

RISK ASSESSMENT + METHOD STATEMENT

The Curling Club, New Jackson

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1.0 Project Overview

Site Address:

Deansgate Square
Owen Street
Manchester
M15 4TQ

Description of Works:

Installation of:

- 1) CLEARSPAN MARQUEE(S) [ALUMINIUM FRAME + PVC VINYL ROOF + WALLS] ▾
- 2) CONTAINER OR TRAILER TOILET ANNEXE ▾

Build Dates: 14-Nov-25 to 23-Nov-25

Dismantle Dates: 01-Mar-26 to 07-Mar-26

2.0 Site Risk Assessment

Site RA Completed On	Completed By	Total Score	Total Risk Factor		
01-Jul-25	JF	13	LOW (1-11)	MID (12-23)	HIGH 24-36)
			☐	☒	☐

RISK IDENTIFICATION	NONE (0)	LOW (1)	MID (2)	HIGH (3)	DESCRIPTION
EXPOSED OR COASTAL SITE	☒	☐	☐	☐	Protection on all four sides by tall skyscrapers
DRAINAGE OR FLOODING ALERT	☒	☐	☐	☐	
UNSTABLE ROCK FORMATIONS	☒	☐	☐	☐	
PROXIMITY TO KNOWN SERVICES	☐	☒	☐	☐	Map available from RENAKER BUILD
UNEVEN TERRAIN OR INCLINES	☒	☐	☐	☐	
PROXIMITY TO BUILDINGS	☐	☐	☐	☒	Enclosed by tall skyscrapers
OBSTACLES	☐	☐	☐	☒	Street furniture and landscaping
LIMITED ACCESS/SMALL SITE	☐	☐	☐	☒	Access restricted
PUBLIC ACCESS	☐	☐	☐	☒	Public access to whole site
PROXIMITY TO BODY OF WATER	☒	☐	☐	☐	
PROXIMITY TO LEDGE OR CLIFF	☒	☐	☐	☐	
OTHER RISKS (DESCRIBE BELOW)	☒	☐	☐	☐	

RISK ASSESSMENT ADVISORY NOTES (ATTACH PLAN AND ADVISE CLIENT OF ANY OF THE BELOW)			
MOVE LOCATION DUE TO ACCESS OR RISK.	☐	SPECIAL ACCESS ARRANGEMENTS REQUIRED.	☒
CLEARANCE OF OBSTACLES REQUIRED.	☐	SPECIFIC CONFIGURATION OR POSITION REQUIRED.	☐
SPECIFIC FLOORING REQUIRED.	☐	ADDITIONAL STRUCTURE SUPPORT REQUIRED.	☐
FURTHER INFORMATION / OTHER ADVISORIES (Continue on separate sheet if necessary)			
Ensure access is timed and pre-arranged with facilities management. *Ensure site manager is fully briefed on safe entry and egress points. ****Ensure build location and vehicle access is fenced prior to build and any part-finished build.			

SHOWBASE LTD

Westgate House, 44 Hale Road
Altrincham WA14 2EX

documents@showbase.co.uk

2.0 Method Statement

2.1 Materials and Surfaces of Installation

- The Clearspan Marquee structure is a 12m x 25m timber frame with PCV canopy.
- The Toilet Annexe is a containerised or trailer tow temporary unit.
- The structure(s) is/are to be installed on a hardstanding surface and will require water or concrete ballast to prevent overturning, sliding or lifting.
- Required installation type shall be calculated with an appropriate factor of safety and shall be deployed along the maximum available fixing points.
- Manufacturer guidance shall be used to calculate the appropriate tie-down requirements for the structure being used and all pre-installation calculations shall be completed and verified prior to the arrival of the build team on site.
- Where Water Ballast system is being used:
 - To minimise weight and to aid in manual handling: containers are installed empty and filled in situ / emptied in situ and removed empty
 - Empty containers can be moved safely by a team of two
 - Water supply to be provided by client. Methodology of water transportation to be provided by client in advance of build.
- Where Concrete Ballast system is being used:
 - Ballasts are transported to and manoeuvred around site using lift aids, such as lift trucks, telehandler or other suitable handling aids.
 - Ballasts selected shall be suitable for the securing of the structure(s), such as H-weight marquee ballasts with integral fixing point.
 - Concrete ballasts are to be installed in final position, prior to the construction of the structures.
 - Any modifier or plate in use shall be installed prior to the installation of concrete ballast.
- No stake driving or underground access should be required where installation is to take place on hardstanding area

