

Risk Assessment & Method Statement

Job Ref: WRK-1009 | 10/06/2026

CLIENT Northgate Logistics	SITE ADDRESS Doncaster Office - 46 Market PI, Doncaster	ASSESSMENT DATE 10/06/2026
JOB TITLE New Office IT Fit-Out	PRIMARY CONTACT Gary Mills	ASSESSOR Your Company Technical Team
ASSIGNED OPERATIVES TBC	DOCUMENT STATUS Rev 1 — For Approval	

⚠ This document must be read and signed by all operatives before work commences. All identified controls and safety measures are mandatory.

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1.1. WORK DESCRIPTION

New Office IT Fit-Out. Scoped, supplied and delivered by Your Company.

1.2. ACCESS & EGRESS

Arrival & Site Entry

Operatives will arrive at the Northgate Logistics office, park in designated visitor bays, and report to the main reception. All personnel will sign the visitor log and await collection by the site contact, Gary Mills, to undergo a site-specific induction before commencing any work.

Work Area Access

Access to the office work areas will be directly from the reception area. Operatives will use main corridors and walkways, keeping to one side and giving way to site staff. Tools and materials will be moved using designated routes agreed during the induction.

Emergency Egress

In an emergency, operatives will stop work immediately and exit the building via the nearest marked fire escape route. All personnel will proceed to the designated fire assembly point, as identified during the site induction, and await further instructions from the fire warden.

2.1. SITE-SPECIFIC HAZARDS

Occupied Office Environment

Work will be conducted in a live office with employees present. Controls include scheduling disruptive works out of hours where possible, using barriers and signage to demarcate work zones, and maintaining clear communication with the site contact to minimise disruption.

Interaction with Existing Services

Cabling installation will take place in proximity to existing live electrical and data services within walls and ceiling voids. Operatives will use cable detectors to trace and avoid existing services before any drilling or fixing. No interference with existing infrastructure is permitted without explicit instruction.

Slips, Trips and Falls

Trailing cables, tools, and materials create a trip hazard for office staff. All cables will be routed away from walkways or covered with cable matting. Work areas will be kept tidy, and tools stored securely when not in use.

2.2. TASK-SPECIFIC HAZARDS

Proximity to Existing Electrical Services

Works will be conducted in an office environment with existing live electrical circuits. All operatives will visually inspect work areas for power outlets and light fittings before starting.

Damage to Existing Services

There is a risk of damaging existing data or power cables when routing new cabling. Care will be taken to identify and avoid existing services during installation.

2.3. RISK ASSESSMENT REGISTER

ID	Risk Description	Category	Likelihood	Impact	Initial Risk	Mitigation Strategy	Residual Risk	Responsible
R001	Slips, trips, and falls from trailing cables, tools, or materials in the work area.	Housekeeping	Medium	Minor	Medium	Maintain good housekeeping at all times, keeping walkways clear. All waste materials and packaging to be removed to designated bins promptly.	Low	Site Lead
R002	Musculoskeletal injury from lifting and carrying equipment such as boxes of PCs or drums of cable.	Manual Handling	Medium	Minor	Medium	Assess all loads before lifting. Use correct kinetic lifting techniques. Employ team lifts for heavy or awkward items.	Low	Operative
R003	Cuts or other injuries from the use of hand tools and power tools (e.g., drills, cable cutters).	Use of Work Equipment	Low	Minor	Medium	Only competent personnel to use tools. Pre-use visual inspection of all equipment. Appropriate PPE (gloves, safety glasses) to be worn.	Low	Operative
R004	Falls from height while using step ladders to access ceiling voids or high-level cable routes.	Work at Height	Low	Major	Medium	Use of appropriate, inspected step ladders on level, firm ground. Maintain three points of contact. Users are competent and trained.	Low	Operative
R005	Electric shock from inadvertent contact with existing live electrical services during installation.	Electrical	Low	Major	Medium	Visual inspection for all known services. Assume all circuits are live. No intrusive work into building fabric without confirmation of service locations.	Low	Site Lead

