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RISK ASSESSMENT AND METHOD STATEMENT

Scissor lift, Unit 3, Canal Side Business Park, Stockport: warehouse

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: warehouse
Planned dates	12 to 14 October 2026
Customer	Thornley Vale Estates Ltd
In charge on site	Dan Hollins
Team	Two operatives: Dan Hollins operates the scissor lift; Priya Shah is the ground person, holds the lowering controls and keeps the aisle closed.
Work	Scissor lift
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Use a MEWP. Areas: Warehouse aisles 3 to 6

Working arrangement

- Working height: ceiling services at about 6 m; scissor lift, platform raised to about 4 m.
- Ground or floor: level, sealed concrete slab.
- Other people will use parts of the area at times.
- The warehouse keeps working. Each aisle is closed with barriers while we are in it and handed back when we move on.
- Work from the MEWP: fix the new lighting and cable tray to the warehouse roof steel.

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. Name who works the ground controls and practise the rescue.

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. **Stop things falling on people below**
   Keep people out of the area below the work so nobody walks under the tools and materials. Keep toe boards and guards in place on any platform, and lanyard tools where you can.

4. **Use a trained familiarised operator**
   Use an operator trained for the MEWP category and familiar with this job's make and model. Check the training and familiarisation records.

5. **Check the MEWP before use**
   Check the examination status, controls, tyres, alarms, guardrails, gate and emergency lowering system. Use only this job's machine within its load and wind limits.

6. **Check ground and overhead hazards**
   Use firm, level ground and check covers, trenches, holes and backfill. Check overhead structures, cables and entrapment points before elevating.

7. **Brief and practise the rescue plan**
   Name a ground person who can use the emergency controls. Practise lowering if normal controls fail. Keep rescue access and communications available.

8. **Control traffic and people below**
   Barrier the area below and keep vehicles and pedestrians out. Keep the machine and boom clear of traffic routes.

9. **Use the MEWP**
   Check the MEWP and work area before use. Look up for overhead lines and check the wind limit before raising the platform. Set up on suitable ground within the machine limits. Keep the platform within the planned work zone. Lower and secure the machine after use.

10. **Stay inside the guarded platform**
    Keep guardrails, toe boards and the gate in place. Use the specified restraint or harness arrangement where the machine requires it.

11 **Drive the scissor lift raised only on level floor**
Lower the scissor lift before crossing slopes, ramps, kerbs, covers or edges. Watch the platform as it rises so the operator is not trapped against beams, ducts or the ceiling.

12 **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.
Tools and materials falling onto people below Step 3	People below	Bring waste down by hand or in bags. Never throw it. Keep the exclusion zone up until the last item is down.
An unfamiliar operator overturns, collides or becomes trapped Step 4	The operator and people nearby	Follow the machine manual and site traffic controls. Supervise an unfamiliar operator.
A defect or overloaded MEWP fails, overturns or leaves someone stranded Step 5	The operator and people nearby	Remove a defective machine from use. Keep the manual and examination record available.
Poor support or trapping against a structure overturns the machine or injures the operator Step 6	The operator and people nearby	Use outriggers and spreader plates only as the manual requires. Keep clear of overhead cables.

Hazard	Who might be harmed and how	Controls in place
A trapped or incapacitated person remains at height without practical recovery Step 7	The operator and rescuers	Agree the plan before elevation. Do not rely only on the emergency services.
A falling tool or collision injures people below or beside the MEWP Step 8	People below, pedestrians and the operator	Use a spotter where the plan requires one. Keep the work area and route separated.
The MEWP overturning; contact with overhead power lines; tools or materials dropped from the platform Step 9	The operator, and anyone beside the machine, where the ground gives way or it is worked outside its limits. The operator, and anyone touching the machine, from shock or burns. Anyone passing or working underneath.	Use a trained operator and follow the machine limits. Stop when the wind reaches the machine's limit. Keep the agreed rescue arrangement available. Check for overhead lines before raising the platform and keep the agreed clearance. Barrier the area below so the public and other workers cannot walk under the platform.
The operator falls from the platform or is ejected during travel Step 10	The operator and people below	Do not climb guardrails or stand on boxes or ladders. Keep within the platform load and reach limits.
The scissor lift tips over when it is driven raised across a slope, hole or edge Step 11	The operator and people nearby	Keep the pothole protection and tilt alarm working. Drive raised only where the manual allows it.
Debris, tools or unfinished work left in the area Step 12	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.