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RISK ASSESSMENT AND METHOD STATEMENT

Temporary site services, Ground and first floor, 14 Mill Street, Stockport: refurbishment site

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

Job details

Company	Hollins & Reed Contracting Ltd
Site and work area	Ground and first floor, 14 Mill Street, Stockport: refurbishment site
Planned dates	12 to 14 October 2026
Customer	Thornley Vale Estates Ltd
In charge on site	Dan Hollins
Team	Two operatives: Dan Hollins leads and checks the generator, board, cables and lights each morning; Priya Shah works with him. The electrical contractor installs and removes the temporary board.
Work	Temporary site services
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Temporary electrical and lighting. Areas: Site cabin and yard; Ground floor rooms and stair

Working arrangement

- Access: the floor or ground.
- 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: Ground and first floor, 14 Mill Street, 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 **Use a competent electrical contractor**
Have a competent electrical contractor design, install, maintain and remove the temporary distribution. Keep permanent installation work outside this temporary-services method.

3 **Match the supply to the loads**
List the tools, cabins, welfare equipment and lights that the temporary supply will feed. Check the board, cables and protection are rated for the connected loads before use.

4 **Confirm the source and isolation point**
Mark the source and isolation point before connecting the temporary cables. The contractor proves the supply is isolated before altering or removing any connection.

5 **Check for asbestos before you drill or fix**
In a building put up or done up before 2000, ask for the asbestos survey before you drill, chase or clip anything. Read what it says about the ceilings, risers, ducts and boarding your cables or pipes run through. No survey, or a board you do not recognise: stop and get it checked.

6 **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.

7 **Use 110 V and RCD protection**
Use 110 V centre-tapped supplies and RCD protection for temporary site equipment. Keep the board dry, guarded and easy to isolate.

8 **Route and protect temporary cables**
Route cables overhead or under suitable ramps so vehicles, water and sharp edges cannot damage them. Keep cables out of work areas, access routes and escape routes.

9 **Control generator fuel and fumes**
Place generators in a ventilated position with exhaust fumes away from people, doors and air intakes. Store and handle fuel safely, and never refuel a hot or running generator.

10 **Complete daily temporary-service checks**
At the start of each shift check cables, sockets, lights, generator fumes, hoses, tanks and drains. Record defects, isolate unsafe equipment and report repairs before the service is used.

11 **Use protected site sockets**
Use the specified temporary board and RCD-protected sockets for site equipment. Keep boards and connections dry, guarded and accessible for isolation.

12 Light work areas and routes

Provide artificial lighting where natural light is not enough for work or movement. Keep work areas, access routes and escape routes lit while they are in use.

13 Provide emergency lighting

Provide emergency lighting where a failed primary light could make work or an escape route unsafe. Test it before the route is used and after changes to the temporary supply.

14 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.
Electric shock, fire or a failed temporary supply Step 2	Electrical workers and everyone on site	Keep electrical work with the competent contractor. Do not improvise a temporary board or connection.
An overloaded circuit overheats, trips or starts a fire Step 3	Everyone using or near the temporary supply	Do not add equipment beyond the agreed load. Stop and get the contractor to check any new load.
A live source is connected, altered or removed without safe isolation Step 4	The electrical contractor and everyone nearby	Keep the isolation point accessible and labelled. Do not connect an unidentified source or generator.
Breathing asbestos fibres from old boards, sheets or lagging you drill into Step 5	The installer and everyone using 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 6	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
Electric shock or fire from a fault in the temporary supply Step 7	Workers using the service and people nearby	Test and inspect the protection as required before use. Take damaged leads, plugs and sockets out of service.
Cable damage, trips, electric shock or fire Step 8	Workers, drivers and visitors	Protect every crossing and keep connections off wet ground. Inspect cables after plant, vehicles or materials move nearby.
Carbon monoxide poisoning, fire or fuel spill from a generator Step 9	Workers, visitors and people in nearby buildings	Keep fuel in suitable labelled containers away from ignition sources. Stop the generator and report leaks, fumes or a blocked exhaust.
A damaged or leaking temporary service stays in use and injures people Step 10	Everyone using or near the temporary services	Repeat the check after moving equipment, severe weather or a change to the service. Keep access to isolation points clear at all times.
Electric shock from a fault or damaged temporary supply Step 11	Workers using site equipment and people nearby	Test and inspect the protection as required. Take damaged leads, plugs and sockets out of use.
Trips, falls or contact with tools in poor light Step 12	Everyone on site	Remove failed lights promptly. Check the lighting at the start of each shift and after moving it.
Falls or delayed escape after the primary lighting fails Step 13	Workers and visitors using the route	Keep the emergency route clear and marked. Do not rely on a light that has not been tested.
Debris, tools or unfinished work left in the area Step 14	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.