



Risk Assessment & Method Statement

Soft Strip Out/ Blockwork
Works for Ship Canal House, Level 4
26/01/2026

Commercial Build and
Refurbishment Specialists

tmt-group.co.uk

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative.

Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.

Your company address:

Tel:
0161 430 2584

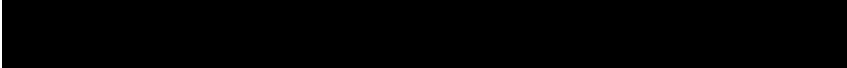
Email:
info@tmt-group.co.uk

Mobile:

Project / Contract	Ship Canal House
Contractor	TMT Contractors
Site Address	Ship Canal House, Manchester, M4 2UW
Project Start Date	29.11/21
Expected Duration	

	Name	Title	Signature	Date
Document Author	Callum Yates	H&S Manager		26/01/2026

Emergency Contact Details

Contact	Luke Burgess	Charlie Abel	Callum Yates
Tel			
Mobile			

Data Protection Statement

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General Precautions

To be always observed by all staff, any deviation from these control procedures must be authorised by the Site Manager or safety representative.

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Protection of Heritage Features

Ship Canal House is Grade II listed building- during any strip out works that may uncover any heritage features, a stop mechanism will be in place and procedure in case any historic fabric is encountered. All works must cease and inform the site manager to review. This will be communicated to all operatives as part of the induction for this project **We will ensure adequate protection is in place for the existing heritage fabric within the building.**

Stop Procedure

If any potential heritage feature is uncovered within the building during strip out works, the following procedure will be undertaken;

1. Stop work immediately

- Cease all work in the immediate area.
- Switch off and remove all tools and plant where required
- Prevent further disturbance to the potential heritage feature and working area

2. Secure the work area

- Ensure the area is safe from collapse or hazard.
- Do not attempt to clean, remove, or expose the area any further.
- Do not use water or mechanical cleaning
- Establish an exclusion zone (barriers or tape).
- Prevent unauthorised access.
- Protect the feature with temporary covering if necessary (non-invasive, breathable materials only).

3. Notify the relevant parties

Operative will immediately inform:

- Site Manager/Principal Contractor
- TMT Site Management to inform Building Management and Client Representative- Savilles that suspected heritage features have been uncovered during works

4. Works in the affected area may only recommence when:

- Written approval is issued by the relevant parties that works can continue
- Any revised method statement is briefed to the workforce.
- Protection measures are implemented (if required).

5. Protection Measures (If Retained In Situ)

- Install physical protection (timber boxing, boarding, breathable sheeting)
- Update drawings
- Amend risk assessments
- Brief workforce during toolbox talk

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First Aid

It is the responsibility of the company to ensure adequate First Aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

A trained First Aider will be a suitable person who has attended an HSE approved course of at least three days duration. An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a First Aider. The Appointed Person can render emergency First Aid if trained to do so. All staff when inducted will be made aware of the location of the First Aid kit.

Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Equipment provided to reduce manual handling must be used where provided. Staff and contractors will not lift items of tools or equipment that are beyond their capabilities. Heavy or awkward items will be split into smaller units where possible or dual lifted where this is not possible. It is the responsibility of the site foreman/employer to identify and control manual handling activities as they occur on site on a day to day basis.

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

Personal Protective Equipment (PPE)

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment. All site workers will wear Safety boots, Hi Visibility Vests, Hard Hats and protective clothing at all times, other items of PPE such as eye protection, hearing protection and gloves are available to be worn as and when necessary and as determined by the risk assessment.

Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades. Staff will follow all site rules and safety procedures.

Tools, Electrical and Access Equipment

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. Sub contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested every 3 months when used on construction sites, 6 monthly for heavy use activities and annually for other activities. A risk assessment will determine if inspection periods need to be varied.

Hand and power tools required will include;

- Hand tools (crowbars, screwdrivers, pry bars)
- Battery-powered impact drivers and percussion drills

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- H-class vacuum extraction
- Scaffold tower
- Stepladders
- Temporary protection materials
- Waste segregation bins

(No heavy demolition plant permitted inside building unless approved.)

Welfare

The principle contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principle contractor, it may be necessary occasionally for your company to identify suitable local amenities

Contractor and Visitor Safety

TMT Commercial Contracts Ltd will liaise with other contractors staff on a day to day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors, all tools and equipment will be cleared to secure storage at the completion of each shift. Heavy plant, scaffold, ladders and any other access to height will be made inaccessible.

Site Access and Egress

The principle contractor is responsible for providing safe access and egress to the site, TMT Commercial Contracts Ltd staff will ensure safe access and egress is maintained for themselves and other contractors in the area they are working in, good standards of housekeeping will be maintained. TMT Commercial Contracts Ltd will be responsible for safe access and egress when you are the principle contractor. Access routes will be sign posted and barriers will be put in place where necessary.