2.2 Sequence of Operations

Prior to build commencing	• Build Manager shall ensure the site is clear and secure and any pedestrian access is blocked using pedestrian fencing, as is practically possible. • Build Manager to make pre-install checks of; ○ Obstructions: check that there is nothing over head (e.g. power cables) or underground (e.g. gas mains) ○ Location ○ Weather & Wind Exposure ○ Entry & Egress, pedestrian and vehicle ○ Anchoring Stability • Build Manager to designate safe entry-egress routes for vehicles and advise of signaller procedure for vehicle manoeuvre. • Build Manager to designate areas for safe load and unload of vehicles and parking of vehicles when not in use. • All operatives shall ensure they are wearing the correct PPE.
During build	• Build manager to lead the safe construction of the structure in accordance with manufacturer instructions, taking particular note of ballast weight installation specifics. • Operatives shall measure build site and identify any potential issues in the construction of the structure(s) and accessories. • Operatives shall ensure they are all following the correct risk assessment advice as per this document. Build Manager to oversee and identify areas of unforeseen risk or operatives who are not following safe working practices, removing any operatives as such. • Only trained operatives shall undertake tasks that require additional training, such as working at height, manual handling, use of fall arrest equipment and operation of specific vehicles, including towed trailers or forklift trucks. • Operatives shall ensure the site remains clear and unobstructed at all times and any slip or trip hazards are immediately identified and removed.
Following build completion	• Operatives to undertake a visual inspection of the site to ensure no tools ladders, or other hazards have been left. • All equipment is secured in vehicles to be transported off site. • Vehicles shall be directed off site, using signallers when necessary. • Build Manager to undertake visual inspection and complete install checklist • Build Manager ensures client has been briefed on the safe use of the structure, and any contact information for live use has been exchanged.

2.3 Training

- All operatives will be adequately trained to carry out required tasks, including working at height and manual handling.
- Build Manager is approved to oversee build and is trained in working at height and manual handling, and operation.
- All operatives have adequate on-site experience of building structure and operating on site, including vehicle manoeuvre and relevant driving qualifications.

2.4 Risk Activity Register

- 2.4.1 Manual Handling
- 2.4.2 Working from Height, including the use of Ladders, Access Equipment and Personal Fall Arrest / Fall Restraint Equipment
- 2.4.3 Operation of Vehicles in Work Area
- 2.4.4 Cable Installation

2.5 Relevant Legislation

- Health and Safety Work Act 1974
- The Management of Health and Safety at Work Regulations 1999, amendment 2006
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- The Reportable Injuries Diseases & Dangerous Occurrence Regulations 2013 (RIDDOR)
- The Work at Height Regulations 2005
- The Personal Protective Equipment at Work Regulations 2022
- The Manual Handling Operations Regulations 1992
- The Construction (Design and Management) Regulations 2015

2.6 Tools & Equipment

- All equipment or tools brought on to premises will be of sound construction and will meet the statutory requirements applicable to these tools or equipment.
- Tools and equipment used on site will be inspected by competent staff on a regular basis to ensure they are fit for purpose.
- Electrical tools will be regularly PAT tested.
- Only competent operatives will use equipment that requires training.
- Any unused tools will be kept locked in toolboxes.
- Refer to risk assessment specific control measures for any tools & equipment.
 - Step ladders/podium steps/access towers

2.7 Method of Access

- All operatives will be inducted by the Build Manager.
- Any unauthorised access will be identified and communicated.
- All operatives will maintain access and egress routes, and ensure that materials required for the task do not obstruct access to work areas and any debris caused by their operation will be removed.
- Waste will be kept to a minimum and removed from site each as agreed with client.
- Any problems with access & egress routes will be reported to the Build Manager.

