



RISK ASSESSMENT AND METHOD STATEMENT

Working at height, Second floor offices, 14 Mill Street, 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	Second floor offices, 14 Mill Street, Stockport
Planned dates	12 to 14 October 2026
Customer	Mill Street Lettings Ltd
In charge on site	Dan Hollins
Team	Two operatives: Dan Hollins leads and checks the tower and stepladder each morning; Priya Shah works with him.
Work	Working at height
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Use a mobile tower; Use a ladder or steps. Areas: Open-plan office, Meeting rooms 1 and 2

Working arrangement

- Working height: ceilings at about 3.5 m: platform at about 1.5 m on a tower we build; stepladder only for short, light tasks below 2.5 m.
- Ground or floor: level, carpeted office floor; hard floor protection laid under the tower castors.
- Access will vary by area or time.
- Offices stay in use; each room is released to us empty, one at a time.

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 Keep people clear of the work

Agree how people get past or around the work while it is going on. Put barriers or signs where a route crosses the work. Do not leave open work unattended.

3 Stop things falling on people below

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

4 Check the ladder before use

Check the feet, rungs, steps, locks, labels and visible condition before climbing. Remove damaged equipment from use.

5 Use the tower manual

Match every frame, brace, platform, guardrail and stabiliser to the named system. Use trained people and do not improvise missing parts.

6 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.

7 Use the mobile tower

Build or alter the tower using the supplier instructions. Check the tower before first use and after it is moved. Lock the wheels before using the platform. Climb using the internal access provided. Fit the toe boards and keep tools and materials inside the guardrails.

8 Set the ladder securely

Put it on firm, level support with a strong upper resting point. For a leaning ladder, use the 1-in-4 angle and secure it against slipping. Open stepladders fully and lock them before climbing.

9 Set the tower on firm ground

Support locked castors or base plates correctly on firm, level ground. Fit stabilisers or outriggers when the manual requires them. Never use bricks as packing.

10 Climb facing the ladder

Face the rungs while climbing and keep three points of contact. Use a tool belt or pass tools up separately.

11 Assemble and dismantle safely

When your team assembles or dismantles it, follow the protected sequence from the manual. Keep the area below controlled and secure parts for storage.

12 Keep the task within reach

Use only light tools and materials. Keep your belt buckle within the ladder stiles. Descend before moving the ladder.

13 Check the complete tower

Before use, check the platform, guardrails, toe boards, access, braces, wheels and stabilisers. Arrange the required inspection by a competent person.

14 Work inside the tower protection

Use the internal access provided and keep guardrails and toe boards in place. Keep tools and materials within the platform loading.

15 Move the tower empty

Remove people and materials before moving it. Reduce the height as the manual requires and check the route, ground and overhead clearance. Move it only in suitable weather.

16 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.
People using the building or passing by walking into the work or over what it leaves Step 2	Occupants, visitors, members of the public and workers	Keep the barriers and signs up while the work is active. Give people a clear way round where their normal route is blocked.	None recorded.
Tools and materials 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.
A defect or unlocked section makes the ladder fail or move. Step 4	The ladder user	Use a ladder suited to the job and the user.	None recorded.
The wrong parts or sequence cause a fall or tower collapse. Step 5	Tower users and people below	Keep the manual with the tower information. Stop if the configuration is not covered.	None recorded.

Hazard	Who might be harmed and how	Controls in place	Further action
Falling from the ladder or steps; tools or tins dropped on people below Step 6	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.
Falling from the tower platform; the tower overturning; tools or materials dropped from the platform Step 7	The person on the platform, where a guardrail or toe board is missing or was never fitted. Anyone on or beside the tower, if it is moved with someone on it or built without its stabilisers. Anyone passing or working underneath.	Fit the required guardrails, braces and stabilisers. Move the tower only when nobody is on it. Keep the area around the tower controlled.	None recorded.
A slipping base, wrong angle or unlocked ladder causes a fall. Step 8	The ladder user and people below	Never stand a ladder on boxes, pallets or loose packing. Keep doors and routes controlled.	None recorded.
Soft, sloping or improvised support overturns the tower. Step 9	Tower users and people nearby	Check the base before climbing. Keep within the maker's height and loading limits.	None recorded.
A lost handhold or turned body causes a fall. Step 10	The ladder user	Keep both hands available for climbing when moving between levels.	None recorded.
An unguarded platform, falling part or wrong sequence causes a fall or collapse. Step 11	Tower assemblers and people below	Use competent people and matching components. Stop if the configuration is not covered.	None recorded.
Overreaching, force or heavy handling pulls the user off balance. Step 12	The ladder user	Reposition from the ground instead of leaning sideways. Use a guarded platform for force or bulky work.	None recorded.

Hazard	Who might be harmed and how	Controls in place	Further action
A defect in the assembled tower is missed before use. Step 13	Tower users and people below	Keep it out of use until the inspection is complete. Recheck after movement, alteration or bad weather.	None recorded.
A fall or dropped item injures the tower user or people below. Step 14	Tower users and people below	Do not climb guardrails or add boxes, ladders or loose platforms. Keep the area below controlled.	None recorded.
An occupied or unstable tower overturns or strikes people and services. Step 15	Tower movers and nearby people	Push or pull from the base only. Keep people clear of the route.	None recorded.
Debris, tools or unfinished work left in the area Step 16	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>

Safe use of ladders and stepladders

<https://www.hse.gov.uk/work-at-height/ladders/when-how-to-use-ladders-safely.htm>

Safe use of ladders and stepladders: types

<https://www.hse.gov.uk/work-at-height/ladders/types-of-ladder.htm>

Tower scaffolds

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

Scaffolds

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

Introduction to working at height safely

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