COMPANY HEALTH & SAFETY POLICY

May 2025 – May 2026 (revised May 2025)

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GENERAL POLICY STATEMENT

As an Employer under the Health and Safety at Work Act it is the Company's intention and the Director's duty to take all reasonable measures to ensure the health, safety, and welfare of all employees, sub-contractors, site visitors, delivery drivers, clients and the general public or any other third parties that may be effected by the work carried out by the Company.

The Directors of the Company will at all times ensure that there is good communication, support and working relations with the above mentioned parties in all aspects regarding health & safety issues.

One of the company's main objectives is to ensure that accidents are kept to an absolute minimum with all possible precautions taken. All employees must fully understand that this is a main priority of the company, that safety is taken as a serious matter and that it is their duty as an employee to ensure that this objective is maintained their full co-operation and support is expected at all times.

The Directors of the Company will maintain a policy of ensuring all personnel have the minimum of required safety training qualifications to carry out their work in a safe manner, with the main objective of ensuring that all personnel attend training courses and hold adequate qualifications for the type of work they carry out. Safety training needs must be observed and identified and incorporated into a periodical review of Health & Safety procedures.

Non-Compliance of health and safety needs will be regarded as a serious issue and dealt with as outlined under the heading "Disciplinary procedures" in the policy.

Financial provisions to fund the resources and commitments related to health and safety of all persons affected by the Company's work has been set aside by the Company Directors.

The Company has appointed the directors in charge of safety, as having particular responsibility for health safety and welfare and to whom reference should be made in the event of there being any difficulty arising out of the implementation of this policy.

The Company has engaged an Independent Health and Safety Consultants to assist in upholding this policy and provide advice and information on safety matters. Contact details are: Bill Rogerson Health & safety Consultants

The management adopts a friendly, welcome response to any queries or concerns regarding all aspects and issues regarding safety and no one should be afraid or concerned to raise any issues what so ever.

The policy is intended to comply with all statutes and regulations as are relevant, but in particular the Health at Safety at Work act 1974), Management of Health and Safety at Work Regulations (1999), Construction Design and Management Regulations (CDM), COSHH, Noise at Work, RIDDOR and European legislation on Work Equipment and Plant, Manual Handling & Lifting, Use of VDU Equipment and Personal Protective Equipment (PPE) together with all their subsequent revisions. Adaptations will from time to time be made to the policy to comply with new or revised legislation and the director in charge will authorise an annual review of the safety policy to formally incorporate changes in legislation and current thinking into a revised document.

The Health and Safety Executive receives the full co-operation of the company in the implementation of safety measures and any action recommended by their Officers would be acted upon.

It is intended that the safety policy is made freely available for reference by any employees and other parties as required, at all sites and workplaces.

Claire Wilkins – Director

24th May 2025

Health & Safety Policy produced and revised by Bill Rogerson Health & Safety Consultants Ltd.

UKA Solar Systems

Channel Way Business Park

Preston

PR2 2YA

0330 055 7569

info@ukasolarsystems.co.uk

www.ukasolarsystems.co.uk

Company Registration Number: 09123059

STAFF STRUCTURE AND LINES OF RESPONSIBILITY

SAFETY ORGANISATION PLAN

DIRECTOR IN CHARGE OF SAFETY

CONTRACTS MANAGER

ESTIMATOR/ SUPERVISOR(S) OFFICE SAFETY REP

INDEPENDENT SAFETY ADVISER

UKA Solar Systems Sites: Acoustic Installation Flooring installations UKAS SITE BASED FOREMEN, EMPLOYEES, SELF EMPLOYED Permanent Offices

MANAGEMENT RESPONSIBILITIES

The management's policy is to provide a safe working environment for its employees, sub contractors, other parties on site and clients, to minimise the risks and provide adequate protection to the general public. They must promote safe practices by their own attitude and example and continually review their working practices to seek improvement.

