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RISK ASSESSMENT AND METHOD STATEMENT

Trench, Front car park, Canal Side Business Park, Stockport

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

Job details

Company	Hollins & Reed Groundworks Ltd
Site and work area	Front car park, Canal Side Business Park, Stockport
Planned dates	12 to 14 October 2026
Customer	Thornley Vale Estates Ltd
In charge on site	Dan Hollins
Team	Three operatives: Dan Hollins leads and drives the excavator; Priya Shah works in the trench; Sam Okoro is the banksman.
Work	Trench
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Shallow excavate. Areas: Front car park: trench about 25 m long, 600 mm wide, 1.5 m deep

Working arrangement

- Access: the floor or ground.
- Excavation support: Trench boxes or shoring to a design.
- 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: Front car park, Canal Side Business Park, 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 **Find and isolate hidden services**
Find buried cables and pipes before anyone digs: plans first, then a locator. Plans only show roughly where things are. Mark what you find. Not sure what is there? Do not dig.

3 **Carry the trench sheets, props and tools 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.

4 **Keep spoil and plant off the edge**
Put spoil, materials and plant where their weight will not load the excavation edge. Keep the route beside the dig clear.

5 **Separate people from the excavator**
Barrier the excavator's working area and agree the pedestrian route. Use a trained operator and a marshaller where the method needs one.

6 **Watch for asbestos in the ground**
Old fill and demolition ground can hold asbestos cement sheet, fragments and old pipes. Ask for the site ground report or asbestos survey before you break ground. If you turn up cement sheet, rope lagging or anything you do not recognise, stop and cover it over.

7 **Control changes in the ground**
Deal with water, made ground, nearby structures and traffic in the temporary works plan. Stop if the ground moves, water rises or a nearby structure is affected.

8 **Set out the dig against service marks**
Check the excavation line against the plans and marks before breaking the surface. Stop if the service information and the ground do not agree.

9 **Dig to the marks, by hand near services**
Dig trial holes by hand near services, with a safe digging method and the locator operator. Set spoil back from the edge and keep plant away from the sides. Nobody goes in until the sides are safe.

10 **Barrier the open excavation**
Put a substantial barrier around edges where people could fall. Keep it in place when the team leaves the excavation.

11 **Use the support named in this document**
Use the excavation support named in this document. Nobody goes in until it is in, or to set it without protection. Do not change the support arrangement because the ground looks firm.

12 Inspect the excavation before work

Have a competent person inspect the excavation and support at the start of each shift. Inspect again after rain, frost or anything that could affect stability. Where supports or battering are used, write the report within 24 hours.

13 Provide safe access before anyone goes in

Provide the access and escape arrangement set for this excavation before entry. Keep engines and spoil away from the people inside.

14 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.
Hitting a buried cable or gas pipe causes shock, burns or a gas escape Step 2	The person doing the work and everyone nearby	If a cable is struck, the driver stays in the cab. If gas is struck, get everyone away, put out ignition sources within 5 m and ring 0800 111 999.
Back and shoulder injury from carrying heavy or long items Step 3	Everyone handling materials	Use a trolley or sack truck on the flat where the load suits one.
The excavation side collapsing under spoil, plant or vehicle loading Step 4	The dig team, drivers and people near the excavation	Set a clear edge exclusion area. Do not park or tip close to the sides.
A moving excavator striking or trapping a person Step 5	The operator, dig team and people passing	Keep pedestrians out of the operating area. Stop the machine before anyone enters its working area.
Breathing asbestos fibres from buried sheet, pipes or old fill Step 6	The dig team and anyone downwind	Do not move or break suspect material; get it checked first. Licensed work is not for this method; hand it to a licensed contractor.

Hazard	Who might be harmed and how	Controls in place
Ground movement, flooding or a nearby structure being undermined Step 7	The dig team, nearby workers and the public	Keep pumps, traffic and plant within the assessed arrangement. Recheck the excavation after a change in conditions.
Striking a buried service while starting the excavation Step 8	The dig team and people nearby	Use the service records and survey marks together. Keep the work stopped while an unexpected service is identified.
Plant strikes a service, or the dig undermines a wall, scaffold or footing Step 9	The dig team and anyone nearby	Check the quick hitch pin is in before the bucket moves. Check the dig against nearby walls and scaffold before it starts.
A person falling into the open excavation Step 10	The dig team, other trades and people passing	Check the barrier after work or weather changes. Do not leave an open excavation unprotected.
The excavation sides collapsing and burying someone Step 11	Anyone working in or near the excavation	Have the support arrangement managed by a competent person. Stop if the ground or excavation is not as assessed.
Burial or injury in an excavation that has moved since the last check Step 12	Anyone working in or near the excavation	Record the inspection and correct faults before work resumes. Keep people out while a defect remains.
A person is trapped, struck or cannot escape from the excavation Step 13	Anyone entering the excavation	Keep access clear at all times. Do not allow entry while support, inspection or access is incomplete.
Debris, tools or unfinished work left in the area Step 14	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.