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RISK ASSESSMENT AND METHOD STATEMENT

Groundworks, Side access road, Canal Side Business Park, Stockport

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

Job details

Company	Hollins & Reed Groundworks Ltd
Site and work area	Side access road, Canal Side Business Park, Stockport
Planned dates	12 to 14 October 2026
Customer	Thornley Vale Estates Ltd
In charge on site	Dan Hollins
Team	Three operatives: Dan Hollins leads and drives the excavator; Priya Shah lays ducts and compacts; Sam Okoro is the banksman.
Work	Groundworks
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Shallow excavate, lay empty service ducts, backfill/compact. Areas: Side access road: duct trench about 40 m long, 450 mm wide, 750 mm deep

Working arrangement

- Access: the floor or ground.
- Excavation support: Sides cut back or stepped to a set angle.
- 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: Side access road, 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 **Find and isolate hidden services**
Find buried cables and pipes before anyone digs: plans first, then a locator. Plans only show roughly where things are. Mark what you find. Not sure what is there? Do not dig.

3 **Carry the 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.

4 **Keep spoil and plant off the edge**
Put spoil, materials and plant where their weight will not load the excavation edge. Keep the route beside the dig clear.

5 **Separate people from the excavator**
Barrier the excavator's working area and agree the pedestrian route. Use a trained operator and a marshaller where the method needs one.

6 **Watch for asbestos in the ground**
Old fill and demolition ground can hold asbestos cement sheet, fragments and old pipes. Ask for the site ground report or asbestos survey before you break ground. If you turn up cement sheet, rope lagging or anything you do not recognise, stop and cover it over.

7 **Control changes in the ground**
Deal with water, made ground, nearby structures and traffic in the temporary works plan. Stop if the ground moves, water rises or a nearby structure is affected.

8 **Confirm the current duct detail**
Get the owner or site drawing before setting out the run. Check the route against existing service information.

9 **Set out the dig against service marks**
Check the excavation line against the plans and marks before breaking the surface. Stop if the service information and the ground do not agree.

10 **Dig to the marks, by hand near services**
Dig trial holes by hand near services, with a safe digging method and the locator operator. Set spoil back from the edge and keep plant away from the sides. Nobody goes in until the sides are safe.

11 **Barrier the open excavation**
Put a substantial barrier around edges where people could fall. Keep it in place when the team leaves the excavation.

12 **Keep the sides to the set angle**
Cut the sides back or step them to the angle named in this document before anyone goes in. Do not steepen them because the ground looks firm.

13 **Inspect the excavation before work**
Have a competent person inspect the excavation and support at the start of each shift. Inspect again after rain, frost or anything that could affect stability. Where supports or battering are used, write the report within 24 hours.

14 **Keep the new duct clear of services**
Set the duct to the specified route and separation from existing services. Do not change a bend or route to make it fit without approval.

15 **Keep the bore open and protected**
Cap accessible ends as the run is laid and keep soil and water out. Leave the draw rope and end labels required by the handover detail.

16 **Join the ducts with the compatible system**
Clean and join each duct with the couplers and method specified for that product. Check the joint is fully seated before the run is covered.

17 **Record the as-laid route**
Record the route, endpoints, bends and depth before the duct is covered. Give the record to the owner or next contractor.

18 **Get the excavation released**
Check the inspection, any building control visit and any record the work needs before anything goes back in. Stop if a defect or missing record remains.

19 **Keep dirty water and silt out of drains**
Keep spoil and wash water away from drains and watercourses. Use the site’s agreed controls for pumping, silt and contaminated water.

20 **Bed and cover services by hand**
Use the owner’s bedding and cover detail around exposed pipes, ducts or cables. Keep hard or sharp fill away from the service, and put warning tape and tiles back above it.

21 **Compact each specified layer**
Place the specified fill in the layers the job detail sets. Compact each layer to the required acceptance before adding the next.

22 **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.
Hitting a buried cable or gas pipe causes shock, burns or a gas escape Step 2	The person doing the work and everyone nearby	If a cable is struck, the driver stays in the cab. If gas is struck, get everyone away, put out ignition sources within 5 m and ring 0800 111 999.
Back and shoulder injury from carrying heavy or long items Step 3	Everyone handling materials	Use a trolley or sack truck on the flat where the load suits one.
The excavation side collapsing under spoil, plant or vehicle loading Step 4	The dig team, drivers and people near the excavation	Set a clear edge exclusion area. Do not park or tip close to the sides.
A moving excavator striking or trapping a person Step 5	The operator, dig team and people passing	Keep pedestrians out of the operating area. Stop the machine before anyone enters its working area.
Breathing asbestos fibres from buried sheet, pipes or old fill Step 6	The dig team and anyone downwind	Do not move or break suspect material; get it checked first. Licensed work is not for this method; hand it to a licensed contractor.
Ground movement, flooding or a nearby structure being undermined Step 7	The dig team, nearby workers and the public	Keep pumps, traffic and plant within the assessed arrangement. Recheck the excavation after a change in conditions.
Laying a duct on the wrong route or too close to an existing service Step 8	The duct team and service owners	Use the current drawing and named confirmation. Stop if the detail is missing or conflicts with site evidence.
Striking a buried service while starting the excavation Step 9	The dig team and people nearby	Use the service records and survey marks together. Keep the work stopped while an unexpected service is identified.

Hazard	Who might be harmed and how	Controls in place
Plant strikes a service, or the dig undermines a wall, scaffold or footing Step 10	The dig team and anyone nearby	Check the quick hitch pin is in before the bucket moves. Check the dig against nearby walls and scaffold before it starts.
A person falling into the open excavation Step 11	The dig team, other trades and people passing	Check the barrier after work or weather changes. Do not leave an open excavation unprotected.
The excavation sides collapsing and burying someone Step 12	Anyone working in or near the excavation	Have the angle set by a competent person. Stop if the ground or excavation is not as assessed.
Burial or injury in an excavation that has moved since the last check Step 13	Anyone working in or near the excavation	Record the inspection and correct faults before work resumes. Keep people out while a defect remains.
Damaging an existing service or creating a duct that cannot be used later Step 14	The duct team and service owners	Use the owner's separation and protection detail. Stop when the planned clearance cannot be achieved.
A blocked, flooded or unidentifiable duct that cannot take the future service Step 15	The duct team and the next contractor	Use the specified end seals and labels. Check the handover items before backfill.
A joint separates, leaks or lets soil into the duct Step 16	The duct team and the next contractor	Use only compatible couplers and seals. Reject damaged or incomplete joints.
A duct being lost or installed differently from the record Step 17	The duct team and whoever uses the duct later	Record what was actually laid, not just the design. Keep the handover record with the job file.
Burying faulty work or losing the evidence needed to repair it Step 18	The backfill team and the service owner	Use this job's release arrangement. Keep the inspection record with the RAMS.
Silt or contaminated water polluting a drain or watercourse Step 19	The backfill team, the public and the environment	Stop pumping if the discharge route is not controlled. Report a spill or unexpected contamination at once.

Hazard	Who might be harmed and how	Controls in place
Crushing, pulling or damaging a service while fill is placed Step 20	The backfill team and the service owner	Use the specified material and sequence. Stop and report damage before covering it.
Settlement, voids or later failure from poorly compacted fill Step 21	The backfill team and people using the finished ground	Follow the actual fill specification. Record tests or acceptance as the job requires.
Debris, tools or unfinished work left in the area Step 22	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.