



RISK ASSESSMENT AND METHOD STATEMENT

Ventilation, Second floor, Atlas House, 8 Chapel Lane, Stockport: office

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

Job details

Company	Hollins & Reed Mechanical Ltd
Site and work area	Second floor, Atlas House, 8 Chapel Lane, Stockport: office
Planned dates	12 to 14 October 2026
Customer	Atlas Software Ltd
In charge on site	Dan Hollins
Team	Two fitters: Dan Hollins leads and operates the scissor lift; Priya Shah works with him. Both hold MEWP operator cards.
Work	Ventilation
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Mount/replace unit. Areas: Meeting room 3 ceiling

Working arrangement

- Access: a mewp, cherry picker or scissor lift.
- Working height: ceiling void soffit at about 3 m.
- Ground or floor: level, carpeted office floor.
- The work area will be kept clear of other people.
- Unit position: Suspended from above.
- The unit goes on a new support specified for it.
- Connections: power or controls, water coil or condensate.

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 Check for asbestos before you disturb anything

Ask for the asbestos survey or register before you start. Read what it says about old duct insulation, boards, fire stopping and plant surrounds. No survey, or a material you do not recognise: stop and get it checked.

3 Stop things falling on people below

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

4 Check the unit and instructions

Identify the correct unit and read the maker's installation instructions before opening it. Confirm the support, lifting points, clearances and connection handovers.

5 Use the MEWP

Check the MEWP and work area before use. Look up for overhead lines and check the wind limit before raising the platform. Set up on suitable ground within the machine limits. Keep the platform within the planned work zone. Lower and secure the machine after use.

6 Use the hoist

Check the hoist has a current inspection tag and can take the weight. Keep people out from underneath while a load is up.

7 Isolate and get each handover

Stop the fan and isolate every relevant power, pressure and water supply. Lock off where it could be switched back on, then get the agreed specialist handover.

8 Plan the lift and clear the area

Plan the route, equipment, people and responsibilities for the actual unit. Keep people out of the lift and fall area while the unit is moved.

9 Support the unit before release

Put temporary support under or on the unit before undoing its last fixing. Do not let it hang from pipework, ductwork or the ceiling grid.

10 Fix the unit securely

Fit the specified support, fixings and anti-vibration parts for this model and background. Check the unit is stable and leaves the maker's service access clear.

11 Leave power and controls connections to an electrician

A competent electrician isolates, disconnects and reconnects the power and controls. Get their handover before moving the unit and before it is switched back on.

12 Drain and check the water connections

Isolate and drain the water coil or condensate before a joint is broken or made. Test the joints and the condensate fall for leaks before the ceiling or cover is closed.

13 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.
Breathing asbestos fibres from old boards, sheets, sealants or insulation Step 2	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.
Units, duct sections and tools falling onto people below Step 3	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.
Working on the wrong unit or using an unsuitable mounting method Step 4	Ventilation engineers and people using the building	Use the actual model instructions and stop if the unit or support does not match the job.	None recorded.
The MEWP overturning; contact with overhead power lines; tools or materials dropped from the platform Step 5	The operator, and anyone beside the machine, where the ground gives way or it is worked outside its limits. The operator, and anyone touching the machine, from shock or burns. Anyone passing or working underneath.	Use a trained operator and follow the machine limits. Stop when the wind reaches the machine's limit. Keep the agreed rescue arrangement available. Check for overhead lines before raising the platform and keep the agreed clearance. Barrier the area below so the public and other workers cannot walk under the platform.	None recorded.

Hazard	Who might be harmed and how	Controls in place	Further action
A load falls from the hoist onto someone below Step 6	People below the hoist	Secure the load and use a tag line for large panels. One person controls the lift and everyone can hear them.	None recorded.
Unexpected start-up or release of electricity, refrigerant or water Step 7	The installation team and nearby workers	Prove the unit is safe before handling it. Keep electrical and refrigerant work with the people who own those systems.	None recorded.
The unit falling, swinging or striking someone during movement Step 8	Installers and people near the lift	Use suitable lifting equipment and competent people. Restrict access below or beside a suspended load.	None recorded.
The unit or a part of it falls when its fixings are removed Step 9	Installers and anyone below the unit	Use support that can take the actual load. Keep hands clear of crush points while support is set.	None recorded.
The unit loosening, vibrating or falling after installation Step 10	Ventilation engineers and people below the unit	Inspect the support before letting go. Do not substitute fixings or block required access.	None recorded.
Electric shock from a power or controls connection that is still live or made live too early Step 11	The ventilation team and the electrician	Do not break into or remake electrical connections as part of this operation. Record what remains outstanding.	None recorded.
Water escaping from a coil or condensate joint onto people, electrics or the room below Step 12	The ventilation team and people below the unit	Keep a drip tray and absorbent to hand while joints are open. Record what remains outstanding.	None recorded.
Debris, tools or unfinished work left in the area Step 13	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: 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>

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: Maintenance of work equipment

<https://www.hse.gov.uk/work-equipment-machinery/maintenance.htm>

HSE: Lifting operations

<https://www.hse.gov.uk/construction/safetytopics/lifting-operations.htm>

HSE: Thorough examinations and inspections of lifting equipment

<https://www.hse.gov.uk/work-equipment-machinery/thorough-examinations-lifting-equipment.htm>

Nuaire MRXBOX95AB-WM1 installation manual

<https://info.nuaire.co.uk/landM/671684.pdf>