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WORKED EXAMPLE: RISK ASSESSMENT AND METHOD STATEMENT

Unloading a builders' merchant delivery with a lorry loader

Hollins & Reed Builders Merchants Ltd · 12 October 2026 (one delivery) · In charge: Tom Ellis

Worked example. Change it to fit your job before you use it.

Job details

Company	Hollins & Reed Builders Merchants Ltd
Site and work area	Plot 3, Hawthorn Road, Stockport
Planned dates	12 October 2026 (one delivery)
Customer	Thornley Vale Estates Ltd
In charge on site	Tom Ellis
Team	Three people: Dan Hollins, the merchant's appointed person, planned the lift and is not on site; Tom Ellis, the merchant's driver, operates the lorry loader and supervises the lift; Priya Shah, the site's named banksman, is the trained slinger signaller. Anyone can stop the lift.
Work	Unloading a builders' merchant delivery with a lorry loader
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Lorry loader lift. Areas: Hardstanding beside Plot 3

Working arrangement

- Access: the floor or ground.
- Lift plan: merchant's standing delivery plan, reviewed for this site.
- Other people will use parts of the area at times.
- Site staff only. The load is six packs of plasterboard and four packs of blocks, about 1.2 t a pack at most, weights from the delivery ticket, lifted with the loader's pallet forks and landed on bearers on the hardstanding. Everything lifts off from the ground, by the remote control, so nobody goes on the bed. The merchant and the site agreed who does what before the day. The

site confirmed the weight limits, access, ground, and that there are no cellars, voids or drains under the set-down and no overhead line within 10 m. The driver waits in the agreed safe place when not lifting.

Emergency arrangements

The driver is a visitor: Priya Shah gives the assembly point, first aider and access on arrival, and the driver has the exact address and the merchant's lone-working contact. Load stuck in the air: nobody goes under it; the operator lands it. Crushed by a stabiliser or the load: stop the crane, isolate the controls, ring 999. Overhead line contact: stay clear, ring 999 and ask for the line owner. Priya Shah rings 999 and meets the crew at the site gate; if she is the one hurt, the driver makes the call. Test the radios before lifting. Lose contact during a lift: stop. Load shifted or someone trapped: stop all movement, keep people clear, call 999. Do not release any more straps.

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. **Work to the lift plan**
   Every lift is planned before it starts by someone who knows this kind of lift. A routine lift the same crew does every day can run on one standing plan; anything different gets planned again. The plan gives the weight of the crane and everything on the hook, the radius, the slings, the load route, the landing point and the wind limit. No plan on site, no set-up. Read it with the crew on the day.

4. **Delivery lift: the firm delivering plans and runs it**
   This delivery is planned and run by the firm delivering, under its own appointed person. The people named in the team carry out the roles in the plan, and anyone can stop the lift.

5. **Everyone knows their job on the lift**
   Name the driver, the slinger signaller and the person supervising before the first lift. Only trained people drive the crane, sling loads or give signals. One person gives the signals at a time, and everyone knows who it is.

6. **Know the weight before you hook on**
   Get the real weight from the ticket, the drawing or the supplier; do not guess it. Work the weight against the crane chart at the radius you are actually lifting at, not the shortest one. Look at where the load balances, and add the weight of the slings, beam or frame.

7. **Check the weather before you start**
   Stop handling big loads when the wind is strong enough to catch them. Stop in heavy rain, ice or lightning.

8 **Keep people out from under the load**
Fence or tape off the area the load travels over and the area the crane slews over, before the first lift. Nobody stands under a suspended load or inside the swing of the crane. Carry the load over clear ground wherever you can, not over people or occupied buildings.

9 **Bring the lorry in with a banksman**
Use a banksman if the lorry has to reverse. Keep people out of the reversing area.

10 **Park the lorry loader and set the stabilisers out**
Park on firm level ground, handbrake on, engine and PTO set as the machine needs, before anything comes off. Put the stabilisers fully out on pads, and know what the crane can lift with the spread you have got. Watch the stabiliser legs the whole time they move, and stand clear of them and the vehicle body.

11 **Check the crane and the tackle**
Look at the crane report: lifting accessories get a thorough examination every 6 months, the crane every 12 months. Do the daily checks the machine needs and look over every sling, attachment, shackle and hook before it goes on. Everything on the hook is marked with what it can lift.

12 **Check the forks or grab before every lift**
Look over the forks or grab for damage, and check it is marked with what it can lift. Check it suits the pack and can take the weight.

13 **Loose bits and banded packs**
Put loose material in a proper lifting bin or net, never slung straight off the pack bands. Check banding is tight and unbroken; re-band or net anything that has been opened. Fill bins below the rim so nothing can bounce out in the air.