The Director in charge of safety is ultimately responsible for the implementation and resourcing of all matters concerning safety on site from tender stage to completion and in permanent company offices. He is responsible for drawing up an overall strategy for the wellbeing of all parties via this policy and associated documentation.

The Contracts Manager is responsible for the correct setting up and strategic assessment of safety matters on all sites and the day to day central availability of resources. He will appoint a Supervisor for each site (which may be himself), and in consultation with the Supervisor, select a permanent site based responsible person (Foreman or Chargehand) in charge.

The Director in Charge and Contracts Manager are jointly responsible for employee training, liaison, and consultation, safety information provision and for discipline in cases of unsafe work practices by employees. They must observe and be mindful of the overall welfare of employees and be aware of poor attitude, performance or attendance which may be a sign of ill-health or stress. They will draw up written procedures and a risk assessment relevant to the site and disseminate this information to the person on site and other parties.

Collectively, they are responsible for:

Ensuring that the company health and safety policy and procedures are carried out and safety meetings are held with supervisors, with any potential problems brought to their attention.

Ensuring that the client's safety rules and regulations are observed and a good relationship with the client is maintained at all times

Providing the means to adequately protect members of the public, visitors and delivery drivers at all company workplaces.

Notifying all statutory bodies of the existence of sites, using the correct forms and that proper site safety records are kept for all sites including CDM regulations, risk assessments and COSHH data sheets.

Providing adequate welfare facilities, safety and protective wear for all sites.

The company policy is to avoid "lone working", where possible, there should be at least two people on every job. Where lone working has to be carried out approval must be obtained from the Contracts Manager or Director first.

Estimators and Surveyors:

Persons responsible for measuring and costing work carried out by the Company are obliged to maintain safety standards. When preparing estimates they should make due provision for safety resources, both labour and equipment. They must consider any safety related conditions imposed by clients at tender stage and consult with the Director or Managers on such matters if necessary.

On site, Estimators and Surveyors must set a good example by their behaviour, act responsibly and not take actions that endanger themselves or others. If they spot any employees acting irresponsibly, or observe any unsafe condition this should be notified to the Contracts Manager or Foreman to rectify.

The Site Supervisor must satisfy himself that the site or sites in his charge are reasonably safe place(s) of work, implement the procedures on safety drawn up for the site and allocate the necessary labour and equipment resources to safely conduct the work. He must regularly liaise with the Contracts Manager or Director to ensure the continual safety of the site and remedy any shortcomings. He is responsible to:

Organise work under his control with the objective of minimising risks. He must be fully conversant with the Company's safety policy.

Be aware of site rules and regulations, and that everyone working there has access to the Company safety policy.

Provide adequate protection arrangements for all site visitors, delivery drivers, and the general public.

Carry out safety checks on the required basis for scaffolding, plant, equipment or check that a suitably trained person appointed by him has done it.

Arrange for the correct warning signs to be erected and maintained as he sees fit.

Arrange that the correct fire extinguishers and other safety equipment including adequate stocks of the correct PPE as defined in the method statement or contract documents are on site and regularly inspected.

Ensure that sufficient welfare facilities must be on site and maintained and to report back to the safety manager if this is not the case.

Find out and ensure only qualified operatives use plant, equipment and machines. Record all

accidents in the accident book and report them to the Contracts Manager.

Check that the site is kept in a clean and tidy state, with hazardous goods and materials correctly stored.

Maintain good communications with the client and/or the Client's representative. The Supervisor will normally act as a liaison officer on any residential sites or commercial sites that may affect the general public.

SITE BASED STAFF AND THEIR RESPONSIBILITIES

The person appointed by the Contracts Manager to run the site, referred to here as the Foreman, is responsible for the day to day running of the site and the implementation of all safety procedures communicated to him. He should consult the Manager or Supervisor if there are any doubts as to the safety of any persons on site.

The Foreman has the authority to instruct and carry out the following steps. **All site based operatives must be made aware by him that they are also fully and legally responsible to work in a safe manner and are expected to co-operate in the implementation of these steps**:
The overall maintenance of a safe-as-possible site in which no person takes unnecessary risks.

