



HH CONSTRUCTION (GROUNDWORK CONTRACTORS) LIMITED

12 Methley Road, Castleford, WF10 1LX
www.hhconstructionltd.com info@hhconstructionltd.com



RAMS Package – Manual Handling Operations

This risk assessment and method statement have been compiled using industry knowledge, client information and legal guidance, regulations and customer requirements. The document is not definitive in that; it should be read at a pre-work commencement briefing and challenged. Any alterations can be made on the rear of the document, and counter signed (initials). The document should be continually reviewed at site level to ensure its validity.

Client	Aldi / Projekt	Contract No.	HH 592	Date	09/05/2025
Site Address	Aldi Whitehaven, Preston Road, CA28	Site Manager			
Work Area	Site				
HH Contracts Manager	Paul Handforth	Contact No.			
HH Site Manager		Contact No.			

1. Programme

Start Date	26/05/2025	Duration of Works	TBC	Working Days	Monday – Friday
				Working Hours	08:00-17:30

2. Actions prior to commencing work activities

Prior to commencing work on site, all our operatives will report to the site office on their first day to receive a H&S Safety induction and sign in / out each and every time they arrive or leave the site. The site manager working with our foreman shall maintain open lines of communication to ensure that safety and quality standards are being met and to ensure the areas are segregated from other contractors to ensure the areas remain clear during the specified ground work tasks.

3. Description of works

HH Construction LTD have been appointed to carry out the following work activities:

- Manual movement of materials and equipment around site.

4. Competence/Resources

HH Construction Ltd will employ sufficient numbers of ground workers or machine operators as required to enable completion of works within contract specification and times. The operatives will all hold the appropriate skills and qualifications to undertake these works:

- All plant and machinery operators will have been assessed under the CPCS and NPORS Registration Scheme and hold trained operator or competent operator cards.
- Training certificates will be available in the site file.
- Site managers hold current SMSTS & First aid
- All HH Construction employees will hold a current CSCS or CSCS Affiliated card.

5. Plant/Equipment/Tool requirements

All plant/equipment/tools are subject to thorough examinations under the Provision and Use of Work Equipment Regulations 1998.

Type	Plant No.	Inspection Date



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6. Personal Protective Equipment (PPE) Required (Please ✓)

							Other	Other
Hardhat BS EN 397	Hi-Vis BS EN 471-2	Footwear BS EN345-1	Gloves BS EN 388	Glasses BS EN 166 B	Hearing BS EN 352-1	Respiratory EN149 FFP3		
MANDATORY	MANDATORY	MANDATORY						

Mandatory minimum **3 points** PPE at all times. Additional PPE may be required as directed on the site-specific Risk Assessments. All PPE issued will be recorded on the issue record and where necessary, operatives will receive suitable instruction and training on its use.

7. Welfare requirements

Provided by Principal Contractor in compliance with Schedule 2 of the 2015 CDM regulations.

HH Construction will provide their own site cabin, plant/equipment safe as per Preamble document – HHRAMS 00.

8. Emergency Procedures (indicate whether provided by PC, HH or both – see 1. Sequence of works)

First aid cover and facilities will be provided by the main contractor in addition to our own trained first aider, these requirements will be communicated to the workforce during the site health and safety induction.

Emergency procedures will be designed and implemented by the main contractor; these will be communicated to the workforce during the site induction.

