimensions, roof covering and pitch against the fitting guide. Keep the guide and the compatible flashing set at the work face.

4 **Check the opening before fitting**
Check the opening is sound, the supports are secure and the dimensions match the unit. Do not start structural alteration under this method.

5 **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.

6 **Check the weather before you start**
Do not lift or fix rooflight units and flashing in strong wind. Stop in heavy rain, ice or lightning.

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

8 **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.

9 **Carry the rooflight units and glazing 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.

10 **Protect the fragile opening**
Treat the rooflight, opening and nearby roof as fragile until confirmed otherwise. Put the agreed covers, staging or fall system in place before handling the unit.

11 **Set and secure the unit**
Lift the unit into the prepared opening and support it until every specified fixing is in. Follow the guide for level, position, fixings and tightening; do not stand on the rooflight.

12 Fit the underfelt collar

Fit the compatible underfelt and drainage collar around the roof window. Keep the water path directed away from the opening.

13 Fit the complete flashing set

Fit the flashing around the unit to match the roof covering and pitch. Secure the lower, side and head details in the order shown by the guide.

14 Finish the roof and leave protection in place

Check the unit, flashing and surrounding roof before the area is handed back. Keep covers, guards or nets secure until nobody can fall through the opening.

15 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.
A spark gets into the roof build-up and smoulders into a fire after you have gone Step 2	Everyone in and below the building	Clear loose felt, timber and insulation away from where the sparks land. Do not finish the permit until the one-hour check is done.
A mismatched unit leaks or cannot be secured Step 3	Rooflight installers and building occupants	Use the manufacturer's compatible system. Stop if the opening, covering or pitch is outside the product range.
The support fails or the unit does not fit the opening Step 4	The installation team and people below	Stop and get the opening repaired or designed if it is not suitable. Keep the opening protected while the decision is made.
Hitting a live cable or gas pipe causes shock, fire or gas escape Step 5	The person doing the work and everyone nearby	Check again wherever the work moves. If you hit something, stop, keep clear and report it.

Hazard	Who might be harmed and how	Controls in place
Wind catches the rooflight units and flashing or blows someone off balance at height Step 6	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.
Rooflight units and tools falling onto people below Step 7	People below	Bring waste down by hand or in bags. 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 8	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.
Back and shoulder injury from carrying heavy or long items Step 9	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 person falls through the opening or fragile rooflight Step 10	Installers and people below	Use collective protection where possible. Keep the drop area clear until the work is complete.
The unit drops, cracks or comes loose after fitting Step 11	The installation team and people below	Keep hands clear while the unit is seated. Do not leave a partly fixed unit unattended.
Rainwater or condensation enters around the roof window Step 12	Rooflight installers and building occupants	Use the manufacturer's collar and fitting sequence. Do not substitute sealant for the specified system.
Wind or rain gets behind an incomplete flashing Step 13	Rooflight installers and building occupants	Use the complete specified flashing set. Check the water path before covering any detail.

Hazard	Who might be harmed and how	Controls in place
A late fall or leak occurs after the unit appears to be fitted Step 14	Installers, occupants and people below	Do not walk on the rooflight. Remove waste through the agreed route and keep the drop area clear.
Debris, tools or unfinished work left in the area Step 15	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.