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RISK ASSESSMENT AND METHOD STATEMENT

# Landscaping, 27 Orchard Close, Wilmslow: rear garden

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

## Job details

| | |
|---|---|
| **Company** | Hollins & Reed Landscapes Ltd |
| **Site and work area** | 27 Orchard Close, Wilmslow: rear garden |
| **Planned dates** | 12 to 14 October 2026 |
| **Customer** | Mr and Mrs Barker |
| **In charge on site** | Dan Hollins |
| **Team** | Two landscapers: Dan Hollins leads and checks the garden each morning; Priya Shah works with him. |
| **Work** | Landscaping |
| **Prepared by** | Dan Hollins |
| **Signature** | |
| **Date** | |

## Work and boundaries

Lay paving. Areas: Rear garden patio

## Working arrangement

- Access: the floor or ground.
- Paving system: Laid on sand, with sand joints.
- Dust control when cutting: Water on the blade.
- The work area will be kept clear of other people.

## Emergency arrangements

Continuous air horn; assemble on the front drive. First aider: Dan Hollins, first aid kit in the van. Ambulances come to the front door, Orchard Close. 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 buried services before digging**
Get the service plans, scan and mark the ground before breaking it. Do not dig until an unsafe or unknown service has been dealt with.

3 **Check the paving delivery**
Inspect units for damage and confirm this job's product before installation. Hold damaged or unsuitable units out of the work.

4 **Check the weather before you start**
Stop handling materials and equipment when the wind is strong enough to catch them. Stop in heavy rain, ice or lightning.

5 **Carry the blocks, sand and stone 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 **Keep the cutter and compactor away from people**
Set a clear exclusion area before starting the disc cutter or plate compactor. Stop the machine when anyone enters the area.

7 **Look after the fuel**
Keep petrol and oil in their own labelled cans, away from drains and hot exhausts. Refuel with the engine off and cool, and keep a spill kit with you.

8 **Keep people off open paving**
Separate the work from people using the route. Keep unfinished edges and materials controlled until the surface is safe.

9 **Set the paving build-up**
Base the paving design on the ground conditions and expected loads. Do not guess the base, bedding or falls.

10 **Separate and remove the paving waste**
Keep broken units, offcuts, spoil and packaging apart as you go. Keep cutting slurry, cement and sand out of gullies and drains; remove the waste before people return.

11 **Dig out to the depth of the build-up**
Dig to the depth of the sub-base, sand and blocks together, and keep the finished level at least 150 mm below the damp proof course. Dig with an insulated spade or shovel near any marked service, working alongside it and never spiking the ground. Stop if you find a pipe, cable, marker tape or old footing the check did not show.

12 **Set the edge restraint first**

Set the edging before any sub-base goes in, with a firm vertical face down past the sand. Wear waterproof gloves with wet concrete and wash any off your skin straight away.

13 **Limit noise and vibration**

Wear ear defenders on the compactor and 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.

14 **Lay and compact the sub-base**

Spread the sub-base in layers of no more than 75 mm and compact each one with the plate compactor before the next. Build the falls into the sub-base, not the sand. Wear ear defenders on the compactor and keep a note of each person's time on the handle for the vibration assessment.

15 **Screed the sand laying course**

Spread the sand to an even depth, compact it, then screed it, 30 mm when compacted. Lay out only what you will cover in this working period, and leave no more than 1 m uncovered at the end of the day. Do not use the sand to level up. Cover any exposed sand overnight and in bad weather.

16 **Lay the blocks from the laid surface**

Draw blocks from at least three packs and lay the whole blocks first, working off the laid surface. Leave cut blocks to the edges and obstacles, and cut none smaller than a quarter of a block. Kneel on knee pads or a kneeling board, and stand up and change task through the day.

17 **Control the dust when cutting**

Split blocks with a block splitter where you can, and keep saw cuts to the ones it cannot do. Saw cuts: water or H or M Class extraction, plus an APF 20 mask (FFP3), fit tested and clean-shaven.

18 **Wet cutting**

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

19 **Use the disc cutter safely**

Check the disc is the right type and speed for the tool and the material. Keep the guard on and both hands on the tool. Wear impact-rated eye protection.