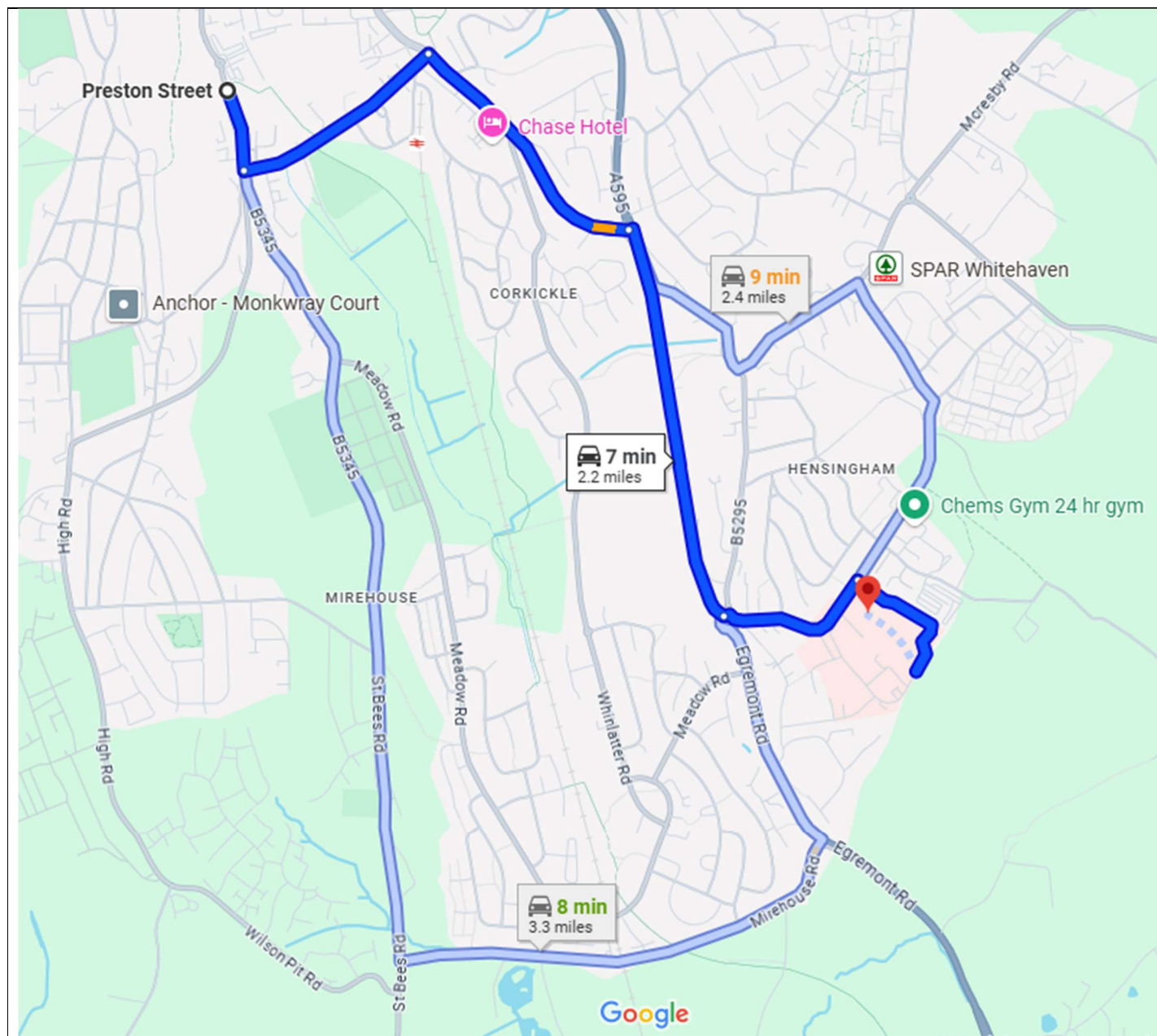
			Other
PC	Both	HH	
HH First Aider	Paul Handforth		
Nearest Hospital (add directions below)	West Cumberland Hospital - Homewood Rd, Hensingham, Whitehaven CA28 8JG		

- ↑ Head south on Preston St/B5345 towards Ginns
 - Continue to follow B5345
- ↶ Turn left onto Coach Rd/The Rise
 - Continue to follow Coach Rd
- ↶ Turn right onto Corkickle/A5094
 - Continue to follow A5094
- ↶ Turn right onto Hensingham Byp/A595
- ↻ At Hensingham Roundabout, take the 2nd exit onto Homewood Rd
- ↶ Turn right



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9. Waste and environmental impacts

Our scope of works will not have any environmental impacts. We will adhere to the Principal Contractors waste procedures and any waste will be disposed of in the designated site skips.
All materials imported and exported to site shall adhere to the WMP and ensure all information is recorded

10. COSHH

A thorough risk assessment must be completed for all hazardous substances under the Control of Substances Hazardous to Health Regulations 2002.

Works to be carried out are associated with the following hazardous substances

Concrete ☐	Cement ☐	Hydraulic Oil ☐	Petrol ☐	Diesel ☐	Grout ☐	Tarmac ☐
Line Marker ☐	Grease ☐	Aggregates ☐	Adolease ☐	Adblue ☐	Pipe Lubricant ☐	2-Stroke Oil ☐
Release Agent ☐	Sealant ☐	pH Neutraliser ☐	Foam ☐	Emulsion ☐	Adhesive Tape ☐	Bitumastic Paint ☐
Bituminous Materials ☐	Thermoplastic Road Marking ☐	P.S Mortar ☐	Construction Dust ☐	☐	☐	☐

To be read in conjunction with COSHH Risk Assessment no.

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11. Permits required (Please ✓)

Permit to work	Confined Spaces	Permit to Dig
Hot-work Permit	Out-of-hours Work	Other

12. Temporary works

HH Construction do not design any temporary works, and work underneath external designers. Contact information for temporary works relevant to the task below.

TW Design	Contact Number
TWD Checker	Contact Number
TW Coordinator	Contact Number
TW Supervisor	Contact Number

13. Lifting operations

All lifting operations conducted by HH Construction will be completed in line with the 'Schedule of Common Lifts' within the Lifting Operations Policy – HHC-P&P023.

A bespoke lift plan must also be completed showing details of the lift including location, machine used, accessories used and materials to be lifted.

All lifting equipment is subject to thorough examinations under the Lifting Operations and Lifting Equipment Regulations 1998 at the specified intervals:

- 6 months, for lifting equipment and any associated accessories used to lift people.
- 6 months, for all lifting accessories.
- 12 months, for all other lifting equipment.

