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RISK ASSESSMENT AND METHOD STATEMENT

Suspended ceiling, Second floor offices, 14 Mill Street, Stockport

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

Job details

Company	Hollins & Reed Fitout Ltd
Site and work area	Second floor offices, 14 Mill Street, Stockport
Planned dates	12 to 14 October 2026
Customer	Mill Street Lettings Ltd
In charge on site	Dan Hollins
Team	Two fitters: Dan Hollins leads and sets out the grid; Priya Shah works with him.
Work	Suspended ceiling
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Ceiling tile/grid. Areas: Open-plan office; Corridor

Working arrangement

- Access: a podium.
- Working height: ceiling at about 2.7 m.
- Ground or floor: level, raised access floor.
- Other people will be using the area.
- Offices stay in use; we are released one room at a time.

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: Second floor offices, 14 Mill Street, 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 **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 **Inspect the void before you start**
Check the void, and any existing grid and hangers, before fixing to the soffit, removing a tile or changing a grid. Stop if the survey or site information does not cover the void.

4 **Find and isolate hidden services**
Find cables and pipes before you disturb anything: drawings, then a detector. Mark what you find. Not sure what is there? Turn the supply off, or do not start. Have cables and gas isolated by the right person and prove them dead before you start.

5 **Stop things falling on people below**
Keep people out of the area below the work so nobody walks under the materials and tools. Keep toe boards and guards in place on any platform, and lanyard tools where you can.

6 **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.

7 **Carry the materials and equipment 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.

8 **Control the dust from overhead drilling**
Drill the soffit with on-tool extraction that takes the dust as it is made. Wear a mask suited to the amount and type of dust.

9 **Fix and test the hangers**
Check the fixing suits this soffit and the load: the grid, the tiles and any insulation. Install every anchor to its maker's instructions, at the spacing the ceiling design gives. Pull test the fixings on any ceiling over 100 m², and keep the certificates.

10 **Hang and square the grid**
Hang the main beams and cross tees in the system's order. Check the grid is square before final levelling.

11 **Fit compatible tiles safely**
Lift each compatible tile through the opening and lower it into place. Cut border tiles face up with a sharp knife.

12 Keep loads off the grid

Keep lights, fittings and other loads on their own supports unless the approved system says otherwise. Keep people out below while overhead work is under way.

13 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.
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.
Contact with hidden services or asbestos-containing material in a crowded ceiling void Step 3	Ceiling installers and people below	Use the available survey and service information before opening the void. Stop and refer anything unknown before disturbing it.
Hitting a live cable or gas pipe causes shock, fire or gas escape Step 4	The person doing the work and everyone nearby	Check again wherever the work moves. If you hit something, stop, keep clear and report it.
Materials and tools falling onto people below Step 5	People below	Bring waste down by hand or in bags. Never throw it. Keep the exclusion zone up until the last item is down.
Falling from the access equipment; tools or materials falling from the platform Step 6	The person on the platform, if it is set up on an unsuitable surface 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.

Hazard	Who might be harmed and how	Controls in place
Back and shoulder injury from carrying heavy or long items Step 7	Everyone handling materials	Use a trolley or sack truck on the flat where the load suits one. Where the work is up a level, hand items up or hoist them. Never carry them up a ladder.
Silica dust from drilling concrete overhead falls on the driller Step 8	The person drilling and anyone below	Stop if the extraction stops. Keep people out from under the drilling.
A poor top fixing lets the ceiling come down on people below Step 9	Ceiling installers and everyone below the ceiling	Treat every top fixing as safety critical. Stop if the soffit, anchor or load is not known.
Grid movement or falling tiles caused by loose or out-of-square connections Step 10	Ceiling installers and people below	Use the specified hangers and connections. Keep the area below clear while the grid is assembled.
Tile fragments, cuts or a tile falling onto someone below Step 11	Ceiling installers and people below	Wear gloves and eye protection when cutting tiles. Keep the area below the work clear.
Grid failure or a falling fitting caused by an unapproved load Step 12	Everyone below the ceiling	Check the system and fitting support detail before loading the grid. Create an exclusion area below overhead work.
Debris, tools or unfinished work left in the area Step 13	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.