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RISK ASSESSMENT AND METHOD STATEMENT

Concrete, 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	Thornley Vale 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
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Place/finish. 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 site gate. First aider: Dan Hollins, first aid kit in the van. Ambulances come to the main entrance: Unit 3, Canal Side Business Park, Stockport. Dan Hollins calls 999 and meets the ambulance.

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 **Release the pour first**
Have the responsible person check the base, steel, cast-ins and formwork. Record the release before the truck or mixer starts. Stop if the work is not released.

3 **Follow the pour plan**
Place concrete in the order set by the pour plan. Stop if the sequence or temporary support does not match the plan.

4 **Carry the concrete, tools and materials safely**
Plan the route, clear it, and get help with anything long or heavy. Store materials close to the work so nobody carries further than they need to.

5 **Protect skin before placing**
Wear waterproof gloves suitable for alkaline products. Wear waterproof boots and keep trousers over them. Use waterproof trousers or knee boards if you must kneel.

6 **Wash cement off skin**
Wash cement off skin as soon as possible. Wash exposed skin at breaks and after the pour.

7 **Keep the pour route clear**
Mark a firm route before the concrete arrives. Remove waste, hoses and other trip hazards as you work. Signpost wet or slippery areas and keep people out.

8 **Discharge from the truck chute**
Agree where the truck stands and where the chute discharges before it backs in. Keep clear while the chute is moving and never reach under a raised chute. The driver works the chute; tell them before anyone goes near it.

9 **Place, compact and finish safely**
Use the agreed tamp, float or poker method and keep people clear of the wet pour. Keep leads and tools out of wet concrete where they are not needed. Stop if the method or finish is not agreed.

10 **Wash out in the agreed area**
Use the dedicated washout area agreed before the pour. Keep slurry and contaminated water away from surface-water drains. Stop if the washout area is missing or full.

11 **Cure it and keep loads off**
Apply the curing method named in the specification. Keep barriers and signs up until the responsible person releases the surface. Record the pour and handback decision.

12 **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.
Falls, impalement or temporary works failure during a pour Step 2	The placing gang and people near the pour	Do not start without this job's release. Keep holes, edges and unfinished formwork protected.
The pour sequence does not match the planned temporary works Step 3	The placing gang	Use the agreed pour plan. Raise a change before changing the sequence.
Back and shoulder injury from carrying heavy or long items Step 4	Everyone handling materials	Use a trolley or sack truck on the flat where the load suits one. Where the work is up a level, hand items up or hoist them. Never carry them up a ladder.
Wet cement trapped against skin causing burns or dermatitis Step 5	The placing and finishing gang	Use gloves and footwear suited to wet cement. Keep clean water, soap and towels ready.
Wet cement causes skin burns Step 6	Everyone handling wet concrete	Provide washing facilities at the work area.
Trips and falls on wet concrete, uneven ground or obstructed routes Step 7	The placing gang and people passing	Keep access routes clean and orderly. Provide good footing, lighting and a clear walkway.
Struck by a swinging or dropping chute or discharged concrete Step 8	The placing gang and the driver	One person talks to the driver, and nobody else. Stand to the side of the chute, never at its end.
Cement contact, electric shock or strain while placing and finishing Step 9	The placing and finishing gang	Do not introduce a powered float under this method. Swap people round on a long hand-finishing job.

Hazard	Who might be harmed and how	Controls in place
Concrete slurry polluting drains, ground or watercourses Step 10	The concrete gang and the environment around site	Capture spills and contaminated run-off. Use the site's agreed waste and washout route.
Someone walks on or loads concrete before it has gained the required strength Step 11	Everyone using the area afterwards	Use the specification's curing and loading criteria. Do not remove barriers because the surface looks hard.
Debris, tools or unfinished work left in the area Step 12	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.