20 **Fill the joints and compact the blocks**

Fit the rubber or neoprene sole plate to the compactor. Brush dry jointing sand into every joint before the final compaction. Run the plate compactor over the blocks, then top up the joints.

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<br>Step 1 | Workers, occupants and visitors | Mark or barrier the active work area. Store tools and materials away from access routes. |
| A spade, fork or machine hits a live cable, gas pipe or water main<br>Step 2 | Landscapers, workers nearby and the public | Use the agreed detector and safe digging method. Stop, keep clear and report anything unexpected. |
| A damaged unit fails during handling or leaves an unsafe finished surface<br>Step 3 | Landscapers and people using the area | Check the actual product instructions. Do not substitute a different laying method. |
| Wind catches the materials and equipment and blows them onto people nearby<br>Step 4 | 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. |
| Back and shoulder injury from carrying heavy or long items<br>Step 5 | Everyone handling materials | Use a trolley or sack truck on the flat where the load suits one. |
| A machine, thrown object or moving part injures a worker, child, pet or passer-by<br>Step 6 | Operators, workers, residents, pets and passers-by | Use guards and the operator instructions. Keep people out until the machine has stopped. |
| Petrol spilled near a hot engine catches fire<br>Step 7 | The person refuelling and people nearby | Never keep fuel in an unmarked bottle. Soak a spill up straight away and keep it out of drains. |
| Someone trips on an open edge or disturbs unfinished paving<br>Step 8 | Landscapers, residents and visitors | Provide an agreed alternative route. Check the area before removing the separation. |

| Hazard | Who might be harmed and how | Controls in place |
|---|---|---|
| Paving moves or cannot carry the expected use<br>Step 9 | Landscapers, residents and visitors | Use the agreed design. Stop if the ground, loads or drainage design is not settled. |
| Broken units, spoil or bags cause trips, and slurry or cement blocks drains<br>Step 10 | Landscapers, residents, visitors and waste carriers | Keep spoil and rubble apart from packaging and from anything contaminated. Cover gullies near the cutting and mixing area and leave no waste where it can wash into a drain. |
| A strike on a service nobody found, a trip into the dig, or strain from moving spoil<br>Step 11 | Landscapers, residents and visitors | Barrow spoil on boards and keep loads small. Mark the edge of the dig and leave it closed off at the end of each day. |
| Wet concrete burns the skin, or an edging unit traps fingers<br>Step 12 | Landscapers | Keep wet concrete off skin and out of boots. Lower each unit into place, do not drop it. |
| Hearing damage and hand-arm vibration from power tools<br>Step 13 | The person on the compactor or cutter | Use sharp blades and discs, which cut faster with less vibration. Warn people nearby before you start cutting. |
| Noise and hand-arm vibration from the plate compactor, or the plate runs onto a foot<br>Step 14 | The person on the compactor | Walk behind the handle with feet clear of the plate. Stop the engine before moving it across the garden. |
| Wet or disturbed sand lets the blocks settle unevenly and leaves a trip edge<br>Step 15 | Landscapers and people using the area | Keep off the screeded sand. Work from the blocks already laid. |
| Knee and back strain from long spells kneeling and bending<br>Step 16 | Landscapers | Keep the packs close to the laying edge. Share the laying and barrowing so nobody kneels all day. |
| Silica dust from power cutting damages the lungs<br>Step 17 | The person cutting and anyone downwind | Cut in one place, downwind of the house and well away from anyone else. Keep people out until the cutting has stopped and the slurry is cleared. Collect any slurry while it is wet. Clear any dry dust with an H or M Class vacuum, not a brush. |

| Hazard | Who might be harmed and how | Controls in place |
|---|---|---|
| Silica dust if the water stops, and slipping on slurry<br>Step 18 | The person cutting and anyone nearby | Stop cutting if the water stops. |
| A disc bursts or the tool kicks back and cuts the user<br>Step 19 | The person cutting | Only someone trained to change discs fits them. Stop and swap any cracked or worn disc. |
| Blocks move, or the plate runs onto a foot on the finished surface<br>Step 20 | Landscapers and people using the area | Keep people off until the joints are full. Wear ear defenders on the compactor. |
| Debris, tools or unfinished work left in the area<br>Step 21 | Workers, occupants and visitors | Remove waste by the agreed route. Record and protect any unfinished work. |