Read, understand the implement measures in the Company's Health and Safety Policy and all other assessments, posters and relevant information supplied to site and co- operation on the attendance and understanding of Company training initiatives

The incorporation of Safety instructions into routine orders e.g. "No Smoking" near flammable materials, Site Tidiness, the correct use of tools and handling of materials etc.

The distribution of plant, materials and resources such as PPE and the correct and responsible use thereof.

The Reporting of any defects of plant, equipment, material, storage vessels etc. and shortages of safety equipment via the Foreman to the Company management and ensuring a hazard does not develop from any of these situations.

The encouragement of operatives to check or ask if they are unsure of any process before embarking upon it - at possible personal risk.

The awareness of all personnel of the location of fire extinguishers and hoses, fire blankets, alarms, first aid kit (and who administers it), exits and telephones.

A co-ordinated, Foreman led effort to make new-to-the-site employees aware of potential site hazards and notify the managers of the need for their attendance at induction training.

Insisting staff report and seek medical attention for even minor injuries, cuts, allergic rashes and persistent skin disorders. Such occurrences may need to be entered in the accident book.

The disallowing of "horse play" or dangerous practical jokes and the reprimand of those who consistently fail to consider their own safety or that of others around them.

The maintenance of all Company sites as alcohol and drug free, and the reporting of offenders.

The Foreman has the full authority of the Company, to take whatever reasonable steps are considered to be necessary, however unpopular, to ensure the safety of all personnel. The law makes all employees personally responsible for their own safety and that of others and they should therefore be ever vigilant at all times.

Section B – General Arrangements

NEW EMPLOYEES SUBCONTRACTORS AND VISITORS

New Employees:

Directors, Managers and Foremen shall co-ordinate to explain to new employees, whether they are directly employed or a “labour only” operatives:

Their responsibilities and lines of communication.

How to use the Safety policy (at least the relevant section on office or site based employees should be studied by them in detail).

The presence of any potential hazards in their workplace, be it office or site. Accident

procedures, First Aid locations, Fire procedures and welfare locations.

The correct way to use any PPE issued to them, with emphasis on their responsibility to look after it.

The New Employee should be asked their age (regulations cover procedures for employees under 18), details of previous experience any illnesses/ disabilities which may affect safe working. Consideration should be given to these when allocating tasks. Site based operatives are strongly advised to obtain a pair of Steel toe capped boots.

Sub-Contractors

The Company rarely uses specialist sub-contractors, but on the occasions they do, the Director or Contracts Manager are responsible for the vetting, checking and selecting suitable sub-contractors.

The Company requires its sub-contractors, be they sole traders or Companies themselves to behave responsibly and within the remit of this policy. They must have on site all necessary resources, tools and protection (especially hard hats) to safely carry out work. Their willingness to submit work method statements in accordance with CDM regulations and COSHH style material assessments should be taken into account.

Visitors to sites or workplaces

Persons visiting places where the Company is operating have a duty in law to themselves and others to act safely and responsibly at all times. This Policy can provide guidelines if required. They should be encouraged to ask a Company representative if they have any queries.

The Company will require any person who consistently disregards the forgoing to leave the site in the interests of both parties by the senior member of staff present.

PERSONS UNDER EIGHTEEN YEARS OLD

It is Company policy to avoid employing persons under school leaving age, other than for limited work experience in office situations.

The law requires that persons between the ages of 17 and 18 cannot carry out certain types of hazardous work, e.g. driving a fork lift truck, operating heavy machinery or bear onerous responsibility.

External advice should be sought if there is any doubt over which operations may or may not be carried out by young persons.

Young persons are not allowed to be left alone in the workplace.

HEALTH SURVEILLANCE

The work practices in which the Company is involved are not considered especially hazardous, but the Director, Managers and Foremen will from time to time check, and be alert to any deterioration in employees' health. As an example, alcohol abuse and stress in employees becomes a Company issue if the employee becomes increasingly unable to safely do their job.

