

RISK ASSESSMENT AND METHOD STATEMENT

Manual handling, 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	Manual handling
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Manual handling. 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 Avoid carrying where you can

Have the supplier drop the load close to where it is needed. Use a machine or handling aid where it suits the load and route.

3 Check the load and the task

Find out the load weight, grip, route, lift height and how often it will be handled. Change the plan when the load or route changes.

4 Confirm the weight before lifting

Read the supplier or package information where it is available. If the weight or centre of gravity is unknown, stop and find it out.

5 Control an awkward or unstable load

Use proper handholds, a team carry or an aid that keeps the load stable and the route visible. Keep sharp and hot surfaces protected and do not carry a load that blocks the route from view.

6 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.
Strain from carrying a load that could have been delivered or moved another way Step 2	Everyone moving materials	Agree the drop point and handling method before the move starts.	None recorded.
Strain or a sudden drop from an unknown or awkward load Step 3	The people lifting, carrying or lowering it	Assess the task, load and place before lifting. Do not assume a weight is safe for every person or route.	None recorded.
The person commits to a load that is heavier or less balanced than expected Step 4	The person or team handling the load	Keep load information with the delivery or work pack. Choose an aid or another method when the information is not enough.	None recorded.

Hazard	Who might be harmed and how	Controls in place	Further action
The load shifts, cuts or burns someone, or hides a trip hazard Step 5	The people handling the load and anyone nearby	Stop if the grip, balance or temperature is not known. Use a second person or a different method where the load needs it.	None recorded.
Debris, tools or unfinished work left in the area Step 6	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>

Construction physical ill health risks: Manual handling

<https://www.hse.gov.uk/construction/healthrisks/physical-ill-health-risks/manual-handling.htm>

HSE: Manual handling at work

<https://www.hse.gov.uk/msd/manual-handling/index.htm>

HSE: Manual handling at work: A brief guide

<https://www.hse.gov.uk/pubns/indg143.pdf>