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RISK ASSESSMENT AND METHOD STATEMENT

Lorry loader, 14 Barlow Avenue, Stockport: driveway

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

Job details

Company	Hollins & Reed Building Ltd
Site and work area	14 Barlow Avenue, Stockport: driveway
Planned dates	12 to 14 October 2026
Customer	Mr and Mrs Barlow
In charge on site	Dan Hollins
Team	Three people: the merchant's appointed person planned the lift and is not on site; the lorry driver operates the loader and supervises the lift; Dan Hollins is the trained slinger signaller and keeps the drive clear. Anyone can stop the lift.
Work	Lorry loader
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Lorry loader lift. Areas: Block-paved driveway and front garden

Working arrangement

- Access: the floor or ground.
- Other people will be using the area.
- The family stays in the house; they are asked to stay indoors and away from the drive while the lorry is unloading.

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: 14 Barlow Avenue, Stockport. Dan Hollins calls 999 and

meets the ambulance. Lose sight of the signaller during a lift: stop. Load shifted or someone trapped: stop all movement, keep people clear, call 999. Do not release any more straps.

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 **Keep people clear of the work**
Agree how people get past or around the work while it is going on. Put barriers or signs where a route crosses the work. Do not leave open work unattended.

3 **Work to the lift plan**
Every lift is planned before it starts by someone who knows this kind of lift. A routine lift the same crew does every day can run on one standing plan; anything different gets planned again. The plan gives the weight of the crane and everything on the hook, the radius, the slings, the load route, the landing point and the wind limit. No plan on site, no set-up. Read it with the crew on the day.

4 **Delivery lift: the firm delivering plans and runs it**
This delivery is planned and run by the firm delivering, under its own appointed person. The people named in the team carry out the roles in the plan, and anyone can stop the lift.

5 **Everyone knows their job on the lift**
Name the driver, the slinger signaller and the person supervising before the first lift. Only trained people drive the crane, sling loads or give signals. One person gives the signals at a time, and everyone knows who it is.

6 **Know the weight before you hook on**
Get the real weight from the ticket, the drawing or the supplier; do not guess it. Work the weight against the crane chart at the radius you are actually lifting at, not the shortest one. Look at where the load balances, and add the weight of the slings, beam or frame.

7 **Lifting beside an occupied building**
Plan the load route so it never passes over an occupied part of the building. Tell the people inside when you are lifting and keep them away from the windows and doors under the lift. Keep the doors and fire exits under the lift clear or manned.

8 **Check the weather before you start**
Stop handling big loads when the wind is strong enough to catch them. Stop in heavy rain, ice or lightning.

9 **Keep people out from under the load**
Fence or tape off the area the load travels over and the area the crane slews over, before the first lift. Nobody stands under a suspended load or inside the swing of the crane. Carry the load over clear ground wherever you can, not over people or occupied buildings.

10 **Bring the lorry in with a banksman**
Use a banksman if the lorry has to reverse. Keep people out of the reversing area.

11 **Park the lorry loader and set the stabilisers out**

Park on firm level ground, handbrake on, engine and PTO set as the machine needs, before anything comes off. Put the stabilisers fully out on pads, and know what the crane can lift with the spread you have got. Watch the stabiliser legs the whole time they move, and stand clear of them and the vehicle body.

12 **Check the crane and the tackle**

Look at the crane report: lifting accessories get a thorough examination every 6 months, the crane every 12 months. Do the daily checks the machine needs and look over every sling, attachment, shackle and hook before it goes on. Everything on the hook is marked with what it can lift.

13 **Check the slings before every lift**

Look over each sling: cuts or tears in the webbing, kinked or broken wires, stretched or nicked links. Check the tag is readable and the sling can take the weight at the angle you are using it. Pad sharp corners so the sling is not cut on the load.

14 **Loose bits and banded packs**

Put loose material in a proper lifting bin or net, never slung straight off the pack bands. Check banding is tight and unbroken; re-band or net anything that has been opened. Fill bins below the rim so nothing can bounce out in the air.

15 **Check the load before the straps come off**

Check how the load has shifted in transit before you release a strap, and stand clear when you do.

16 **Sling it so it cannot slip or swing**

Hook onto the lifting points on the load, or sling it so it hangs level and cannot slide out. Protect slings from sharp edges and keep the angle between the legs inside what the sling allows. Lift it just clear of the ground, stop, and check it hangs level and nothing has moved before it goes up. Put a tag line on anything long or flat so it is steered from the ground, not by hand on the load.

17 **Lift the load off the bed in the right order**

Unload evenly from both sides so the lorry does not go lopsided as the bed empties. Unload from the ground if you can. Anyone who has to go on the bed needs proper access and something to stop them falling.