Operatives engaged in regular or prolonged periods of solvent based spray painting are at some risk of illness and should visit an occupational health specialist for tests to monitor their health and ensure there is no accumulation of toxins in the body relating to this operation

Procedural risk assessments carried out by management at commencement of works will review the possible effects of processes on employee's health.

Employees are expected to be responsible for their own health and are encouraged to seek assistance if there is a deterioration in their health, especially if this is work related e.g. handling materials or using computers.

CONSULTATION WITH EMPLOYEES

Under the Health and Safety act, the Company must open up channels of communication with all levels of employees to allow feedback on health and safety matters.

The modus operandi of the Company is fairly static and significant changes are rare. These would be notified to employees via a memorandum and reaction and feedback encouraged at the time. Minor changes made at a particular workplace are notified by the foremen who should report any feedback to the Contracts Manager and Directors. A similar channel would be available to office staff through the appointed representative. Feedback from employees is encouraged at the end of each tool box talk. Any suggestions received via these routes should be considered on its merits and any resulting positive action acknowledged to the originator.

HEALTH & SAFETY IN OFFICES AND FIXED PREMISES

The Senior Director is responsible for creating a safe and healthy environment permanent offices itself. By delegation of these duties to others, or directly, he must:

1. Draw up a series of office rules and draw the attention of all staff to their existence.
2. Create and review a suitable fire and emergency plan as stated on page 11.
3. Provide suitable, ergonomically adjustable workstations with adequate surrounding space to enable employees to work in relative comfort.
4. Purchase and ensure the maintenance of office equipment; see that it is fit for purpose and safe and reasonably comfortable to use.
5. Provide reasonable welfare arrangements, toilets and washing facilities which must be externally ventilated and sufficient hygiene resources, an area to make hot drinks and a clean supply of drinking water.
6. Provide adequate lighting, natural if possible and sufficient heating and ventilation to maintain the ambient temperature at around 16 deg C.

The Directors must, when setting up or reviewing office premises, ensure that:

1. Buildings and their contents, including heating and ventilation systems remain reasonably clean and in good repair.

2. Floors, corridors and stairs (especially fire exits) are well lit, free of trip hazards, trailing cables or obstructions.

3. There is no danger of falling objects e.g. unsafe or overloaded shelving. 4. Power points do not become overloaded with excessive adapters.

5. Welfare facilities are kept clean and be easily accessible to all office employees including those with disabilities.
6. All fire-fighting equipment, escape routes, signs must be maintained at all times.
7. The office first aid kit or box has the legal amount of first aid and its content are replaced as they are used and within their "use by" date.
8. The accident book is properly filled in should there be an accident.
9. They are made aware of any matters that may affect the welfare of occupants.

Premises and facility users must act in a correct and safe way, be aware of emergency procedures and report deficiencies. Employees who abuse the facilities or act without regard for their own or other's safety will be subject to disciplinary procedures. Computer and VDU screen Users

Regular screen and keyboard users should undergo periodic training and assessment to ensure they adopt correct posture and practise. They must be provided with periodic eye tests. The Directors are responsible for overseeing these procedures.

A person who uses computers etc. for more than 50% of their time every week are considered regular users. Occasional users are encouraged to adopt good practice.

VDU screens must be adjustable for height and angle, free of stray reflections, show clear characters and have variable screen controls. VDU users should have a comfortable working position, and be allowed breaks as required. They should report instances of headaches, eye strain, back, wrist, arm or upper limb problems.

FIRE SAFETY AND PROCEDURES FOR OFFICES AND SITES. The Fire Safety Order is in force from 1 October 2006, and this will require the company to assess in full all aspects of fire safety. Not only is the company now responsible for its employees, but they must assess how an emergency will affect visitors, unconnected persons in the same or adjoining buildings, and the welfare of any emergency service personnel who would attend.

