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RISK ASSESSMENT AND METHOD STATEMENT

Formwork, Rear of Unit 2, Brinnington Road, Stockport: retaining wall

Hollins & Reed Concrete Ltd · 12 to 14 October 2026 · In charge: Dan Hollins

Job details

Company	Hollins & Reed Concrete Ltd
Site and work area	Rear of Unit 2, Brinnington Road, Stockport: retaining wall
Planned dates	12 to 14 October 2026
Customer	Brinnington Road Developments Ltd
In charge on site	Dan Hollins
Team	Three carpenters: Dan Hollins leads and signs the shutter check before each pour; Priya Shah and Sam Okafor build and strike.
Work	Formwork
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Vertical shutters. Areas: Retaining wall shutters, grid lines A to C

Working arrangement

- Access: a mobile tower.
- Working height: wall shutters 2.4 m high.
- Ground or floor: level, compacted blinding on stone sub-base.
- Dust control when cutting: Water on the blade.
- 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: Rear of Unit 2, Brinnington Road, Stockport. Dan Hollins

calls 999 and meets the ambulance. Agree how you get someone down from the work platform, and who does it. Do not rely on the fire service alone.

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 the shutter detail**
Read the pour drawing and method before bringing shutters to the workface. Confirm the shutter type, pour sequence, supports and safe access are clear.

3 **Stop things falling on people below**
Keep people out of the area below the work so nobody walks under the formwork panels. Keep toe boards and guards in place on any platform, and lanyard tools where you can.

4 **Use the mobile tower**
Follow the supplier instructions for any build or change. Check the tower before first use and after it is moved. Lock the wheels before using the platform. Climb using the internal access provided. Keep the toe boards on and tools and materials inside the guardrails.

5 **Carry the shutters and box-outs 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.

6 **Set and brace the shutters**
Set the shutters on the planned footing and fit every specified tie, prop and brace. Check the whole assembly before concrete or other loads are put against it.

7 **Control the dust when cutting**
Never cut dry in the open. Wear an APF 20 mask (FFP3 or P3) when you cut: fit tested and clean-shaven. Keep other people out of the dust.

8 **Wet cutting**
This job is wet cutting: keep water on and collect the slurry.

9 **Limit noise and vibration**
Wear ear defenders when cutting. Note how long each person's hands are on each tool while it runs. Take the tool's vibration figure from the maker or HSE's table and check it fits how you use it. Points per hour times hours on the trigger, added up for the day, gives the exposure: 100 points is the action value, 400 is the limit. HSE's vibration calculator does the sum. Over 100, cut it with lower-vibration kit or less time, and never pass 400. Write the result down. Sharing the work does not replace this. Keep the tools maintained.

10 **Check before the pour**
Check line, level, ties, props, braces, joints and access before concrete arrives. Have the responsible person record that the form is ready; stop if anything has moved.

11 Take down the shutters safely

Wait until the planned check says the concrete and support are ready, then remove shutters in order. Keep people clear of falling material and protect the new work.

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.
A shutter system or sequence cannot withstand the concrete load Step 2	The formwork and concrete gangs	Use the current pour detail and the supplier instructions. Stop if the system or support detail is missing.
Formwork panels falling onto people below Step 3	People below	Bring waste down by hand or in bags. Never throw it. Keep the exclusion zone up until the last item is down.
Falling from the tower platform; the tower overturning; tools or materials dropped from the platform Step 4	The person on the platform, where a guardrail or toe board is missing or was never fitted. Anyone on or beside the tower, if it is moved with people or materials on it, or built without its stabilisers. Anyone passing or working underneath.	Fit the required guardrails, braces and stabilisers. Move the tower only with nobody and nothing on it. Keep the area around the tower controlled.
Back and shoulder injury from carrying heavy or long items Step 5	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.

Hazard	Who might be harmed and how	Controls in place
Formwork collapses or a shutter falls during erection or loading Step 6	The formwork gang and people nearby	Check supports are tied, footed, braced and supported before loading. Keep people out from under or beside unstable shutters.
Silica and board dust from power cutting damage the lungs Step 7	The person cutting and anyone downwind	Use the kit that fits the tool. Cut in one place, away from other trades. Collect any slurry while it is wet. Clear any dry dust with an H or M Class vacuum, not a brush.
Silica dust if the water stops, and slipping on slurry Step 8	The person cutting and anyone nearby	Stop cutting if the water stops.
Hearing damage and hand-arm vibration from power tools Step 9	The person cutting	Use sharp blades and discs, which cut faster with less vibration. Warn people nearby before you start cutting.
A leaking, moving or overloaded form during the pour Step 10	The formwork and concrete gangs	Use the agreed inspection point before loading. Do not adjust or add props while concrete is being poured.
Falling shutters or concrete and loss of support during striking Step 11	The formwork gang and people nearby	Follow the planned dismantling order. Do not remove props or braces early.
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.