LIKELIHOOD × IMPACT MATRIX

Risk levels above are scored using the following likelihood × impact matrix:

Likelihood \ Impact	Negligible	Minor	Moderate	Major	Catastrophic
Very Low	Low	Low	Low	Medium	High
Low	Low	Low	Medium	Medium	High
Medium	Low	Medium	Medium	High	High
High	Medium	Medium	High	High	Extreme
Very High	Medium	Medium	High	Extreme	Extreme

2.4. GENERAL SAFETY PRINCIPLES

Engineering Controls

Work will be planned to minimise intrusive activities, such as drilling, during peak office hours. The use of battery-powered tools will be prioritised to reduce trailing cables and associated trip hazards. Dust extraction attachments will be used where drilling is necessary to control the spread of dust.

Administrative Controls

This Method Statement and Risk Assessment will be briefed to all operatives before work begins. Daily start-of-work briefings will be held to discuss the day's tasks and any new hazards. Work areas will be clearly defined using signage and barriers to segregate the works from office staff.

Behavioural Controls

All operatives are empowered to stop work if they feel conditions are unsafe. A culture of 'dynamic risk assessment' is promoted, requiring team members to continually assess their environment. All site-specific rules and procedures, as defined during the induction, will be strictly followed.

3.1. PPE REQUIREMENTS

Mandatory PPE

- Safety Footwear - To protect against impact and puncture injuries.
- Hi-Vis Vest - To ensure visibility on a potentially multi-trade site.

Task-Specific PPE

- Safety Glasses - To be worn when drilling or carrying out overhead work.
- Protective Gloves - For manual handling and use of hand tools.

3.2. TOOLS, EQUIPMENT & MATERIALS

TOOLS & EQUIPMENT

Hand & Power Tools

- Cordless drill - For fixing containment and back boxes.
- Data termination tool - For punching down connections.
- Cable cutters and strippers - For cable preparation.

Test & Access Equipment

- Step Ladder - For safe access to work at low heights.
- Data cable tester - For verifying connectivity of new outlets.

MATERIALS

Cabling & Connectivity

- Structured Data Cable - For creating new network links.
- Data Modules & Faceplates - For terminating cables at the user end.
- Patch Panel - For terminating cables at the cabinet end.

Containment & Fixings

- PVC Trunking - To contain and protect surface-run cables.
- Back Boxes - For mounting faceplates.
- Assorted screws and fixings - For securing containment.

3.3. DETAILED WORK SEQUENCE

Work Area Preparation & Survey

The installation team will conduct a final walk-through of the office space with the site contact to confirm the final locations for all 40 data outlets. Cable routes from the central communications point will be verified. Protective dust sheets will be laid where necessary, and temporary safety signage will be erected to inform office staff of the ongoing work.

Containment & Cable Installation

Where required, surface-mount trunking will be measured, cut, and installed to route cables to the outlet positions. Back boxes for the data outlets will be securely fixed. Data cables will then be carefully pulled from the comms area to each of the 40 locations, ensuring that bend radii are not exceeded and cables are not snagged or damaged during the pull.

Termination & Labelling

At each outlet location, the cable will be terminated into the data module and fitted into a faceplate. In the communications area, the cables will be terminated onto a new patch panel. Each cable run will be clearly labelled at both the outlet and the patch panel for easy identification, following a logical numbering scheme agreed with the client.

Workstation Deployment

The 20 new desktop PCs will be unboxed and physically set up at their designated desk locations. Each PC will be connected to its monitor, keyboard, mouse, and a power source. A network patch lead will be used to connect each PC to its corresponding new data outlet.

Completion & Handover

Each PC will be powered on to confirm it boots to the standard Windows 11 operating system login screen. All work areas will be

thoroughly cleaned, removing all waste, off-cuts, and packaging. The completed installation will be demonstrated to the site contact, and a formal sign-off will be obtained.

