



RISK ASSESSMENT AND METHOD STATEMENT

Loading and unloading, Unit 3, Canal Side Business Park, Stockport

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
Planned dates	12 to 14 October 2026
Customer	Canal Side Estates 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	Loading and unloading
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Receive/unload. Areas: As marked on the client's site plan

Working arrangement

- Access: the floor or ground.
- The work area will be kept clear of other people.

Emergency arrangements

Continuous siren; assemble at the front car park. First aider: site manager on reception, 0161 496 0000. Ambulances come in by the main gate.

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 Check the weather before you start

Stop handling loads when the wind is strong enough to catch them. Stop in heavy rain, ice or lightning, and rest in the shade in hot weather.

3 Agree the delivery plan

Confirm the carrier, delivery time, receiving person and exact loading point. Agree who controls the move and what happens if the load is unsafe.

4 Set up a clear loading area

Use a designated, lit area away from traffic and people not needed for the move. Keep the route to the set-down place clear.

5 Check the load before opening

Look from the ground for movement, damage or a load leaning against the restraint. Do not release a restraint if the load could move or fall.

6 Make the vehicle stable

Park on firm, level ground where the loading method allows it. Apply the brakes and use the vehicle or trailer stabilisers.

7 Hold the vehicle until it is safe

Keep the driver in the agreed safe place while loading or unloading. Do not let the vehicle move until the person in charge says the area is clear.

8 Get on and off the bed safely

Work from the ground where you can and reach in rather than climbing on the load. Use the steps, ladder or tail lift; never jump down from the bed.

9 Clear and hand back the area

Remove tools, waste and unused materials. Check the area is clean and ready to use. Tell the person in charge when the work is complete.

Risk assessment

Hazard	Who might be harmed and how	Controls in place	Further action
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.	None recorded.
Wind catches the loads and blows them onto people nearby Step 2	The team and people nearby	Check the forecast each morning and agree when the wind stops the work. Tie down or take in loose materials before you leave.	None recorded.

Hazard	Who might be harmed and how	Controls in place	Further action
People enter an unplanned loading area or the parties work to different instructions Step 3	The driver, site team and visitors	Exchange the route, loading method and site rules before arrival. Stop the delivery if a significant safety issue cannot be agreed.	None recorded.
A person is struck by the vehicle, machine or load during loading Step 4	The driver, loading team and pedestrians	Barrier or marshal the area before loading starts. Keep non-essential people and vehicles outside it.	None recorded.
A shifted load falls when a strap, door or tailboard is released Step 5	The driver and people loading or unloading	Ask the driver to keep clear while the load is checked. Agree a new safe method for a shifted or damaged load.	None recorded.
The vehicle or trailer moves or tips while a load is transferred Step 6	The driver and loading team	Keep the vehicle still until the person in charge releases it. Do not load or unload where the ground or deck cannot support the arrangement.	None recorded.
The vehicle drives away while a person or machine is still beside it Step 7	The driver, loading team and people nearby	Keep the keys or paperwork with the person in charge where needed. Use a clear handover signal before the vehicle moves.	None recorded.
A person falls from the vehicle bed or a load falls over the edge Step 8	The people loading or unloading	Nobody stands on top of a load to load or unload it. Keep feet and loads back from the open edge of a tail lift.	None recorded.
Debris, tools or unfinished work left in the area Step 9	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.	None recorded.

Sources

HSE: Steps needed to manage risk

<https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm>

HSE: Process fire risks

<https://www.hse.gov.uk/construction/safetytopics/processfire.htm>

HSE: Work at height

<https://www.hse.gov.uk/work-at-height/index.htm>

HSE HSG33: Health and safety in roof work

<https://www.hse.gov.uk/pubns/ priced/hsg33.pdf>

HSE: Delivering safely

<https://www.hse.gov.uk/workplacetransport/information/cooperation.htm>

HSE: Safe driving: loading and unloading

<https://www.hse.gov.uk/workplacetransport/factsheets/loading.htm>