



## HH CONSTRUCTION (GROUNDWORK CONTRACTORS) LIMITED

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



### RAMS Package – Formworks and Shuttering

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.

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

#### 1. Programme

<b>Start Date</b>	26/05/2025	<b>Duration of Works</b>	TBC	<b>Working Days</b>	Monday – Friday
				<b>Working Hours</b>	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:

- Installation of formworks and shuttering for concrete works

#### 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
Various Hand Tools		
Cut off saw		



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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.

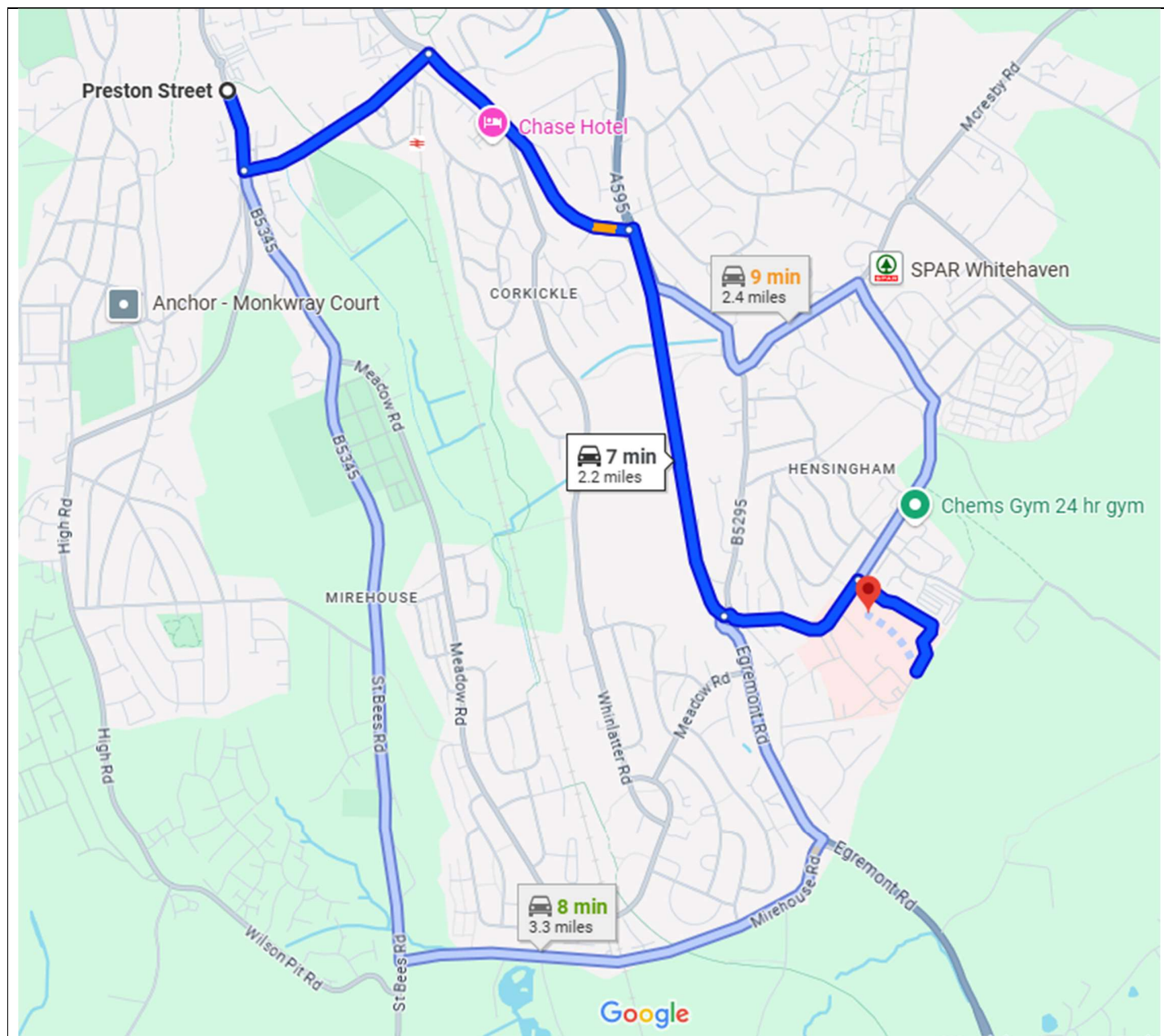
			Other
PC	Both	HH	
HH First Aider	Paul Handforth		
Nearest Hospital (add directions below)	West Cumberland Hospital - Homewood Rd, Hensingham, Whitehaven CA28 8JG		