18 **Land it before you unhook it**

Have the landing spot ready and packed with bearers before the load leaves the ground. Bring it down slow, land it fully, make sure it is stable on its own, then release it. Stack and tie what you land so it cannot topple once the crane has gone.

19 **Stop the lift if anything changes**

Stop for wind above the limit in the plan, for poor visibility, and for anyone walking into the zone. Stop if the load is not behaving, the crane makes a noise it should not, or a warning comes up. Land the load, or set it down where it is safe, before anyone goes to sort the problem out.

20 Stow everything before the lorry moves

Check nothing is loose. Bring the stabilisers fully in and stow the crane before the lorry moves.

21 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.
People using the building or passing by walking into the work or over what it leaves Step 2	Occupants, visitors, members of the public and workers	Keep the barriers and signs up while the work is active. Give people a clear way round where their normal route is blocked.
The crane is overloaded or set up wrong because nobody worked the lift out before it started Step 3	The lift crew and everyone the crane can reach	Keep the plan on the job where the crew can see it. If the load, the ground or the spot is not what the plan says, stop and get it planned again.
Nobody is in charge of the lift because each side thinks the other is Step 4	The lift crew and everyone the crane can reach	Say in the team on this document who plans, who operates, who slings and who can stop the lift. Agree the ground, services and people on the site before the day.
Two people signal at once, or somebody untrained slings a load and it comes off the hook Step 5	The lift crew and anyone near the lift	Anyone on the lift can call stop and the driver stops. Swap the signaller only by telling the driver first.
The crane tips or the jib fails because the load is heavier, or further out, than anyone thought Step 6	The lift crew and everyone the crane can reach	If nobody can tell you the weight, do not lift it. Never work the crane past what the chart allows, even for one lift.

Hazard	Who might be harmed and how	Controls in place
A load passes over people who are not part of the work and have not been told anything about it Step 7	People in the building, staff, pupils and customers	Lift out of hours where the route cannot avoid an occupied area. Have someone at each door to stop people walking out under the load.
Wind catches the big loads and blows them onto people nearby Step 8	The team and people nearby	Check the forecast before you start and agree when the wind stops the work. Tie down or take in loose materials before you leave.
A dropped load, or the crane slewing round, strikes somebody standing where they should not be Step 9	The lift crew, other trades and the public	Have someone watching the zone while a load is in the air. Stop the lift if anyone walks into it, and start again only when it is clear.
The lorry strikes someone while reversing Step 10	Site staff and anyone on the route	The driver stops if the banksman goes out of sight.
The lorry tips as the crane reaches out, or a tilting stabiliser leg crushes the operator against the body Step 11	The driver and anyone standing by the lorry	Pin or lock a tilting leg upright before you move the stabiliser beam, and never tilt and retract together. Use the remote control and stand where you can see the load and the legs.
A worn sling, damaged hook or an out-of-date crane fails with the load in the air Step 12	The lift crew and everyone below the load	Bin any sling with cuts, kinks, frayed rope or a stretched link; do not knot it to shorten it. A crane out of date for examination does not lift until it is done.
A worn or overloaded sling parts and drops the load Step 13	The slinger and everyone below the load	Take a damaged sling out of use straight away so nobody else picks it up. The wider the angle between the legs, the less the sling can lift.
A brick, a board or a bit of waste falls out of the load in the air Step 14	Everyone below the load route	Never lift a pack by its banding alone. Clear loose bits off the load before it moves.

Hazard	Who might be harmed and how	Controls in place
Banded or stacked material falls off the bed when the straps come off Step 15	The driver and anyone near the lorry	If the load has moved in transit, get help before you release anything.
The load slips out of the slings, swings into somebody, or turns over in the air Step 16	The slinger and everyone near or below the load	Nobody rides the load and nobody puts a hand under it. Set it back down and re-sling it if it does not hang right on the trial lift.
The lorry goes lopsided, or the driver falls climbing on the bed Step 17	The driver and anyone near the lorry	Never stand between the load and the lorry while the crane is moving it. If the operator leaves the controls to attach a sling, isolate them first.
A landed load topples or rolls onto somebody once the crane takes the weight off it Step 18	The slinger and anyone working near the landing spot	Never unhook a load that is leaning or propped against something. Keep hands and feet out from under while it is being set down.
Carrying on with a lift that no longer matches the plan Step 19	The lift crew and everyone the crane can reach	Anybody can call stop, including the driver. Do not start again until the person in charge of the lift says so.
The lorry moves with the crane or a stabiliser out Step 20	The driver and people on the route	Walk round the lorry before driving off.
Debris, tools or unfinished work left in the area Step 21	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.