



RISK ASSESSMENT AND METHOD STATEMENT

Core drilling, 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	Core drilling
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Core drill. 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 boards, coatings, ceiling voids and linings. No survey, or a material you do not recognise: stop and get it checked.

3 Stop things falling on people below

Fence off the ground below the work so nobody walks under the materials and tools. Use toe boards, brick guards or netting on platforms and lanyard tools where you can.

4 Carry the materials and equipment 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 Protect the far side before coring

Check the other side before drilling and keep people out where the bit or core can emerge. Plan how the core will be held before the hole breaks through.

6 Secure the stand or machine

Fix the stand or set the handheld machine exactly as its current manual requires. Check it cannot move before starting.

7 Control dust and slurry for the whole core

Use the selected wet collection or dry extraction from the first cut to the last. Keep collected material contained for removal.

8 Stop a jam safely

Stop downward pressure and turn off the tool before investigating a jam. Remove the cause before restarting.

9 Leave the opening safe

Remove the core in a controlled way and leave the finished hole covered and marked. Tell the site who is sealing or making good the opening.

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.
Materials and tools falling onto people below Step 3	People below, including the public	Lower waste in bags or a chute, never throw it. Keep the exclusion zone up until the last item is down.	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 core or bit breaks through onto a person or occupied area Step 5	The driller and people on either side	Barrier the far side and below the work. Do not rely on somebody waiting below to catch the core.	None recorded.
The machine rotates, tips or pulls out of its support Step 6	The driller and people nearby	Use an anchor suited to the base material and check the fixing. Do not use an unapproved overhead vacuum fixing.	None recorded.
Breathing silica dust or slipping on slurry Step 7	The driller and people in the area	Keep others out of the dust or slurry area. Stop if collection fails or water reaches the machine.	None recorded.
The bit snatches or the operator loses control when it jams Step 8	The driller	Stop before investigating the jam. Isolate the machine before removing the core or stripping it down.	None recorded.
An open hole or loose core causes a fall or strikes someone later Step 9	The drilling team and people using the building	Keep the barrier up until the opening is safe. Do not leave cores or slurry where another trade can trip on them.	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>

HSE: Protecting the public

<https://www.hse.gov.uk/construction/safetytopics/publicprotection.htm>

HSE: Work at height

<https://www.hse.gov.uk/work-at-height/index.htm>

HSE: Manual handling in construction

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

PUB_5501754_000.pdf

https://productdata.hilti.com/APQ_HC_RAW/PUB_5501754_000.pdf

HSE: Temporary Works

<https://www.hse.gov.uk/construction/safetytopics/temporary-works.htm>

Dust

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