- ↑ 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 <input type="checkbox"/>	Cement <input type="checkbox"/>	Hydraulic Oil <input type="checkbox"/>	Petrol <input type="checkbox"/>	Diesel <input type="checkbox"/>	Grout <input type="checkbox"/>	Tarmac <input type="checkbox"/>
Line Marker <input type="checkbox"/>	Grease <input type="checkbox"/>	Aggregates <input type="checkbox"/>	Adolease <input type="checkbox"/>	Adblue <input type="checkbox"/>	Pipe Lubricant <input type="checkbox"/>	2-Stroke Oil <input type="checkbox"/>
Release Agent <input type="checkbox"/>	Sealant <input type="checkbox"/>	pH Neutraliser <input type="checkbox"/>	Foam <input type="checkbox"/>	Emulsion <input type="checkbox"/>	Adhesive Tape <input type="checkbox"/>	Bitumastic Paint <input type="checkbox"/>
Bituminous Materials <input type="checkbox"/>	Thermoplastic Road Marking <input type="checkbox"/>	P.S Mortar <input type="checkbox"/>	Construction Dust <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To be read in conjunction with COSHH Risk Assessment no.

- CRA026 Construction Dust 2025

### 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 Installation of Shuttering/Formworks

##### 16.3.1 Formwork/Stop ends

- In order to form the encasements, appropriate shutters will be constructed.
- Lengths of wood will be cut to the required dimensions to form a frame and face for the shutters, suitable for the specified dimensions of the encasements. The frames will be held together with nails. **The formwork to be installed is to be 300mm in height, against specifications.**
- When handling the timber, gloves shall be worn as this will help to keep any hand injuries to a minimum.
- Before the nails are hammered into the timber the hammer should be checked for any signs of fractures and “mushrooming” of the hammer head and that the hammer shaft is free from any damage or wear which may affect its integrity. If any of these defects are identified then the hammer should be disposed of.
- When using the hammer both gloves and safety glasses must be worn.

##### 16.3.2 Fitting the plywood

- Where it is necessary to attach plywood to the framework, nails will be used. The plywood will be measured and then cut to the required size and shape. The plywood will then be placed onto the frame and nailed into position.
- When cutting plywood, a dedicated cutting station with a cutting bench must be erected with appropriate exclusion zones.
- The use of on tool extraction must be used when cutting materials.
- Operatives to use Powercap Infinity powered respirator hood (FFP3 rated) for all cutting activities. If operatives wish to wear press to check FFP3 half mask respirator, operatives must be clean shaven with relevant FFT certificate. SNR 31 Ear Defenders/Plugs are required for all cutting activities. Any operatives in the immediate area must follow this SSOW.





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### **16.3.3 Installation**

- Once constructed, the shutters will then be positioned in accordance with the specification and adequately braced (diagonal supports) to secure them against any movement when the concrete is poured.
- The concrete is to be poured from an excavator fitted with suitable attachments.

### **16.3.4 Joints**

- Where it is detailed in the specification, joints will be installed in accordance with the required dimensions and using the appropriate materials (e.g. the correct dimension filler board).

