

RISK ASSESSMENT AND METHOD STATEMENT

Acoustic panel installation, First floor, Atlas House, 8 Chapel Lane, Stockport: open-plan office

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

Job details

Company	Hollins & Reed Interiors Ltd
Site and work area	First floor, Atlas House, 8 Chapel Lane, Stockport: open-plan office
Planned dates	12 to 14 October 2026
Customer	Atlas Software Ltd
In charge on site	Dan Hollins
Team	Two fitters: Dan Hollins leads and agrees each bay with the office manager; Priya Shah works with him.
Work	Acoustic panel installation
Prepared by	Dan Hollins
Signature	

Date

Work and boundaries

Fit acoustic wall panels. Areas: East wall of the open-plan office, Meeting room 2

Working arrangement

- Access: a podium.
- Working height: panels up to 2.7 m on a 3 m wall.
- Ground or floor: level, carpet tiles.
- Access will vary by area or time.
- The office stays open; we take one bay at a time behind a screen.

Emergency arrangements

Continuous siren; assemble at the front car park. First aider: site manager on reception, 0161 496 0000. Ambulances come in by the main gate.

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 Keep people clear of the work

Agree how people get past or around the work while it is going on. Put barriers or signs where a route crosses the work. Do not leave open work unattended.

3 Check for asbestos before you disturb anything

Ask for the asbestos survey or register before you start. Read what it says about the wall, ceiling and existing linings being drilled or disturbed. No survey, or a material you do not recognise: stop and get it checked.

4 Stop things falling on people below

Fence off the ground below the work so nobody walks under the panels and fixings. Use toe boards, brick guards or netting on platforms and lanyard tools where you can.

5 Set up access equipment

Use access equipment suited to the task and work area. Check the equipment before use. Keep the area below the work controlled.

6 Check the wall-panel system

Match the panels, backing, fixing kit and trims to the named system or project detail. Do not substitute a fixing because it is available.

7 Carry the acoustic panels safely

Plan the route, clear it, and carry long items upright with two people. Store materials close to the work so nobody carries further than they need to.

8 Check the wall and backing

Inspect the wall or backing where each fixing will go. Raise cracks, movement, damp or missing support before fitting panels.

9 Set up the wall work safely

Keep the route clear and stage panels close to the work. Use suitable stable access where a panel is fitted above ground level.

10 Fit the wall panels

Install each panel with the specified kit and check it is secure before moving on. Keep hands clear while a panel is being seated.

11 Inspect the finished wall

Check panels, fixings and edges before the work area is handed back. Record and correct any loose, damaged or misaligned panel.

12 Clear and hand back the area

Remove tools, waste and unused materials. Check the area is clean and ready to use. Tell the person in charge when the work is complete.

Risk assessment

Hazard	Who might be harmed and how	Controls in place	Further action
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.	None recorded.
People using the building or passing by walking into the work or over what it leaves Step 2	Occupants, visitors, members of the public and workers	Keep the barriers and signs up while the work is active. Give people a clear way round where their normal route is blocked.	None recorded.
Breathing asbestos fibres from old boards, sheets, sealants or insulation Step 3	The team and anyone in the building	Do not cut, drill or break any material until it is confirmed asbestos free. Licensed work is not for this method; hand it to a licensed contractor.	None recorded.
Panels and fixings falling onto people below Step 4	People below, including the public	Lower waste in bags or a chute, never throw it. Keep the exclusion zone up until the last item is down.	None recorded.
Falling from the access equipment; tools or materials falling from the platform Step 5	The person on the platform, if it is set up on soft or sloping ground and shifts under them. Anyone passing or working underneath.	Place access equipment on a firm, level surface. Keep tools and materials secure while working above ground.	None recorded.
A panel detaches because the wrong fixing or system part was used Step 6	The installation team and people nearby	Keep the manufacturer information with the work. Stop if the panel or fixing kit does not match the detail.	None recorded.

Hazard	Who might be harmed and how	Controls in place	Further action
Back and shoulder injury from carrying heavy or long items Step 7	Everyone handling materials	Use a trolley or sack truck on the flat. Never carry up a ladder; hand items up or hoist them.	None recorded.
The wall or fixing pulls out under the panel load Step 8	The installation team and people nearby	Use the fixing detail for the actual backing. Do not fix to an unconfirmed or damaged surface.	None recorded.
A worker falls or a panel is dropped while it is being carried or fitted Step 9	The installation team and people nearby	Use handling help for large panels. Keep the area below and around the work clear.	None recorded.
A panel falls or traps fingers during fitting Step 10	The installation team and people nearby	Keep the area below clear. Follow the system sequence and fixing checks.	None recorded.
A loose panel falls after the area is handed back Step 11	Building users and the installation team	Keep the work area controlled until the check is complete. Do not hide a defect with trim or sealant.	None recorded.
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.	None recorded.

Sources

HSE: Steps needed to manage risk

<https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm>

HSE: Process fire risks

<https://www.hse.gov.uk/construction/safetytopics/processfire.htm>

HSE: Protecting the public

<https://www.hse.gov.uk/construction/safetytopics/publicprotection.htm>

HSE: Asbestos, actions by job role

<https://www.hse.gov.uk/asbestos/introduction/actions.htm>

HSE: The duty to manage asbestos in buildings: Arrange an asbestos survey

<https://www.hse.gov.uk/asbestos/duty/arrange-asbestos-survey.htm>

HSE: Work at height

<https://www.hse.gov.uk/work-at-height/index.htm>

HSE: When and how to use a ladder at work

<https://www.hse.gov.uk/work-at-height/ladders/when-how-to-use-ladders-safely.htm>

Rockfon wall panel system

<https://www.rockfon.co.uk/products/rockfon-system-eclipse-wall/>

HSE: Manual handling in construction

<https://www.hse.gov.uk/construction/healthrisks/physical-ill-health-risks/manual-handling.htm>

Construction physical ill health risks: Manual handling

<https://www.hse.gov.uk/construction/healthrisks/physical-ill-health-risks/manual-handling.htm>

Introduction to working at height safely

<https://www.hse.gov.uk/work-at-height/introduction.htm>