SHOWBASE LTD

Westgate House, 44 Hale Road
Altrincham WA14 2EX

documents@showbase.co.uk

2.8 Activity Control Measures (Risk Activity Register)

2.8.1 Manual Handling

- Safe manual handling procedures should be followed at all times. Operatives shall be trained in safe lifting techniques and safe handling loads and shall:
 - Use manual handling aids, where available
 - Avoid hazardous manual handling operations, so far as is reasonably practicable.
 - Assess any hazardous manual handling operations that cannot be avoided.
 - Reduce the risk of injury so far as is reasonably practicable.
- No one will be expected to lift on their own, materials weighing more than 25kg.
- Basic principles for operatives to observe:
 - Ensure that the object is light enough to lift, is stable and unlikely to shift or move.
 - Heavy or awkward loads should be moved using a handling aid.
 - Make sure the route is clear of obstructions.
 - Make sure there is somewhere to put the load down wherever it is to be moved to.
 - Stand as close to the load as possible, and spread your feet to shoulder width.
 - Bend your knees and try and keep the back's natural, upright posture.
 - Grasp the load firmly as close to the body as you can.
 - Use the legs to lift the load in a smooth motion as this offers more leverage reducing the strain on your back.
 - Carry the load close to the body with the elbows tucked into the body.
 - Avoid twisting the body as much as possible by turning feet to position yourself with the load.
- When ever manual handling is to be undertaken, especially if it is an uncommon or high risk task, an assessment of four specific activities – Task, Individual, Load and Environment (easily remembered by the acronym TILE) needs to be implemented:
 - **T - The Task:** *Does the activity involve twisting, stooping, bending, excessive travel, pushing, pulling or precise positioning of the load, sudden movement, inadequate rest or recovery periods, team handling or seated work?*
 - **I - The Individual** *Does the individual require unusual strength or height for the activity, are they pregnant, disabled or suffering from a health problem. Is specialist knowledge or training required?*
 - **L - The Load** *Is the load heavy, unwieldy, difficult to grasp, sharp, hot, cold, difficult to grip, are the contents likely to move or shift?*
 - **E- The Environment** *Are there space constraints, uneven, slippery or unstable floors, variations in floor levels, extremely hot, cold or humid conditions, poor lighting, poor ventilation, gusty winds, clothing or Personal Protective Equipment that restricts movement?*

2.8.2 Working from Height, including the use of Ladders, Access Equipment and Personal Fall Arrest / Fall Restraint Equipment

- When working at height, operatives must follow all steps to ensure that the area is clear and safe and there are no potential hazards from falling tools or equipment. Operatives shall ensure that:
 - The working area is cleared on a periodic basis to ensure that there is continually a clear and safe working area to prevent slips, trips and falls.
 - Steps/ladders are removed from the work area and secured at the end of each day.
 - Any tools being used at height are secured to operative via 2-point lanyard.
 - Any tools or items being lowered from height shall be lowered while fixed to 2-point lanyard, or via the use of a pulley/winch system.
- When using access equipment for working at height, operatives will make sure equipment is 'fit for purpose'. Operatives shall ensure that:
 - Inspection tags are attached and in date.
 - Equipment has been inspected in the last 7 days.
 - Steps/ladders must be of a professional grade standard (EN 131) and must be in good condition with an individual identification number
 - Any access equipment that needs to be built is done by competent operatives who have industry accepted training.
- When completing work tasks at heights above step ladder level;
 - The only operatives who are cleared for access are those with specific Working at Height training relevant to the height, including the use of personal fall arrest equipment
 - Operatives must ensure they are wearing personal fall-arrest equipment, including harness and 3-point lanyard, and following training in the use of said equipment.

PPE Equipment Required for Hazard Control

Hard Hats must be worn

Protective footwear must be worn.

Fall-Restraint equipment must be worn (when at relevant height)



2.8.3 Operation of Vehicles in Work Area

- When operating vehicles on site, safe vehicle manoeuvre methods shall be observed. Ahead of work commencing, Build Manager shall ensure that;
 - Safe pedestrian routes are available on site, located a safe distance away from areas of vehicle activity or provided with appropriate physical protection, such as fencing and/or kerbs.
 - Where segregation of vehicles and pedestrians is not practical, a signaller system is used, whereby a signaller is stationed to direct drivers and/or pedestrians to safe pathways and prevented from crossing into vehicle paths.
 - Driver-Signaller system shall also be used whenever a vehicle is required to reverse.
 - Work on site is planned to minimise vehicle movements and avoid unnecessary transport. On site storage locations shall be positioned away from pedestrians so far as is reasonably practical.
 - Vehicles and trailers being used on site are 'fit for purpose' and have been recently inspected for safety hazards.
 - Vehicles are loaded and unloaded on level ground, away from passing traffic, pedestrians or other overhead hazards.
 - Only fully trained drivers shall operate tow vehicles on site.
 - High-Visibility PPE equipment shall be worn at all times.