## **16.4 Additional conditions**

### **16.4.1 Danger to operatives on site.**

- All personnel on site will be aware of the dangers of working close to heavy plant and with hot bituminous materials and will wear the appropriate PPE, i.e.: safety footwear, gloves (heat resistant), high visibility clothing, goggles and hard hats as required.
- Only competent trained persons will operate the plant and equipment required.
- Footplates/cover plates will be kept clean and clear of materials at all times.
- Operators of the machine will be reminded of the dangers of walking on metal surfaces and will be particularly cautious when the surfaces are wet.
- All personnel will be made aware of hot surfaces on the machine and will be wearing Heat Resistant gloves and footwear when appropriate.
- Personnel operating machinery will remain within isolated areas, clear of site traffic.
- All personnel must keep clear of moving parts, e.g.: augers, tampers and flight bars conveyor systems and rollers.
- When marshalling the lorry into position banksman must stand at the side of the plant and away from the direction of the vehicle.
- The driver of the plant will position according to relevant site line for a better all-round observation.
- Fire extinguishers will be kept on the machine at all times.
- Gas bottles for the plant will be kept in a safe place stored as per the requirements of the Dangerous Substances Regulations.

### **16.4.2 Danger to Pedestrians, Public and Children where applicable.**

- Ensure no pedestrians or unauthorised personnel enter the area around the plant or operations.
- Ensure adequate guarding and signage is in place prior to commencement of operations and continue to monitor during day.
- If unauthorised access is gained, end all operations promptly and report to supervisor/manager immediately to enable the situation to be handled affectively.

### **16.4.3 Working with vibrating plant/equipment**

- When using vibrating equipment, operatives will ensure that they have understood the relevant HAVS assessment for the plant to be used.
- The HAVS assessment will detail what the maximum amount of time that an operative can use a certain item of equipment before the exposure limits are reached.



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- In order to minimise the effects of vibration, operatives will ensure that they alternate the use of the vibrating equipment between themselves to make sure that no one individual is exposed to excessive levels of vibration.
- The HAVS assessment will also detail the appropriate PPE that must be worn when using the item of plant/equipment (e.g., heavy gloves, safety boots etc.) and also the correct operational procedures that should be followed (e.g. taking frequent breaks and not smoking as it affects blood circulation, increasing the risk of suffering from the effects of vibration etc.).

### **16.4.4 Construction dust**

Silica dust will be generated when working in construction, specifically respirable crystalline silica (RCS). This is a fine dust generated from materials like rock, sand, and concrete, and can pose serious health risks if inhaled. Prolonged exposure can lead to silicosis, a lung disease, and potentially increase the risk of lung cancer and other respiratory illnesses.

- Assessment of workload to determine those activities that may generate dust/Fume
- COSHH data sheets checked for those materials producing dust and fumes, any toxic material identified followed by an assessment to establish, who is exposed, what the exposure risk is and where the work shall be completed.
- Dust emissions to be minimised and/or contained to boundaries of the construction site, e.g. re-specifying work to eliminate or reduce dust hazards by either;
  - Dampening work before or during mixing and any sanding down of floor areas.
  - Dust suppression to be used on equipment where possible.
- All disposable dust masks to be FFP3 type (minimum)
- All operatives wearing or having the need to wear disposable masks must be face fit tested.





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Nature of Work	Formwork Installation				Ref No.	HHRAMS 59		Contract No.	HH592
Client/Address	Aldi/Projekt - Aldi Whitehaven, Preston Road, CA28					Review Date	Prior to work commencing, then in line with any significant changes.		
Contract Manager	Paul Handforth			Contact Number					
Site Manager				Contact Number					
Persons at Risk	Employed ✓		Other Workers ✓		Clients Employees ✓		Members of Public		Vulnerable Persons

Personal Protective Equipment (PPE) Required (Please ✓)								
							Other	Other
Hardhat BS EN 397	Hi-Vis BS EN 471-2	Footwear BS EN 345-1	Gloves BS EN 388	Glasses BS EN 166 A	Hearing BS EN 352-1	Respiratory EN149 FFP3		
<b>MANDATORY</b>	<b>MANDATORY</b>	<b>MANDATORY</b>						

## Likelihood

		Likelihood				
		not possible	remote	possible	probable	inevitable
<b>Severity</b>	superficial	1	2	3	4	5
	minor	2	4	6	8	10
	moderate	3	6	9	12	15
	major	4	8	12	16	20
	fatal	5	10	15	20	25

