ComplyOnSite
complyonsite.com

RISK ASSESSMENT AND METHOD STATEMENT

Street furniture, Market Street footway outside the library, Macclesfield

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

Job details

Company	Hollins & Reed Highways Ltd
Site and work area	Market Street footway outside the library, Macclesfield
Planned dates	12 to 14 October 2026
Customer	Cheshire East Highways
In charge on site	Dan Hollins
Team	Two operatives: Dan Hollins leads and checks the area each morning; Priya Shah works with him.
Work	Street furniture
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Install bollards. Areas: Footway outside the library entrance

Working arrangement

- Access: the floor or ground.
- Dust control when cutting: Water on the blade.
- Other people will be using the area.
- Pedestrians keep using the footway past the work, behind barriers.

Emergency arrangements

Shout and phone 999; assemble at the library car park. First aider: Dan Hollins, first aid kit in the van. Ambulances use Market Street, with the road coned off ahead. 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 **Set the bollard clear of pedestrians**
Check the position against the approved street-furniture detail. Leave the agreed clear width around the bollard.

4 **Find and isolate hidden services**
Find cables and pipes before you disturb anything: drawings, then a detector. Mark what you find. Not sure what is there? Turn the supply off, or do not start. Have cables and gas isolated by the right person and prove them dead before you start.

5 **Check the weather before you start**
Stop handling bollards, posts and sign panels when the wind is strong enough to catch them. Stop in heavy rain, ice or lightning.

6 **Carry the bollards, posts and sign panels 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.

7 **Protect people around the bollard work**
Put out signs and barriers before opening the footway or verge. Keep the agreed pedestrian route visible and clear as the work moves on.

8 **Control the dust when cutting**
Never cut dry in the open. Wear an APF 20 mask (FFP3 or P3) when you cut: fit tested and clean-shaven. Keep other people out of the dust.

9 **Wet cutting**
This job is wet cutting: keep water on and collect the slurry.

10 **Use the grinder or disc cutter safely**
Check the disc is the right type and speed for the tool and the material. Keep the guard on and both hands on the tool. Wear impact-rated eye protection.

11 **Limit noise and vibration**
Wear ear defenders when cutting. Note how long each person's hands are on each tool while it runs. Take the tool's vibration figure from the maker or HSE's table and check it fits how you use it. Points per hour times hours on the trigger, added up for the day, gives the exposure: 100 points is the action value, 400 is the limit. HSE's vibration calculator does the sum. Over 100, cut it with lower-vibration kit or less time, and never pass 400. Write the result down. Sharing the work does not replace this. Keep the tools maintained.

12 Open the surface and make the foundation

Check the approved foundation detail and the ground before breaking out. Remove the footway or verge surface and set the bollard in the specified concrete foundation.

13 Fix the bollard plumb and secure

Check the bollard is plumb and in the right position before the foundation sets. Use the product fixing instructions and keep it restrained as required.

14 Reinstate the surface before opening the route

Replace the surrounding footway or verge to the specified finish with no trip edge. Protect the bollard and surface while the foundation cures.

15 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.
A badly placed bollard obstructs people using the route Step 3	Installers, pedestrians and drivers	Do not change the position on site without approval. Keep powered or illuminated items outside this operation.
Hitting a live cable or gas pipe causes shock, fire or gas escape Step 4	The person doing the work and everyone nearby	Check again wherever the work moves. If you hit something, stop, keep clear and report it.
Wind catches the bollards, posts and sign panels and blows them onto people nearby Step 5	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.

Hazard	Who might be harmed and how	Controls in place
Back and shoulder injury from carrying heavy or long items Step 6	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.
A pedestrian reaches the open foundation or work area Step 7	Pedestrians, installers and nearby drivers	Use the diversion or barriered route agreed for this job. Keep people out until the surface is safe to use.
Silica and board dust from power cutting damage the lungs Step 8	The person cutting and anyone downwind	Use the kit that fits the tool. Cut in one place, away from other trades. Collect any slurry while it is wet. Clear any dry dust with an H or M Class vacuum, not a brush.
Silica dust if the water stops, and slipping on slurry Step 9	The person cutting and anyone nearby	Stop cutting if the water stops.
A disc bursts or the tool kicks back and cuts the user Step 10	The person cutting	Only someone trained to change discs fits them. Stop and swap any cracked or worn disc.
Hearing damage and hand-arm vibration from power tools Step 11	The person cutting	Use sharp blades and discs, which cut faster with less vibration. Warn people nearby before you start cutting.
An unstable bollard or damaged footway affects people using the route Step 12	Installers and people near the work	Stop if the ground or existing construction differs from the detail. Keep the excavation supported and the work area barriered.
A falling, loose or misaligned bollard strikes someone Step 13	Installers, pedestrians and drivers	Use the approved foundation and fixing method. Keep the area closed until the bollard is stable and safe.
Trips, loose material or a damaged new foundation Step 14	Pedestrians, installers and people using the route	Match the approved reinstatement detail and nearby surface. Keep barriers in place until the area is safe.
Debris, tools or unfinished work left in the area Step 15	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.