



RISK ASSESSMENT AND METHOD STATEMENT

Tarmac laying, Canal Side Business Park, Stockport: main access road

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

Job details

Company	Hollins & Reed Surfacing Ltd
Site and work area	Canal Side Business Park, Stockport: main access road
Planned dates	12 to 14 October 2026
Customer	Canal Side Estates Ltd
In charge on site	Dan Hollins
Team	Four operatives: Dan Hollins leads as supervisor and runs the paver; Priya Shah rakes and checks levels; two more drivers and a banksman.
Work	Tarmac laying
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Lay asphalt surfacing. Areas: Main access road, gate to Unit 9

Working arrangement

- Access: the floor or ground.
- Other people will be using the area.
- The park stays open; the road is closed in two stages with traffic management and a signed diversion.

Emergency arrangements

Continuous siren; assemble at the site cabin by the gate. First aider: Dan Hollins, first aid kit in the cab. Ambulances come in by the estate 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 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 Check the weather before you start

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

4 Keep the delivery route safe

Use a firm, even route suitable for the delivery vehicle and the work area. Separate drivers, pedestrians and surfacing plant before hot material arrives.

5 Carry the asphalt, aggregate and tools safely

Plan the route, clear it, and carry long items upright with two people. Store materials close to the work so nobody carries further than they need to.

6 Check and prepare the base

Check the base, levels, drainage, cleanliness and moisture before asphalt is delivered. Do not lay on a wet, contaminated or damaged base; put it right or stop the job.

7 Spread the specified asphalt course

Lay the specified mix to the agreed line, level, thickness and course sequence. Keep the mat free from contamination and keep people clear of the paver and hot material.

8 Control the paver and delivery gap

Keep the paver, delivery vehicle and roller moving in the agreed sequence. Use clear signals and keep people out of the paver and reversing zones.

9 Compact the asphalt in sequence

Compact uniformly with the agreed roller type, load and sequence while the mat is at the specified temperature. Keep the roller route separate from people and other plant.

10 Cool, inspect and release the route

Keep vehicles and pedestrians off until the fresh surfacing has cooled and passed the project check. Remove barriers only after the named person accepts the route and defects are corrected.

11 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.
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.	None recorded.
Wind catches the signs, covers and loose materials and blows them onto people nearby Step 3	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.
A vehicle or person slips, trips or is struck on the delivery route Step 4	Surfacing team, drivers and pedestrians	Use the agreed traffic plan and a trained vehicle marshal. Keep people out of the reversing and unloading area.	None recorded.
Back and shoulder injury from carrying heavy or long items Step 5	Everyone handling materials	Use a trolley or sack truck on the flat. Never carry up a ladder; hand items up or hoist them.	None recorded.
A failed or uneven base leaves a defective surface and creates trips or skids Step 6	Surfacing team, drivers and people using the route	Record the base check before delivery. Keep rain and standing water out of the laying area.	None recorded.
Hot asphalt or moving plant injures someone, or the finished course is uneven Step 7	Surfacing team, drivers and people nearby	Have a competent supervisor control laying and finishing. Use the agreed plant route and exclusion area.	None recorded.
A delivery vehicle or paver strikes a person or stops the mat from being laid evenly	Surfacing team, drivers and pedestrians	Use one agreed marshal and visible signals. Stop plant before anyone enters its operating area.	None recorded.

Hazard	Who might be harmed and how	Controls in place	Further action
A delivery vehicle or pav... (continued) Step 8			
Poor density, displaced asphalt or a roller strikes someone Step 9	Surfacing team and people near the plant	Use the approved trial or project compaction method. Use a trained operator and clear signals.	None recorded.
A road user enters fresh asphalt, is burned or damages an unfinished surface Step 10	Drivers, pedestrians and surfacing team	Keep the closure and diversion in place through cooling. Record the inspection and handover.	None recorded.
Debris, tools or unfinished work left in the area Step 11	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: Protecting the public

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

Driving surfaces

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

HSE: Manual handling in construction

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

Specification 13: Marshall Asphalt for Airfields

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/33545/spec_132009.pdf