



RISK ASSESSMENT AND METHOD STATEMENT

Staircase installation, 31 Chester Road, Hale: hallway and first floor landing

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

Job details

Company	Hollins & Reed Joinery Ltd
Site and work area	31 Chester Road, Hale: hallway and first floor landing
Planned dates	12 to 14 October 2026
Customer	Mr and Mrs Fenwick
In charge on site	Dan Hollins
Team	Two joiners: Dan Hollins leads and checks the opening each morning; Priya Shah works with him.
Work	Staircase installation
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Install a stair flight. Areas: Hallway and stair opening, First floor landing

Working arrangement

- Access: steps or a ladder; a podium.
- Working height: floor to floor about 2.6 m; stair opening in the first floor.
- Ground or floor: level ground floor slab; first floor boarded and joists exposed at the opening.
- The work area will be kept clear of other people.

Emergency arrangements

Shout and phone 999; assemble on the front drive. First aider: Dan Hollins, first aid kit in the van. Ambulances come to the front door, Chester Road.

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 Stop things falling on people below

Fence off the ground below the work so nobody walks under the stair components. Use toe boards, brick guards or netting on platforms and lanyard tools where you can.

3 Set up access equipment

Use access equipment suited to the task and work area. Check the equipment before use. Keep the area below the work controlled.

4 Protect the stair components

Keep the flight and its parts dry and protected until they are ready to install. Keep the route to the opening clear and dry.

5 Use the ladder or steps

Check the ladder or steps before use. Place them on firm, level ground. Keep three points of contact while climbing. Reposition them instead of overreaching. Do not carry loose tools or tins up; hand them up or use a belt.

6 Carry the stair flight safely

Plan the route, clear it, and carry long items upright with two people. Store materials close to the work so nobody carries further than they need to.

7 Check the opening and supports

Check the opening, landing and supports match the stair information before it is lifted. Stop if the sizes, levels or supports do not match.

8 Secure the flight before letting go

Keep the flight supported until the specified fixings and temporary supports are in place. Check the fixings are tight before removing the lifting help.

9 Fit and check the handrail

Fit the specified handrail and check its height, continuity and fixings. Keep the stair closed until the handrail is checked.

10 Check the guarding

Check the guarding is secure and that openings are safe before people use the stair. Keep the stair closed until the check is complete.

11 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.
Stair components falling onto people below Step 2	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.
Falling from the access equipment; tools or materials falling from the platform Step 3	The person on the platform, if it is set up on soft or sloping ground and shifts under them. Anyone passing or working underneath.	Place access equipment on a firm, level surface. Keep tools and materials secure while working above ground.	None recorded.
Damage, slips or failed components from poor storage Step 4	Stair installers and people nearby	Store components as the maker says and keep them off wet ground. Do not use damaged parts without checking them.	None recorded.
Falling from the ladder or steps; tools or tins dropped on people below Step 5	The person working from it, if the feet slip or they overreach to one side. Anyone passing or working under the ladder while it is in use.	Secure the equipment where it could move. Keep the base and area below clear.	None recorded.
Back and shoulder injury from carrying heavy or long items Step 6	Everyone handling materials	Use a trolley or sack truck on the flat. Never carry up a ladder; hand items up or hoist them.	None recorded.
An unstable stair or failed installation Step 7	Stair installers and people below	Use the current installation information for the named stair. Do not make up a support or fixing detail on site.	None recorded.
The flight moves, falls or traps hands during installation Step 8	The installation team and people nearby	Keep hands clear of pinch points while the flight is being set down. Keep people out of the opening until the stair is secure.	None recorded.

Hazard	Who might be harmed and how	Controls in place	Further action
Someone falls because the handrail is missing or loose Step 9	Stair users and installers	Use the approved dimensions and fixing details. Raise any loose fixing or unsafe gap before handover.	None recorded.
A person falls or a child becomes trapped in the guarding Step 10	Stair users and installers	Check every fixing and opening against the approved details. Raise any gap or loose part for correction.	None recorded.
Debris, tools or unfinished work left in the area Step 11	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: Protecting the public

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

HSE: Work at height

<https://www.hse.gov.uk/work-at-height/index.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>

Timber staircase installation

<https://www.bwf.org.uk/choose-wood/stairs/>

HSE: Manual handling in construction

<https://www.hse.gov.uk/construction/healthrisks/physical-ill-health-risks/manual-handling.htm>

Introduction to working at height safely

<https://www.hse.gov.uk/work-at-height/introduction.htm>

Approved Document K

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/996860/Approved_Document_K.pdf