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RISK ASSESSMENT AND METHOD STATEMENT

Line marking, Customer car park, Dean Row Retail Park, Wilmslow

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

Job details

Company	Hollins & Reed Line Marking Ltd
Site and work area	Customer car park, Dean Row Retail Park, Wilmslow
Planned dates	12 to 14 October 2026
Customer	Dean Row Retail Park Management Ltd
In charge on site	Dan Hollins
Team	Two operatives: Dan Hollins leads and checks the area each morning; Priya Shah works with him.
Work	Line marking
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Apply paint road markings. Areas: Car park rows A to D

Working arrangement

- Access: the floor or ground.
- Other people will be using the area.
- The car park stays open; we close one section at a time with barriers and cones.

Emergency arrangements

Continuous siren; assemble at the retail park entrance. First aider: centre manager, 0161 496 0000. Ambulances come in by the main entrance. 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 **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 **Confirm the paint and line layout**
Check this job's paint, line layout and surface before setting out. Do not substitute another product or change the line purpose on site.

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

5 **Carry the line-marking 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.

6 **Clean and check the surface**
Sweep away dust and loose material, remove oil, and let damp areas dry. Repair loose or broken surfacing before you paint it.

7 **Set out and apply the paint**
Mark the line from the approved layout and apply this job's paint with the right equipment. Keep spray, wet paint and overspray inside the work boundary.

8 **Keep traffic off while the paint dries**
Keep barriers and signs in place until the paint is dry enough for the route to open. Do not let people or vehicles track wet paint into another route.

9 **Check the finished marking**
Check that the line is in the right place, clear to see and shows the intended route or instruction. Fix defects before opening the area and record anything that needs renewal.

10 **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 wrong material or layout creates a misleading or failed marking Step 3	Marking team, drivers and pedestrians	Use the job drawing and product information. Stop if the paint identity or line purpose is unclear.
Wind catches the line-marking equipment and materials and blows them onto people nearby 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 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.
Paint peels, slips or fails to show because the surface is dirty or damp Step 6	Marking team, drivers and pedestrians	Do not paint over oil, standing water or loose material. Stop if the surface cannot be made sound and dry.
Paint exposure, overspray or a line that does not match the set-out Step 7	Marking team and people nearby	Follow the paint label and safety information for gloves, eye protection and ventilation. Stop if wind or access defeats the boundary.
People contact wet paint or vehicles skid and spread the marking Step 8	Drivers, pedestrians and the marking team	Use the agreed closure or controlled route. Keep a person watching the boundary where traffic is close.

Hazard	Who might be harmed and how	Controls in place
Drivers or pedestrians misread an unclear marking Step 9	Road users, pedestrians and the marking team	Keep the area closed until the marking is clear. Have this job's supervisor inspect it before opening the route.
Debris, tools or unfinished work left in the area Step 10	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.