ComplyOnSite
complyonsite.com

RISK ASSESSMENT AND METHOD STATEMENT

Confined space, 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	Confined space
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Chamber and pit entry. 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 **See if you can do it without going in**
Try a camera on a pole, a rod, a jetting hose, a vac unit or working through an open hatch first. Only go in when the job genuinely cannot be done from outside.

3 **Get the entry permit signed before anyone in**
The permit names who authorised it, what work is allowed, the isolations, the gas tests and the rescue plan. It names who is in charge at the hole and who is allowed inside. It has a time on it. When the time runs out, everyone comes out and it is signed off.

4 **Check the people are right for the job**
Entrants and the top man need confined space training for this type of space and this kit. Check nobody is going in who is unwell, claustrophobic or not fit to wear breathing kit. Check the build of the person against the size of the opening and what they will wear.

5 **Find and isolate hidden services**
Find cables and pipes before you disturb anything: drawings, then a detector. Mark what you find. Not sure what is there? Turn the supply off, or do not start. Have cables and gas isolated by the right person and prove them dead before you start.

6 **Guard the open chamber and the traffic**
Barrier the open cover on all sides before you lift it, and put signs and cones out for traffic. Lift covers with the proper keys or a lifter, with two people, and lay them flat clear of the hole. Never leave an open chamber unattended, even for a minute.

7 **Lock off everything that feeds the space**
Lock off and tag the pumps, valves, mixers, augers, fans and power that could start up or feed it. Blank or physically disconnect pipes that could let gas, fume or liquid in; a shut valve on its own is not enough. Prove the isolation before anyone goes in and keep the keys at the hole.

8 **Ventilate it and keep it ventilated**
Open every lid and hatch you can to get air moving right through the space. Use a blower ducted to the bottom or the far end where the bad air sits, and run it before and during the work. Never use a petrol engine inside or near the opening, and keep generator exhausts well away from the fan intake.

9 **Test the air before anyone goes in**
Test down through the opening with the hose first: oxygen, flammable gas, carbon monoxide and hydrogen sulphide. Test at the top, the middle and the bottom. Heavy gases sit low and the top can read clean. Keep a meter running on the person inside and treat any alarm as a get-out.

10 **Sewage: watch for gas and wash your hands**
Test for hydrogen sulphide and methane before entry and keep the meter on the person inside. Cover cuts, wear gloves and overalls, and wash hands before eating or smoking. Tell the team the signs of leptospirosis and to see a doctor about flu symptoms after this work.

11 **Airing it off may not be enough**
Opening the lids only moves the air near the opening; the far end and the bottom stay as they were. Get a blower and ducting to the deep end, then retest before anyone goes in. If the air still will not come right, it is breathing apparatus or no entry.

12 **Have your own rescue ready before entry**
Rig the rescue kit before anyone goes in: harness, line back to a point outside, tripod and winch where it fits. Have trained rescuers with breathing kit ready, not just a phone. Practise the rescue so you know the person actually comes out through that opening.

13 **Set the tripod and winch up before entry**
Set the tripod on firm level ground over the opening with the legs chained. Check the inspection date on the winch, the lines and the harnesses. Everyone inside wears a full body harness with the line running back to the winch outside. Keep the line short enough that nobody has slack to fall on and clear of the tools going in.

14 **Keep a top man outside the whole time**
One person stays at the opening while anyone is inside and never leaves to do something else. Agree how you talk: voice, radio, or a tug on the line, and check it works before entry. He counts everyone in and counts everyone out.

15 **Use safe lights and tools inside**
Use 110 V or battery tools, and in a metal tank use extra low voltage, typically under 25 V, with an RCD. Use protected lighting, and non-sparking tools where flammable vapour could be present. Each person carries their own torch as well as the main light.

16 **Get out if anything changes**
Any meter alarm, any smell, any dizziness or headache, any water coming in: everybody out straight away. Come out if the fan stops, the light fails or you lose contact with the top man. Do not go back in until it has been tested again and the permit is re-signed.

17 **Watch the water level in the chamber**
Check upstream and the weather before entry; a chamber can fill from a storm or a pump starting. Have the flow stopped, over-pumped or diverted, and agreed with whoever controls it. Watch the level the whole time and come out if it rises.

18 **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.
A person is exposed to bad air, drowning, fire or being trapped only because they went inside Step 2	Everyone who enters and anyone who would go in after them	Agree with the client what can be done from outside before the day. Write down why entry is needed.
People enter before the isolations, testing or rescue are actually in place Step 3	The entrants, the top man and the supervisor	One person is in charge at the hole and stays there while anyone is inside. Nobody enters without being named on the permit.
Someone panics, collapses or cannot get back out through the opening Step 4	The entrants and whoever would have to get them out	Keep the training cards on site with the permit. Nobody goes in alone with nobody outside.
Hitting a live cable or gas pipe causes shock, fire or gas escape Step 5	The person doing the work and everyone nearby	Check again wherever the work moves. If you hit something, stop, keep clear and report it.
Someone falls into the open chamber, or a vehicle hits the crew working at it Step 6	The crew, site workers and the public	Put the cover back and secure it whenever you leave. Wear hi-vis and keep a lookout where vehicles pass.
Plant starts up, or liquid or gas comes in through a pipe while someone is inside Step 7	Everyone inside the space	The person doing the isolating signs the permit for it. One lock each, kept by the people inside.
Bad air stays in the space, or engine exhaust is drawn in and poisons the people inside Step 8	Everyone inside the space	Retest the air after ventilating, not just before. If the ventilation stops, everyone comes out.

Hazard	Who might be harmed and how	Controls in place
Low oxygen, poisonous gas or flammable vapour that cannot be seen or smelled Step 9	The entrants and anyone who would climb in after them	Only someone trained uses the detector, and it must be in calibration. Bump test the meter on the day before you use it.
Hydrogen sulphide knocks a person out in seconds, and sewage carries leptospirosis and hepatitis Step 10	Everyone inside and anyone handling the kit afterwards	Never trust your nose; hydrogen sulphide stops you smelling it. Carry a card saying you work with sewage.
The air reads clean at the opening and is still deadly at the bottom Step 11	Everyone inside the space	Test at every depth, not just at the top. Keep the fan running the whole time people are inside.
A man is left inside because there is no way to get him out, or a mate climbs in and dies too Step 12	The entrants and anyone tempted to go in after them	Nobody enters to rescue without breathing kit and training. Ring 999 as well, but do not wait for them.
The rescue gear is not rigged or not in date when it is suddenly needed Step 13	The entrants and the rescue team	One person at the winch who does nothing else while people are inside. Do not unclip inside the space.
Someone goes down inside and nobody outside knows or can raise the alarm Step 14	The entrants and the top man	The top man has the phone, the site address and the emergency numbers. He does not go in, whatever happens.
Electric shock in a wet metal space, or a spark setting off vapour Step 15	Everyone inside the space	Keep transformers, generators and leads outside the space. Check the leads for damage before they go in.
Carrying on after the conditions have changed from what the permit was written for Step 16	Everyone inside the space	Anybody can call the stop, not just the supervisor. Tell the top man before you move to a different part of the space.

Hazard	Who might be harmed and how	Controls in place
Water rises in the chamber and the person inside cannot get out in time Step 17	Everyone inside the chamber	Nobody enters a chamber that is already flooded. Keep the top man watching the level, not the work.
Debris, tools or unfinished work left in the area Step 18	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.