Emergency Information –

Manchester royal infirmary
Oxford road
Manchester
M13 9WL

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Task Description

After completion of all the above pre-start activities, work will commence following the procedure below. If at any point something changes which requires amendments to the following procedure, work must be stopped and the risk assessment reviewed, and methodology rewritten. Under no circumstances must work be carried on outside of this procedure.

Soft Strip out of the following items:

Isolations and Removal of Existing Services

- Isolate electrical supply prior to commencement of works.
- Test services are dead by competent person only
- Electrical disconnection to be carried out by a competent person.
- Confirm power is isolated before proceeding.
- Remove surface-mounted cabling and pipework
- Cap off and make safe

Ceiling tile and grid removal

- Strip out of existing suspended ceiling throughout- ceiling tiles removed from grid then dismantled by hand with wires cut at soffit with snips.
- MF ceilings – boards removed with bars and drill drivers. Frames cut out/dismantled with snips and drill drivers.
- Strip out of existing MF Soffit with coffered edges
- Protect any exposed historic ceiling above

Partition Removal

- Strip out of partitions (glazed and solid) walls and doors throughout the floor by hand dismantle method only plasterboard or stud partitions with snips, impact driver, drills and crow bars only.
- Remove fixings by hand/ hand tools and low impact tools only.

Floor Covering Removal

- Strip out and removal of carpet, vinyl flooring and plyboard throughout- Carpet tiles lifted from the floor using scrapers and/or crow bars and lift carpet/vinyl carefully.

Removal of Joinery Items

- Remove furniture and any loose fittings by hand only.
- Strip out of existing joinery items i.e., tea points and cupboards will be unscrewed and pry bared off where required
- Carefully dismantle non-original fixtures

Removal of Blockwork Wall / Forming of Opening- Drawing Reference - 1427-04-DE 01(D)

- Works to be completed before 8am to prevent disturbance to tenants
- Protect the floor with visqueen and correx
- Ensure all services are isolated and segregate area
- Set up noise monitoring
- Set out and mark opening to be formed
- Score plasterboard / plaster with stanley knife and straight edge

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- Carefully remove top layer of plasterboard, if plaster move to next step. If any historic fabric is uncovered, follow stop procedure as above, stop work, segregate the area and report to the site manager.
- Once blockwork is exposed carefully cut blockwork with electric saw to form straight edge
- Check noise levels in tenant / lobby areas during the works
- Extraction and dampening down must be in place to prevent H&S issues and damage to the surrounding areas.
- Following cuts, remove each block individually in rows, stacking in small piles
- Remove waste from area / dispose of bricks and tidy up

Waste Segregation and disposal

- Waste materials will be segregated at source into designated categories, including timber, metals, plasterboard, and mixed construction waste, to support recycling and compliance.
- All operatives will be briefed on the waste segregation procedure before work begins, and clear signage will be displayed at waste collection points.
- Access to skips will be either via the service lift to ground level then either using the ramp or the platform lift or through the pedestrian area through to the loading bay, if using ramp a second operative will be used at the front of the trolley; materials will be securely contained or bundled during transfer to prevent spills, dust, or obstruction within lift areas. If using the pedestrian area each trolley will be chaperoned through and out to the loading bay.
- The area immediately outside the lift and around skip locations will be barriered or cordoned off to protect other site users, prevent vehicle conflicts, and maintain a safe exclusion zone during loading.
- Each waste type will be deposited in its corresponding, clearly labelled container or skip, ensuring no cross-contamination of recyclable materials.
- Skips will remain covered or enclosed when not in active use to prevent dust release, windblown debris, water ingress, or unauthorised access by non-site personnel.
- No waste materials will be left or stored within the work unit overnight. All arising waste will be removed to ground level and disposed of in the appropriate skips at the end of each shift.
- Regular housekeeping checks will be carried out to ensure waste routes, lifts, and access points remain clear of obstructions.
- All waste will be removed from site by licensed waste carriers, holding current waste carrier registration under the Environmental Protection (Duty of Care) Regulations.
- Waste Transfer Notes and disposal documentation will be retained in the site file as evidence of compliant waste management and environmental control.

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Risk Assessment

	Name	Title	Signature	Date
Document Author	Callum Yates	Health and Safety Manager		12/02/2025
Authorised by				
Authorised by (Client)				

Emergency Contact Details

Contact	Daniel Cain		
Telephone			
Mobile			

Risk Assessment Information

Please now carefully examine the risk assessment and ensure that you add any further significant hazards associated with the task you are carrying out, these hazards must then be controlled, and risk ranked to ensure that the risks of injury and ill health are reduced to a tolerable level.

Please remove any hazards and control procedures that do not apply to your task. Remember, you will be expected to implement all control procedures listed in your risk assessment.