PART 4 — SUPPORTING PROCEDURES

4.1. EMERGENCY PROCEDURES

Fire or Evacuation

Upon discovering a fire, activate the nearest alarm call point. Evacuate the building by the nearest signed emergency exit and report to the designated assembly point.

First Aid or Injury

Contact the designated site first aider in case of any injury. For serious incidents, call 999 and provide the site address: 46 Market Pl, Doncaster.

4.2. ENVIRONMENTAL CONSIDERATIONS

Waste Management

- All packaging, cable off-cuts, and general waste will be collected in designated site bins.
- Waste will be segregated for recycling where facilities are available.

Nuisance Prevention

- Work areas will be kept clean and tidy to minimise dust.
- Noise from power tools will be limited to agreed site working hours.

PART 5 — SSOW APPENDICES

Only applicable safe systems of work are included below.

5.1. GENERAL & CORE CONSTRUCTION

Working at Height

Equipment Selection and Inspection

Work at height for this project is anticipated to be low-level, primarily for accessing ceiling voids and running cables. The primary access equipment will be low-level hop-up platforms and step ladders. All equipment will be visually inspected by the user before each use to ensure it is in good condition, free from defects, and suitable for the task.

Safe System of Work

When using step ladders or platforms, operatives will ensure they are placed on firm, level ground. Users will maintain three points of contact where possible and will always avoid overreaching. Tools and materials will be passed up or carried in tool belts to keep hands free for climbing.

Exclusion Zones & Protection of Others

As the work is in an occupied office, a small exclusion zone will be established at the base of any access equipment using cones or signs. This prevents other site users from walking into the work area and protects them from the risk of dropped objects. Work will be paused if anyone enters the exclusion zone.

Manual Handling

Assessment of Tasks

All manual handling tasks are assessed to identify the safest method. Where possible, heavy items are broken down into smaller loads.

Control Measures

Team lifting procedures will be used for heavy items like boxes of PCs. All operatives are trained in correct kinetic lifting techniques.

Asbestos Awareness

Pre-Work Checks

The site asbestos register will be reviewed before any work that may disturb the building fabric. All operatives hold current asbestos awareness training.

Discovery Procedure

If any material suspected to contain asbestos is found, all work in the area will stop immediately. The site manager will be informed, and the area secured.

Noise & Vibration

Noise Sources

The main source of noise will be the intermittent use of cordless drills for fixings. This will be of short duration.

Exposure Control

All noisy works will be conducted within standard site hours. Hearing protection is available for operatives if required.

Lone Working

Risk Management

Lone working is not planned for this project. If circumstances require it, a specific risk assessment will be completed by the project manager.

Communication

Any operative working alone will maintain regular contact with a supervisor via mobile phone at pre-agreed intervals.

Permit to Work

Permit Compliance

All work will adhere to the site's permit-to-work system if one is in place. No activities requiring a formal permit are anticipated within this scope.

Permit Process

Should a permit be required, the Site Lead is responsible for obtaining it, briefing the team on its conditions, and ensuring compliance.

5.2. MECHANICAL, HVAC & PLUMBING

Fire System Impairment & Fire Stopping

System Isolation

To prevent false alarms from dust, arrangements will be made with the site manager to isolate fire detection systems in the immediate work area.

Reinstatement

All isolated systems will be fully reinstated at the end of each shift or upon completion of dusty works. Any penetrations of fire-rated walls will be sealed with appropriate fire stopping.

5.3. SPECIALIST & ENVIRONMENTAL

Safeguarding / Occupied Premises

Occupied Premises

Operatives will be mindful that the site may be occupied by client staff. All interactions will be professional and courteous, with disruption kept to a minimum.

Site Security

Tools and materials will be stored securely and not left unattended. Work areas will be kept tidy to prevent hazards to others.

Operative Sign-off

I have read and understood this Risk Assessment & Method Statement and agree to work in accordance with all identified controls and safety measures detailed herein.

NAME	ROLE	SIGNATURE	DATE