PPE Equipment Required for Hazard Control

High-Visibility vests must be worn



2.8.4 Operation of Forklift Truck / Telehandler

- When operating vehicles on site, safe vehicle manoeuvre methods shall be observed. Ahead of work commencing, Build Manager shall ensure that;
 - Safe pedestrian routes are available on site, located a safe distance away from areas of vehicle activity or provided with appropriate physical protection, such as fencing and/or kerbs.
 - Where segregation of vehicles and pedestrians is not practical, a signaller system is used, whereby a signaller is stationed to direct drivers and/or pedestrians to safe pathways and prevented from crossing into vehicle paths.
 - Driver-Signaller system shall also be used whenever a vehicle is required to reverse.

- Work on site is planned to minimise vehicle movements and avoid unnecessary transport. On site storage locations shall be positioned away from pedestrians so far as is reasonably practical.
- Vehicles and trailers being used on site are 'fit for purpose' and have been recently inspected for safety hazards.
- Vehicles are loaded and unloaded on level ground, away from passing traffic, pedestrians or other overhead hazards.
- Only fully trained drivers shall operate lift trucks or handlers on site, with full comprehension of loading capacities of vehicle in use.
- High-Visibility PPE equipment shall be worn at all times.

PPE Equipment Required for Hazard Control

High-Visibility vests must be worn



2.8.5 Cable Installation

- When installing cables on site, operatives shall ensure;
 - Only fully trained personnel are permitted to complete cable plan and installation of cables.
 - Cables have been inspected and tested prior to use.
 - Tools have been inspected prior to use.
 - No underground installation has taken place without a full and thorough site assessment and provision of the locations of any and all underground services by the client or their contractors.
 - Great care is taken when pulling cables, and both ends are inspected prior to use.
 - Cable ramps are installed at any pedestrian crossing area.
 - Connection into the power source is secured from general public access.
 - A full visual inspection of the cable plan takes place prior to use, and any testing has been completed.
 - The power source provided by the client has been verified as fit for use and any relevant certifications have been provided on request.

3.0 Risk Assessment

Example Risk Matrix

Likelihood

4

x

Severity

4

↓

Risk

X

			Likelihood				
			Very Unlikely	Unlikely	Possible	Likely	Very Likely
			1	2	3	4	5
Severity	Negligible	1	1	2	3	4	5
	Minor	2	2	4	6	8	10
	Moderate	3	3	6	9	12	15
	Major	4	4	8	12	16	20
	Extreme	5	5	10	15	20	25

3.1 Manual Handling

Task: Movement of general materials			
Hazard	Risk	Control Measures	RR
Injuries sustained from incorrect manual handling of materials Person at Risk: User	4 x 3 = 12	- All hazardous manual handling operations should be avoided so far as is reasonably practicable - The workforce will be trained to observe safe lifting techniques, and safely handle loads for any material shape or size - Any heavy or awkward loads should be moved using a handling aid - If not using handling aids, consider reducing weight of load by breaking up materials to a more manageable size - If breaking up into smaller loads consider frequency of bending and how this can be managed efficiently with site operatives - Consider lifting in teams if load is already considered within acceptable limits - Any of the regular shaped materials should be light, stable and unlikely to shift or move during lifting - Before undertaking any manual handling operations, make sure the route is clear of obstructions and somewhere to put the load down wherever it is to be moved - All operatives to be wearing correct PPE for the job - The operative should stand as close to the load as possible, with feet spread to shoulder width, bent knees and the back in a natural, upright posture - The user should grasp the load firmly and as close to the body as possible - The legs should be used to lift the load in a smooth motion, this offers more leverage reducing the strain on the user's back - Carry the load close to the body with the elbows tucked into the body - Avoid twisting the body as much as possible by turning your feet to position yourself with the load	1 x 3 = 3