Assessor's Name	Assessor's Signature	Persons Affected by this Risk Assessment
Callum Yates		Site Operatives

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P	S	Pre-Control	Hazard / Consequences	Control Procedures	likelihood (a)	Severity (b)	Residual Risk Ranking (a x b)
4	3	12	Slips Trips and Falls: Bruising, Cuts, Broken Limbs - Caused by poor housekeeping standards-items left on the floor, water, oil and other slippery surface or poor footwear	All staff will keep the working area tidy and remove trip hazards as and when they occur. All staff will always wear suitable footwear with non-slip soles Ensure walkways and Emergency Escape routes are always kept clear of obstruction	2	3	6
4	3	12	Manual Handling: Muscular skeletal disorders - Twisting, Over-reaching, muscular problems, poor techniques load too heavy	Ensure that the route to be taken while lifting is clear of any obstructions. Team lifting to be used when loads are heavy or awkward. All site staff have received instruction and training in house for manual handling	2	3	6
4	3	9	Hand Tools (Use): Bruising, Cuts, Eye damage - Improper use of hand tools and use of defective hand tools are common causes of minor injuries. Serious injuries may be caused particularly through failure of the tool e.g., mushrooming of chisel heads	All hand tools are kept in tool bags/boxes when not in use. All hand tools should be in good condition and must be inspected prior to use. Operatives must be deemed competent to use relevant hand tools	1	3	3
4	4	16	Noise-Hearing Damage	Where noise levels are likely to be above 80 DB(A) the competent person must carry out a noise assessment and the employer must provide hearing protection if asked for by employees/sub-contractors All staff must wear the appropriate ear defenders in noisy areas. The wearing of Hearing protection will be strictly policed by TMT Group Site Manager	1	4	4
4	4	16	Dust-Respiratory Damage-Cancer	BS EN149 FFP3 dust mask complying with face fit requirements to prevent inhalation when exposed to wood dust. All personnel should ensure face fitted masks are worn. This will be strictly enforced by Site Manager. Refer to COSHH assessment 39 Wood dusts for WELS information	1	4	4
4	3	9	Working at height, Use of mobile scaffold towers and stepladders	Use of scaffold towers or podium platforms for height works in accordance with approved method statement. Rescue plans to be included in RAMS where necessary. Scaffold towers to be erected, modified and dismantled by trained and competent personnel only. Scaffolding to be inspected as required by WAHR '05.	1	4	4

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				Site rules for height works established with hierarchy of risk control measures being used in accordance with the WAHR '05. A safe working platform fitted with edge protection must be used as a priority. Use of stepladders or hop-ups will be permitted only when the contractor has provided a WaH assessment that demonstrates the selection of the equipment under the Hierarchy of Risk as the only suitable means of access.			
4	4	16	Impact Drivers and Percussion drills Power Tools: Entanglement, eye damage. Lack of maintenance and use of defective tools are common causes of injuries. Improper use of equipment poor training may cause injuries to operators and others. Electric shock	All power tools and machinery must comply with the Provision and Use of Work Equipment Regulations 1998. Only trained and experienced operatives are allowed to use Power tools, inexperienced or young workers are kept under strict supervision whilst using power tools. Tools and cables are visually inspected before use; damaged tools are withdrawn from service until repaired. Company power tools are PAT tested on an agreed scheduled basis. Suitable safety glasses will be worn Use battery powered or 110v tools only when on sites	1	4	4
4	4	16	Contact with wood dust-respiratory conditions-cancer. Contact with other dusts during operations	Ensure that a COSHH assessment has been carried out for this task and that staff are aware of the dangers of hazardous substances (Refer to COSHH assessment no 39 wood dust) Drilling and other intrusive works with plasterboard, plaster and silica dusts, refer to appropriate COSHH data sheet for control measures Use tools with extraction equipment to reduce exposure to dusts Ensure appropriate PPE is always worn. Masks are to be worn when clean shaven.	1	4	4
4	4	16	Contact with unidentified Asbestos in buildings built before year 2000	No works to be carried out without reference to ACM sheet	2	3	6

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				If asbestos is suspected operatives are not to carry out works and to contact Project manager Unlicensed Asbestos works are only to be carried out by UKATA trained operatives			
3	3	9	Falling Objects	Contractor RAMS to identify safe system of work to prevent falling materials. Barriers to be used to cordon off areas as required.	1	4	4

	Likelihood		Severity		Priority
1	Highly Unlikely	1	Trivial	1	Very Low Priority No Action Required (Risk no 1)
2	Unlikely	2	Minor Injury /Lost time incident	2	Low Priority (Risk No 2-6)
3	Possible	3	Over 3 day Injury / RIDDOR 2013	3	Medium Priority (Risk No 5-9)
4	Probable	4	Major Injury	4	High Priority (Risk No 10-12)
5	Certain	5	Incapacity or Death	5	Urgent Action (Risk No 15-25)

PPE Required

									
X		X	X		X			X	

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Sign Off Sheet

I have read and understood the contents of this Method Statement. Anything I did not understand has been explained to me to my satisfaction. I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Print Name	Signed	Date

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