Low Risk	Tolerable Level
Medium Risk	Frequent Monitoring Required
High Risk	Unacceptable – Further Measures Required



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Hazards	Those at risk	Risk Rating before Controls		Control Measures	Risk Rating After Controls	
		Likelihood	Severity		Likelihood	Severity
<b>Manual Handling</b> of various equipment on site.	Those carrying out the work	5	4	<ul style="list-style-type: none"><li>Wherever possible mechanical equipment should be used to place the materials as close to the work area as possible to reduce the carrying distances</li><li>Where materials are lifted manually then this should be number with more than one person in order to reduce the weight of the load carried by each person</li><li>A good lifting technique should be adopted i.e. keep the back straight, bend the knees, take a firm grip and use the leg muscles to lift the load</li><li>Gloves should be worn at all times to protect the hands from splinters, cuts, and abrasions</li></ul>	1	4
		20			4	

<b>Vibration</b>  Operating Tools and Equipment which emits Vibration	Operator	5	4	<ul style="list-style-type: none"><li>A HAV assessment will be compiled for all Tools &amp; Equipment which produces Vibration levels above the EAV 2.5m/s2</li><li>Any person suffering from any affects related to HAVS must report this to their supervisor. That person will then be given tasks which do not involve the use of Vibrating Tools / Equipment</li><li>All workers must read the relevant HAV assessment for the Tool Equipment they are to use.</li><li>They must ensure that the ELV 5.0m/s2 is not exceeded within a 8hour period</li><li>The Site Supervisor will monitor exposure levels for each worker compile a daily record of exposure.</li><li>The Hands must be dry and warmed before using any vibrating Tools / Equipment, Gloves must be worn at all times in order to keep the Hands warm as this helps circulation.</li><li>Regular breaks must be taken in order to keep the Hands warm and to enable a good Blood circulation to be maintained.</li></ul>	2	4
		20			8	



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Noise	Those within the work area	5	4	<ul style="list-style-type: none"> <li>• Ear defenders must be worn by all those within the work area who are affected by the noise</li> <li>• The wearer must ensure that the defenders are inspected before use and that any damaged items are not worn</li> <li>• The defenders must also be fitted correctly to ensure adequate hearing protection is achieved</li> </ul>	2	4
		20			8	
Dust. Inhalation of hazardous airborne particles.	Operatives Others in immediate area	5	4	<ul style="list-style-type: none"> <li>• Ensure operatives are face fit tested and wearing appropriate R.P.E if dust cannot be controlled by other means.</li> <li>• Prevent dust from entering cabbed machines by closing windows/doors and using maintained HVAC system.</li> <li>• Dampen down ground where practicable, ensuring dust cannot be kicked up in initial instance.</li> </ul>	2	4
		20			8	
Working with a saw (cutting wood)	Those in the work area	3	4	<ul style="list-style-type: none"> <li>• Operatives should ensure that they check the saw over prior to use to ensure that it is free from any damages or defects that may compromise the safety of the device.</li> <li>• Operatives should ensure that they wear the correct PPE (safety boots, gloves, eye protection, dust masks etc.) when cutting operations are taking place.</li> <li>• If possible, cutting operations should be done in a segregated area to avoid exposing other operatives to the dangers of dust, noise and flying particles.</li> <li>• The HAVS assessment for the tool should have been read and understood beforehand so operatives know their maximum exposure limit.</li> </ul>	1	4
		12			4	



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Using the wrong type or damaged abrasive wheel	User and others within the area	4	5	<ul style="list-style-type: none"><li>Only trained persons should select and fit an abrasive wheel</li><li>The wheel must be appropriate for the material being cut</li><li>The wheel must be checked for damage, defect and contamination which if found the wheel should be destroyed and disposed of immediately</li><li>Once a wheel is fitted it should be run at full speed of the tool for 1 minute and then re-checked</li></ul>	2	5
		20			10	



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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