3.2 Working from Height, including the use of Ladders, Access Equipment and Personal Fall Arrest / Fall Restraint Equipment

Task: Use of Ladders			
Hazard	Risk	Control Measures	RR
Unsafe or defective ladder failure causing serious injuries to user Person at Risk: User	4 x 4 = 16	- A 'pre-use' check will be undertaken by the user at the beginning of the working day; before a task, and after something has changed, e.g. a ladder has been dropped or moved from a dirty area to a clean area - The user will check the stiles – make sure they are not bent or damaged, as the ladder could buckle or collapse - The user will check the feet – if they are missing, worn or damaged the ladder could slip. Also check ladder feet when moving from soft/dirty ground (e.g. dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (e.g. paving slabs), to make sure the foot material and not the dirt (e.g. soil, chippings or embedded stones) is making contact with the ground - The user will check the rungs – if they are bent, worn, missing or loose, the ladder could fail - The user will check any locking mechanisms – if they are bent or the fixings are damaged, the ladder could collapse. Ensure any locking bars are engaged. - The user will check the stepladder platform – if it is split or buckled the ladder could become unstable or collapse - Check the steps or treads on stepladders – if they are contaminated, they could be slippery; if the fixings are loose on steps, they could collapse - If you spot any of the above defects, don't use the ladder and notify site supervisor	1 x 4 = 4
Falls from height or injuries whilst using step ladder Person at Risk: User	4 x 5 = 20	- All users are trained in the safe use of ladders and working at height - Small tools/materials should be secured within a tool belt when climbing ladders - User will not overreach whilst on ladder – user to make sure belt buckle (navel) stays within the stiles - Three points of contact with the ladder must be maintained at all times - User to make sure ladder is long enough or high enough for the task - User to ensure ladder is not overloaded – consider workers' weight and the equipment or materials they are carrying before working at height - User to make sure the ladder angle is at 75° – you should use the 1 in 4 rule (i.e. 1 unit out for every 4 units up) - User to always grip the ladder and face the ladder rungs while climbing or descending – user will never slide down the stiles - User should not move or extend ladders while standing on the rungs - User should not work off the top three rungs, and will ensure the ladder extends at least 1 m (three rungs) above area of working - User not to stand ladders on moveable objects, such as pallets, bricks, lift trucks, tower scaffolds, excavator buckets, vans, or mobile elevating work platforms - User to avoid holding items when climbing (consider using a tool belt) - User won't work within 6m horizontally of any overhead power line, unless it has been made dead or it is protected with insulation. - A fibreglass ladder will be used for any electrical work - User will maintain three points of contact when climbing (this means a hand and two feet) and wherever possible at the work position - Where user cannot maintain a handhold, other than for a brief period (e.g. to hold a nail while starting to knock it in, starting a screw etc), user will need to take other measures to prevent a fall or reduce the consequences if one happened - For a leaning ladder, user will secure it (e.g. by tying the ladder to prevent it from slipping either outwards or sideways) and have a strong upper resting point, i.e. do not rest a ladder against weak upper surfaces (e.g. glazing or plastic gutters) and user could also implement an effective stability device - Where ladders are operated by a single user, ladder will be fitted with relevant supports for one man use - Where a task takes longer than 30 minutes, an alternative means of access should be considered	1 x 5 = 5

Task: Preventing falling debris or tools from height

Hazard	Risk	Control Measures	RR
Serious or fatal injuries from falling debris or tools Person at Risk: Operatives & Public	4 x 5 = 20	- All site operatives to follow PPE requirements including wearing of hard hats - Safe working areas to be cordoned off when any works are undertaken overhead - All working platforms, scaffolding, mobile towers etc. to be erected by a competent person and to include toe boards to eliminate tools falling from height - Any persons working from height to be trained in the safe use of tools, and to be made aware of the dangers from falling tools from above - Any areas where the public are exposed to possible falling debris or tools to be protected by the use of safety nets, hoarding and other failsafe structures - When working at height around high traffic areas, tools are to be harnessed to the user - At no point should materials be carried up ladders	1 x 5 = 5

