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RISK ASSESSMENT AND METHOD STATEMENT

Scaffolding, 14 Hawthorn Road, 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	14 Hawthorn Road, Stockport
Planned dates	12 to 14 October 2026
Customer	Hawthorn Road Developments Ltd
In charge on site	Dan Hollins
Team	Three scaffolders: Dan Hollins leads and checks the scaffold before handover; Priya Shah and Tom Reed work with him.
Work	Scaffolding
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Erecting. Areas: Front and side elevations, ground to eaves

Working arrangement

- Erection fall protection: Advance guardrail system.
- 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: 14 Hawthorn Road, 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 the sheet or design first**
Keep the TG20 sheet, maker instructions or design on site. Brief the gang on the build order and how they will stay protected.

3 **Set the boundary before work starts**
Fence off the base and the area below the work. Protect any public route, traffic route or overhead line beside it.

4 **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 boards, soffits, sealants or insulation where ties and fixings go. No survey, or a material you do not recognise: stop and get it checked.

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 scaffold and loose materials 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 tubes, boards, fittings and tools. Keep toe boards and guards in place on any platform, and lanyard tools where you can.

8 **Carry the scaffold materials 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.

9 **Unload and stack on the agreed area**
Take nothing off the wagon until the boundary is up. Stack it on the agreed area and protect the pavement.

10 **Set a firm, level base**
Put sole boards and base plates under every standard where the ground needs support. Check the ground or supporting structure before building up.

11 **Build the base lift with fall protection**
Nobody steps onto a new lift until the fall method in this document is in place. Board the lift and fit guardrails and toe boards before it is used. Anyone within 1 m of an unprotected edge clips on.

12 **Use advance guardrails**
Fit the advance guardrail from the lift below before anyone steps onto the new lift. Keep it in place until the lift is boarded and its own guardrails are in.

13 **Tie and brace the base lift**
Install the planned ties and bracing in the order shown on the sheet or design. Keep every tie within its stated safe working load.

14 **Fit the access ladder and secure it**
Fit it once the base lift is tied, before anyone works from that lift. It goes 1 m above the landing, at 65 to 75 degrees, and is tied. Out of hours, remove the bottom ladder or board it off.

15 **Repeat for each lift**
For every lift, raise the materials by the agreed route, fit the fall protection, board it, then tie and brace it. Take the ladder up with the build, so nobody climbs the frame.

16 **Block off what is not finished**
Mark any part that is not finished and physically block the way onto it. Do this before leaving site, as well as during the work.

17 **Inspect before handing it over**
Check the finished scaffold, access, boards, guardrails, ties, toe boards and loading arrangements. Record the inspection and hand it over with the current tag or record visible.

18 **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 scaffold built outside its design can collapse or expose the gang to falls Step 2	Scaffolders and people near the build	Use a supervisor who knows the type and size of scaffold. Stop if the scaffold or site does not match the sheet or design.
People or vehicles enter the scaffold work area or a tube reaches a live line Step 3	Scaffolders, other workers, the public and drivers	Use barriers, signs and a banksman where the site needs them. Keep the agreed clearance from overhead lines.

Hazard	Who might be harmed and how	Controls in place
Breathing asbestos fibres from old boards, sheets, sealants or insulation Step 4	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.
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.
Wind catches the scaffold and loose materials 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.
Tubes, boards, fittings 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.
Back and shoulder injury from carrying heavy or long items Step 8	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.
Tubes or boards fall on someone, or the wagon reverses into them Step 9	Scaffolders and the public	Use a banksman if the wagon reverses. Nothing passes over people.
Settlement or overturning from a weak, uneven or undermined base Step 10	Scaffolders and people nearby	Provide extra support where the ground or structure cannot carry the scaffold and its loads. Keep the base safe from vehicles and excavations.
A scaffolder falls while the next lift is being built Step 11	Scaffolders	Use collective protection first. Do not free climb or step onto an unprotected lift.
The fall-protection method is not used as the scaffold rises Step 12	Scaffolders	Stop if this job's system is not available or suitable. Never replace collective protection with free climbing.

Hazard	Who might be harmed and how	Controls in place
The scaffold moves or collapses before it is stable Step 13	Scaffolders and people below	Do not build beyond the last permitted tie. Keep incomplete lifts out of use.
Someone climbs the scaffold out of hours, or falls using a loose ladder Step 14	Scaffolders, users and members of the public	Check the ladder is removed or boarded before anyone leaves site.
A fall from an unprotected lift, or from climbing the frame to reach it Step 15	The scaffolders	Do not free climb. Finish one lift before starting the next.
Someone walks onto an unfinished lift Step 16	Other trades and anyone on site overnight	Keep incomplete lifts out of use.
Other trades use an incomplete or unsuitable scaffold Step 17	Scaffold users and people below	Keep it closed until the inspection is passed. Correct defects before other trades use it.
Debris, tools or unfinished work left in the area Step 18	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.