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RISK ASSESSMENT AND METHOD STATEMENT

Lifting, Unit 3, Canal Side Business Park, Stockport: yard and materials store

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: yard and materials store
Planned dates	12 to 14 October 2026
Customer	Thornley Vale Estates Ltd
In charge on site	Dan Hollins
Team	Two operatives: Dan Hollins drives the counterbalance forklift (trained and authorised); Priya Shah is the banksman and keeps people clear of the route.
Work	Lifting
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Forklift use. Areas: Delivery bay in the yard; Materials store, ground floor

Working arrangement

- Access: the floor or ground.
- 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: Unit 3, 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 **Use the trained truck operator**
Use an operator trained for this type of truck, its job and the site. Give familiarisation and close supervision when the operator is new to the task.

3 **Check the truck before you drive it**
Do the daily checks on the truck: brakes, steering, tyres, forks, mast and horn. Check the truck has a current thorough examination certificate. A service is not the same thing.

4 **Match the load to the truck**
Check the load, forks, capacity information, load centre and receiving support before lifting. Do not lift an unstable, damaged or over-capacity load.

5 **Keep the route and people separated**
Use the prepared route and keep pedestrians out of the truck's travel and load area. Use the planned signaller where visibility or crossings require one.

6 **Separate vehicles from people**
Segregate vehicles from other site users during movement or loading and unloading.

7 **Use the fitted operator restraint**
Fasten the truck's fitted restraint before moving, where one is provided. Keep the restraint in use for the whole truck movement.

8 **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.
The truck is operated without the skills needed for its controls or site risks Step 2	The operator and everyone near the truck	Check training and authorisation before allocating the work. Do not treat experience on another truck as enough for this one.

Hazard	Who might be harmed and how	Controls in place
A brake, tyre, steering or lifting defect causes a collision or dropped load Step 3	The operator and people near the truck	Anything wrong with the brakes, steering or lifting: park it up and report it. Do not use a truck whose examination has run out.
The truck overturns or the goods fall because the load exceeds the arrangement Step 4	The operator, receiver and people nearby	Use only stable fork-supported goods under this method. Get a separate method for suspended loads, attachments or person lifting.
A pedestrian is struck or crushed by the truck or load Step 5	Pedestrians, the operator and the signaller	Use barriers and separate routes where possible. The operator stops when the signaller is lost or a person enters the area.
The truck or load strikes a person during movement Step 6	The operator, receiver and people on the route	Use the agreed route and crossing controls. Stop if vehicles and people cannot be separated.
The operator is thrown or crushed if the counterbalance truck overturns Step 7	The forklift operator	Use a truck with the required restraint system. Stop and report a damaged or unusable restraint.
Debris, tools or unfinished work left in the area Step 8	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.