Task: Using personal fall arrest / fall restraint equipment			
Hazard	Risk	Control Measures	RR
Serious or fatal injuries from unsafe anchorage, and using unsafe or inappropriate fall protection systems Person at Risk: User	5 x 5 = 25	- All fall protection systems are to be stored in safe conditions - All operatives using anchorage and harness systems will receive harness and lanyard training and working at heights training prior to work commencing - All fall protection systems are installed by registered professionals and inspected before use - Periodic inspection and certification of installations should be available before undertaking any work - Do not use fall protection systems which are not within service inspection date and report out of date equipment as soon as possible - Any device which has arrested a fall must be taken out of service	1 x 5 = 5
Serious or fatal injuries sustained from the failure to observe good practice in fall protection equipment or misuse of equipment Person at Risk: User	5 x 5 = 25	- Operatives shall be trained in the correct selection, inspection and use of fall arrest / fall restraint equipment - Correct fall prevention/protection system must only be used for the specific task - A qualified person must supervise the setting up of work and equipment - A three-point harness is always required when using fall protection equipment	1 x 5 = 5

Suspension trauma and orthostatic intolerance from fall and subsequent injuries from not having an effective rescue plan in place Person at Risk: All Operatives	4 x 5 = 20	• Every precaution must be made to prevent operatives from falling in the first place • Details of rescue procedure to be provided in a separate statement to all involved operatives on site • The operatives are trained and competent in use of rescue equipment • Sufficient number of trained and competent personnel on site • The rescue procedure in place is practised on a regular basis and competence is maintained on record • The selection of rescue equipment needs to be appropriate for the nature of work • Prior to starting, a drill will take place to test the effectiveness of the rescue plan. Where a rescue plan is identified as being insufficient a new rescue plan will be implemented and tested.	1 x 5 = 5
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3.3 Operation of Vehicles in Work Area

Task: Vehicle Manoeuvre			
Hazard	Risk	Control Measures	RR
Serious or fatal injuries from collision with vehicles Person at Risk: Operatives & Public	4 x 5 = 20	• Safe pedestrian routes are identified on site, located a safe distance away from areas of vehicle activity or provided with appropriate physical protection, such as fencing and/or kerbs • Where segregation of vehicles and pedestrians is not practical, a signaller system is used, whereby a signaller is stationed to direct drivers and/or pedestrians to safe pathways and prevented from crossing into vehicle paths. • Driver-Signaller system shall also be used whenever a vehicle is required to reverse. • Work on site is planned to minimise vehicle movements and avoid unnecessary transport. On site storage locations shall be positioned away from pedestrians so far as is reasonably practical. • Vehicles and trailers being used on site are 'fit for purpose' and have been recently inspected for safety hazards. • Vehicles are loaded and unloaded on level ground, away from passing traffic, pedestrians or other overhead hazards. • Only fully trained drivers shall operate tow or HGV vehicles on site. • High-Visibility PPE equipment shall be worn at all times.	1 x 5 = 5

3.4 Operation of Forklift Truck or Telehandler

Task: Forklift Truck or Telehandler Manoeuvre			
Hazard	Risk	Control Measures	RR

Serious or fatal injuries from collision with vehicles Person at Risk: Operatives & Public	4 x 5 = 20	• Safe pedestrian routes are identified on site, located a safe distance away from areas of vehicle activity or provided with appropriate physical protection, such as fencing and/or kerbs • Where segregation of vehicles and pedestrians is not practical, a signaller system is used, whereby a signaller is stationed to direct drivers and/or pedestrians to safe pathways and prevented from crossing into vehicle paths. • Driver-Signaller system shall also be used whenever a vehicle is required to reverse. • Work on site is planned to minimise vehicle movements and avoid unnecessary transport. On site storage locations shall be positioned away from pedestrians so far as is reasonably practical. • Trucks or Handlers are operated are 'fit for purpose' and have been recently inspected for safety hazards. • Trucks or Handlers are operated on level ground, away from passing traffic, pedestrians or other overhead hazards. • Only fully trained drivers shall operate forklift or telehandler vehicles on site. • High-Visibility PPE equipment shall be worn at all times.	1 x 5 = 5
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