



RISK ASSESSMENT AND METHOD STATEMENT

Strip out, Second floor, Albion House, Manchester

Hollins & Reed Strip-out Ltd · 12 to 14 October 2026 · In charge: Dan Hollins

Job details

Company	Hollins & Reed Strip-out Ltd
Site and work area	Second floor, Albion House, Manchester
Planned dates	12 to 14 October 2026
Customer	Albion Property Management Ltd
In charge on site	Dan Hollins
Team	Two operatives: Dan Hollins leads and checks the area each morning; Priya Shah works with him.
Work	Strip out
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Nonstructural stripout. Areas: Second floor open-plan office, Second floor corridor

Working arrangement

- Access: a podium.
- Working height: suspended ceiling at about 2.7 m.
- Ground or floor: level, carpeted; carpet comes up last.
- 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 Mark what comes out and stays

Mark the removal boundary on the drawing and in the work area. Stop if the actual building differs from the information.

3 Check what is behind the surface

Open only after checking the drawings, survey and visible condition of the wall, ceiling or floor. Treat anything hidden, damaged or different from the information as a stop.

4 Isolate services before disturbing them

Identify cables, pipes, gas, water and other services behind or within the work. Use written isolation information for the parts the work could damage.

5 Remove stable pieces in order

Support each section before its last fixing comes out. Remove manageable pieces and clear them before starting the next.

6 Check for asbestos before you disturb anything

Ask for the asbestos survey or register before you start. Read what it says about walls, ceilings and fittings you are opening. No survey, or a material you do not recognise: stop and get it checked.

7 Control dust before breaking or cutting

Choose water or vacuum extraction before dusty work starts. Keep others out and clean with a vacuum or wet method.

8 Stop things falling on people below

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

9 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.

10 Use the chosen removal method

Use the tool and sequence that match the material and the agreed scope. Keep hands clear and lower removed pieces instead of dropping them.

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.
The wrong element is removed and retained work or people are put at risk. Step 2	Strip-out workers and other building users	Use the agreed scope and sequence. Keep structural, glazed and live work out of this method.	None recorded.
Hidden structure, asbestos or services are disturbed during strip-out. Step 3	Strip-out workers, other trades and building users	Make a small controlled opening where the method allows it. Stop and get the information checked before widening the opening.	None recorded.
A live cable, gas pipe or water service is struck during strip-out. Step 4	Strip-out workers and people in the building	Mark the services and isolation points. Do not cut, drill or pull until the relevant service is safe.	None recorded.
A ceiling, partition or fitting falls onto workers or overloads the floor. Step 5	Workers and people below or nearby	Follow the agreed top-down sequence. Stop if the item is carrying load or is not what the plan shows.	None recorded.
Breathing asbestos fibres from old boards, sheets, sealants or insulation Step 6	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.	None recorded.
Workers and building users breathe harmful construction dust. Step 7	Workers, other trades and building users	Use the selected source control for the whole task. Stop if it is not controlling the dust.	None recorded.
Removed ceiling tiles and fittings falling onto people below Step 8	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.

Hazard	Who might be harmed and how	Controls in place	Further action
Falling from the access equipment; tools or materials falling from the platform Step 9	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.
An uncontrolled tool, piece or fixing strikes a worker or damages retained work. Step 10	Strip-out workers and people nearby	Support the piece before the last fixing comes out. Stop if the material or method is different from the plan.	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>

Demolition

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

Electricity - Systems in buildings

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

HSE: A worker's guide to asbestos safety

<https://www.hse.gov.uk/asbestos/workers.htm>

HSE: Asbestos, actions by job role

<https://www.hse.gov.uk/asbestos/introduction/actions.htm>

HSE: The duty to manage asbestos in buildings: Arrange an asbestos survey

<https://www.hse.gov.uk/asbestos/duty/arrange-asbestos-survey.htm>

Dust

<https://www.hse.gov.uk/construction/faq-dust.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>