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RISK ASSESSMENT AND METHOD STATEMENT

Temporary works, Plot 4, Wharf Lane, Stockport: new build site frontage

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

Job details

Company	Hollins & Reed Site Services Ltd
Site and work area	Plot 4, Wharf Lane, Stockport: new build site frontage
Planned dates	12 to 14 October 2026
Customer	Wharf Lane Developments 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	Temporary works
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Barrier/hoard. Areas: Wharf Lane frontage and gate

Working arrangement

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

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: Plot 4, Wharf Lane, Stockport. 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 **Plan deliveries and vehicle routes**
Agree the delivery point, vehicle route, unloading area and reversing controls before anything arrives. Keep pedestrians away from moving vehicles and keep the route clear.

3 **Plan the boundary and public routes**
Set the perimeter, gates, crossings and delivery access before installation. Keep people out of the work and give the public a safe route past it.

4 **Treat the boundary as temporary works**
Use the manufacturer arrangement or a checked design for the ground, exposure and expected loads. Do not invent ballast, fixings or a support detail.

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

6 **Carry the barrier panels and hoarding 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 **Keep the public route clear**
Keep gates, footways and crossings clear while panels or barriers go up. Use a safe route past the work where the normal path changes.

8 **Install it to the arrangement**
Build the boundary in the stated order and secure each section before moving on. Keep people out of the installation area until the section is stable.

9 **Inspect and maintain the boundary**
Check panels, feet, ballast, anchors, gates and gaps after installation and bad weather. Repair or replace damaged sections before people pass beside them.

10 **Use the planned holding method**
Set feet, blocks, anchors or building fixings out as the arrangement shows. Check the ground or building can take the holding method.

11 **Secure the boundary before leaving**
Secure gates and close gaps before the shift ends. Keep the boundary protecting people until the site is handed back.

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.
A delivery vehicle strikes a worker, visitor or member of the public Step 2	Workers, drivers, visitors and the public	Separate people and vehicles where possible. Use the agreed marshal and stop the movement if the route is blocked.
People enter the work area or are struck by work, materials or vehicles Step 3	Workers, visitors and the public	Set the boundary before installation. Explain access rules to authorised people.
A barrier or hoarding collapses, blows over or fails under a foreseeable load Step 4	Workers, visitors and the public	Stop if the site differs from the arrangement. Keep the current arrangement available to the installation team.
Wind catches the barrier panels and hoarding 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.
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.
People walk into the installation area or are forced into traffic Step 7	The public, visitors and installers	Use signs and a marshal where the route changes. Do not leave an open gap beside a live footway.
Part-built panels fall or leave an unprotected gap beside the work Step 8	Installers and people nearby	Follow the maker instructions or checked design. Use the planned fixing and ballast arrangement.

Hazard	Who might be harmed and how	Controls in place
A damaged boundary moves, falls or leaves people exposed to the work Step 9	Workers, visitors and the public	Record checks and defects. Keep the boundary secure while repairs are made.
The boundary moves because its ballast or fixings do not hold it Step 10	Installers, workers and the public	Use only the ballast and fixings in the arrangement. Stop if the ground or building differs from the information.
Children or members of the public enter an unsecured work area after the shift Step 11	The public and people in nearby buildings	Check the whole perimeter before leaving. Keep materials inside the boundary and away from its edge.
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.