14 **Check the load before the straps come off**
Check how the load has shifted in transit before you release a strap, and stand clear when you do.

15 **Seat the pack so it cannot slip**
Set the forks or grab fully under or around the pack so it sits level and cannot slide off. Lift it just clear of the ground, stop, and check it sits level and nothing has moved before it goes up.

16 **Lift the load off the bed in the right order**
Unload evenly from both sides so the lorry does not go lopsided as the bed empties. Unload from the ground if you can. Anyone who has to go on the bed needs proper access and something to stop them falling.

17 **Land it before you unhook it**
Have the landing spot ready and packed with bearers before the load leaves the ground. Bring it down slow, land it fully, make sure it is stable on its own, then release it. Stack and tie what you land so it cannot topple once the crane has gone.

18 **Stop the lift if anything changes**
Stop for wind above the limit in the plan, for poor visibility, and for anyone walking into the zone. Stop if the load is not behaving, the crane makes a noise it should not, or a warning

comes up. Land the load, or set it down where it is safe, before anyone goes to sort the problem out.

19 **Stow everything before the lorry moves**
Check nothing is loose. Bring the stabilisers fully in and stow the crane before the lorry moves.

20 **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.
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.
The crane is overloaded or set up wrong because nobody worked the lift out before it started Step 3	The lift crew and everyone the crane can reach	Keep the plan on the job where the crew can see it. If the load, the ground or the spot is not what the plan says, stop and get it planned again.
Nobody is in charge of the lift because each side thinks the other is Step 4	The lift crew and everyone the crane can reach	Say in the team on this document who plans, who operates, who slings and who can stop the lift. Agree the ground, services and people on the site before the day.
Two people signal at once, or somebody untrained slings a load and it comes off the hook Step 5	The lift crew and anyone near the lift	Anyone on the lift can call stop and the driver stops. Swap the signaller only by telling the driver first.

Hazard	Who might be harmed and how	Controls in place
The crane tips or the jib fails because the load is heavier, or further out, than anyone thought Step 6	The lift crew and everyone the crane can reach	If nobody can tell you the weight, do not lift it. Never work the crane past what the chart allows, even for one lift.
Wind catches the big loads and blows them onto people nearby Step 7	The team and people nearby	Check the forecast before you start and agree when the wind stops the work. Tie down or take in loose materials before you leave.
A dropped load, or the crane slewing round, strikes somebody standing where they should not be Step 8	The lift crew, other trades and the public	Have someone watching the zone while a load is in the air. Stop the lift if anyone walks into it, and start again only when it is clear.
The lorry strikes someone while reversing Step 9	Site staff and anyone on the route	The driver stops if the banksman goes out of sight.
The lorry tips as the crane reaches out, or a tilting stabiliser leg crushes the operator against the body Step 10	The driver and anyone standing by the lorry	Pin or lock a tilting leg upright before you move the stabiliser beam, and never tilt and retract together. Use the remote control and stand where you can see the load and the legs.
A worn sling, damaged hook or an out-of-date crane fails with the load in the air Step 11	The lift crew and everyone below the load	Bin any sling with cuts, kinks, frayed rope or a stretched link; do not knot it to shorten it. A crane out of date for examination does not lift until it is done.
A damaged or overloaded attachment drops the load Step 12	Everyone below the load	Take anything damaged out of use straight away.
A brick, a board or a bit of waste falls out of the load in the air Step 13	Everyone below the load route	Never lift a pack by its banding alone. Clear loose bits off the load before it moves.

Hazard	Who might be harmed and how	Controls in place
Banded or stacked material falls off the bed when the straps come off Step 14	The driver and anyone near the lorry	If the load has moved in transit, get help before you release anything.
The pack slides off the forks, or drops out of the grab Step 15	Everyone near or below the load	Nobody rides the load and nobody puts a hand under it. Set it back down and reset it if it does not sit right on the trial lift.
The lorry goes lopsided, or the driver falls climbing on the bed Step 16	The driver and anyone near the lorry	Never stand between the load and the lorry while the crane is moving it. If the operator leaves the controls to attach a sling, isolate them first.
A landed load topples or rolls onto somebody once the crane takes the weight off it Step 17	The slinger and anyone working near the landing spot	Never unhook a load that is leaning or propped against something. Keep hands and feet out from under while it is being set down.
Carrying on with a lift that no longer matches the plan Step 18	The lift crew and everyone the crane can reach	Anybody can call stop, including the driver. Do not start again until the person in charge of the lift says so.
The lorry moves with the crane or a stabiliser out Step 19	The driver and people on the route	Walk round the lorry before driving off.
Debris, tools or unfinished work left in the area Step 20	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.