Appointed Person	Contact Number
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14. Scope of works

In order to ensure that the works are carried out in a way which minimises the risk to the safety and health of both workers and others affected by the work activities, the following measures will be implemented and followed. If at any time this sequence is no longer relevant, works must cease immediately, and the supervisor informed.

The works will then be continually assessed and where necessary suitable amendments made to the risk assessment and this method statement. Any subsequent changes made must be communicated to the workforce.

Order of works:

- Pre-start safety checks.
- Securing the work area.
- Operation.
- Additional Conditions.

15. Roles and Responsibilities

15.1 Site manager:

- Ensure the risk assessment and method statement have been communicated to those involved in the work.
- Monitor the works to ensure the risk assessment and SSW remains suitable and sufficient.
- Ensure a Pre-Start induction is given to all workers involved in the task.
- Ensure all the relevant inspection records are signed and completed.
- Ensure that all the Equipment used for the task is tested and certificates are checked.

NB: A Pre-Start Briefing must be given by the site manager prior to work commencing. The talk must cover the requirements of this Method Statement, and site hazards or work restrictions for the day and any other relevant instructions.

15.2 Site Operatives:

- Ensuring they take reasonable care of their own safety, and or any other person(s), who may be affected by their acts or omissions at work.
- Not misusing or interfering with anything provided with regard to safety, health, welfare, and fire arrangements. (Employees misusing personal protective equipment will be subject to disciplinary action by the Company). Ensuring they use and/or wear PPE as instructed.
- Looking after and maintaining equipment issued and requesting replacements when necessary.
- Complying strictly to all site rules and safe working procedures and only operate plant and equipment for which they are trained.
- Using the correct tools and equipment for the task, reporting defective equipment.
- Follow the safety systems of work detailed in any risk assessment or method statement.
- Report all accidents / incidents to the appropriate persons.
- Comply with both the company rules and any client site rules.



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16. Methodology

16.1 Pre-Start checks

Prior to any work commencing, pre-use inspections must be taken and recorded to ensure the equipment is safe for use and fit for purpose. All equipment must be used for their intended purposes.

16.2 Securing the work area

- Access and egress points will be agreed with the client prior to work commencing. General restrictions apply with access for all deliveries including plant and materials, i.e., not blocking existing driveways or access points, not parking on side streets or restricted roads and use of banksman as required to ensure safe access/egress.
- Normal access to the site will be as directed by the Site Manager or Client.
- Interlocked pedestrian barriers will be used to secure the work area will be made secure in order to prevent the entry of unauthorised personnel.
- Pedestrians are to be segregated from the works area using suitable, barriers, fencing, signage, and cones as required.
- All personnel are to report to the site office, sign in daily.

16.3 Control Measures

Assess the intended route first and ensure the path is clear of obstructions etc.

The Task:

- The distance from the trunk of the body that the object is being held/Poor posture (e.g. twisting or stooping)
- Excessive: Loads, pushing / pulling forces, lifting distances, carrying distances etc.
- The risk of sudden movements & whether the task is repetitive

The Individual:

- Height / reach, age, pregnant, health constraints, trained

The Loads:

- Whether the load is heavy, unwieldy, sharp, unstable etc.

The Environment:

- Space constraints leading to poor posture & access doors – external and internal. Lighting conditions.
- Potential slips and trips hazards (e.g. slippery floors, uneven floors, variations in floor levels, trailing cables etc)

Control measures include:

- Avoid manual handling operation & Train employees in kinetic handling techniques.
- Wherever possible mechanical means should be used to lift and transport items. If this is not possible, sufficient numbers of persons must be available to lift the load.
- Work methods should avoid bending, twisting or over-reaching when lifting or lowering the load.
- Protect sharp edges, ensure the appropriate personal protective equipment is worn i.e. gloves, footwear etc.



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- Where practicable use proprietary lifting devices. Ensure proper storage, on firm level base, with the heaviest loads stored in the knee to shoulder range.
- Ensure good grip is provided, where possible, by using a carrying device, handles or holds. Try to reduce repetitive lifting by changing work patterns. Ensure that access and work area is clear from debris where persons could trip, slip or falls.

Any Materials over 25kg then team lifting should be employed.



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THIS RISK ASSESSMENT WAS PREPARED BY

Name	Position	Signature	Date
Alex Craig CertIOSH MIIRSM	H&S Manager		09/05/2025

MANAGER / SUPERVISOR INCHARGE OF WORKS

I confirm that I have read and understand the requirements of this method statement and associated risk assessments (as highlighted on first page) and have communicated them to operatives under my control and to others who may be affected by its requirements.

Note: it is important that you test the operatives' understanding and confirm that they have read and understood the method statement and risk assessments.

Name	Position	Signature	Date

OPERATIVES/WORKFORCE UNDERTAKING WORKS

I understand and will agree to adhere to the contents of this method statement and the associated risk assessments (as highlighted by the supervisor). I have attended a site induction/briefing that explained the general site rules and necessary site-specific arrangements.

Note: if you have any doubt about information given or contained in this method statement, ask for clarification.

Name	Position	Signature	Date