



RISK ASSESSMENT AND METHOD STATEMENT

Concrete floor cutting, Unit 3, Canal Side Business Park, 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	Unit 3, Canal Side Business Park, Stockport
Planned dates	12 to 14 October 2026
Customer	Canal Side Estates Ltd
In charge on site	Dan Hollins
Team	Two operatives: Dan Hollins leads and checks the area each morning; Priya Shah works with him.
Work	Concrete floor cutting
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Slab opening cut. Areas: As marked on the client's site plan

Working arrangement

- Access: the floor or ground.
- The work area will be kept clear of other people.

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 floor finishes, screeds and coatings over the concrete. No survey, or a material you do not recognise: stop and get it checked.

3 Check the slab and cut line

Read the current drawing and mark the opening on the ground-supported slab. Stop if the slab, boundary or material differs from the information for the job.

4 Carry the cut slab pieces safely

Plan the route, clear it, and carry long items upright with two people. Store materials close to the work so nobody carries further than they need to.

5 Set the agreed cut depth

Set the saw to the recorded depth and make a controlled start on the marked line. Do not deepen the cut because the blade is not following the line.

6 Control dust before the blade starts

Connect the planned water suppression or extraction before the blade enters the concrete. Keep it working for the whole cut and collect slurry if the cut is wet.

7 Cut in the planned order

Complete the marked cuts without undermining the slab that remains. Keep the exclusion zone in place through breakthrough.

8 Remove pieces and protect the opening

Take out cut pieces by the planned handling method and keep the route clear. Guard or cover the opening before handback or the next activity.

9 Keep water and slurry under control

Run enough water for the whole cut and collect the slurry as it forms. Stop if the route becomes slippery or slurry reaches a drain.

10 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.

Hazard	Who might be harmed and how	Controls in place	Further action
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.
The saw cuts outside the opening or into an unexpected part of the slab Step 3	The saw team and people near the work	Keep the marked line visible through the set-up and cut. Report an unexpected void, reinforcement or change before continuing.	None recorded.
Back and shoulder injury from carrying heavy or long items Step 4	Everyone handling materials	Use a trolley or sack truck on the flat. Never carry up a ladder; hand items up or hoist them.	None recorded.
The blade cuts too deep, breaks through unexpectedly or damages the slab Step 5	The floor-saw operator and nearby workers	Check the depth setting before each cut run. Stop if the slab moves or the blade meets unexpected material.	None recorded.
Silica dust reaches the operator or slurry makes the route slippery Step 6	The saw operator and people near the slab	Keep people outside the cutting area. Stop if the water or extraction method fails.	None recorded.
The slab moves, fragments fly or the opening grows beyond the marked line Step 7	The saw team and nearby workers	Use clear signals between the operator and the person watching the cut. Stop and report binding, movement or an unexpected material.	None recorded.
Strains, trips or a person falls through an unprotected opening Step 8	The saw team and other people on site	Do not leave pieces or an open edge unattended. Use a barrier or cover that stays in place until the opening is closed.	None recorded.
Slurry spreads into a slip hazard or enters a drain Step 9	The saw team and people using the route	Use barriers and a collection method that suits the floor. Clear the route before removing the barriers.	None recorded.
Debris, tools or unfinished work left in the area Step 10	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>

Dust

<https://www.hse.gov.uk/construction/faq-dust.htm>

HSE: Manual handling in construction

<https://www.hse.gov.uk/construction/healthrisks/physical-ill-health-risks/manual-handling.htm>

Construction physical ill health risks: Vibration

<https://www.hse.gov.uk/construction/healthrisks/physical-ill-health-risks/vibration.htm>

Wet cutting

<https://www.hse.gov.uk/copd/wetcut.htm>