The responsibility for providing emergency infrastructure resources is as defined above. The directors must then appoint a responsible person who is charged with undertaking a full fire and emergency risk assessment, instigating improvements and monitoring that the precautions in place remain effective. A person should be appointed to cover each permanent workplace. The directors will be responsible for ensuring the improvements are resourced and put in place.

Fire precautions and an evacuation plan are considered part of the Company's overall risk assessment. For permanent offices, the Directors and responsible person will oversee the drawing up of suitable emergency plans and ensure these are periodically reviewed.

1. All persons must be aware of the evacuation plan and know their appropriate muster point outside the premises.
2. There must be adequate and appropriate means to detect a fire and give warning e.g. manually operated alarms, smoke alarms etc.
3. Signs denoting adequate fire escape routes, and fire-fighting equipment must be maintained. These routes must be kept clear at all times

4. There should be access for emergency vehicles, suitable water supplies and a log of any extraordinary risks that may need to be notified to the emergency services.
5. Employees and visitors must be aware of the means of raising the alarm and of the fire escape routes and any danger areas.
6. Internal fire doors must be closed at all times and be free of obstructions.
7. Ensure that rubbish is disposed of in the correct waste containers and not allowed to accumulate elsewhere causing a fire hazard or obstruction. Waste containers must be kept in their designated areas and cleaned on a regular basis.
8. Areas where site materials are stored are at particular risk if these materials are harmful,

toxic or inflammable. Their hazard labels should be clearly visible and fire extinguishers of the correct type installed and labelled. The area should be designated “No smoking”.

PROCEDURES FOR STARTING UP A NEW SITE

The Construction (Design and Management) Regulations 2015 and its subsequent revision require Contractors involved in a site to provide information which might affect the health and safety of any person who has any connection with the project. The Company generally acts as a sub-contractor and must provide this information to the Principal Contractor and is responsible for the enforcement of any of the recommendations included in the statement.

On receipt of an initial enquiry or invitation to tender, the Contracts Manager will assess the scope of works commercially and, as far as possible, from a health and safety point of view. Information such as type of access, nature of welfare facilities, hazards from other trades or activities which may affect its own operations will be requested.

For non-notifiable, short term or small value contracts, the Company will provide either, a brief written description and risk assessment of their works, possibly embodied in a tender or confirm agreement to proceed in accordance with the Client's works description.

When the Company is a subcontractor on a notifiable project, a bespoke written method statement, including a material assessment as per the COSHH regulations will be provided detailing what risk reduction procedures will be in force for each of the operations it conducts. A copy of the Safety Policy will be provided with the aforementioned statements.

Very occasionally, the Company may be appointed as Principal Contractor on a project. In this instance it must provide the Client's Planning Supervisor and Designer with a comprehensive Health and Safety plan as required by the regulations, including the following subjects:

- Fire and emergency procedures
- First Aid equipment and the naming of the appointed person
- Site layout, including fencing and protection
- Site accommodation, welfare and storage facilities
- The provision of power, sources and cable routing
- Disposal of Rubbish
- Site traffic arrangements

A similar plan would be requested from any Company employed Sub-Contractors

The Company Directors are responsible for informing the HSE of details of the site where notification requirements are met or exceeded. The criteria for notification may be found on page 4 of the HSE publication; "Health and Safety in Construction" ref: HS(G)150, using form F10, which is down loadable from the HSE website – www.hse.gov.uk

Prior to commencement of works on a new site, the Company management must impart to the selected foremen all the above documentation, safety equipment and other resources required to carry out the works safely. Emphasis should be placed on any potential hazards either observed on site or notified by others.

RISK ASSESSMENTS

The Contracts Manager is responsible for preparing the risk assessment for the new works. The following procedure will be adopted to carry out this task:

Identify all the hazards faced by WRR's own operatives and any that may affect others. These may be generic, i.e. related to the types of routine work that the Company conducts, or job specific i.e. as a result of the site itself, its location (including height, confined spaces etc.), geography, other trades, public access or that unusual procedures are being carried out that generate specific hazards.

Consider the hazards faced by operatives, or other unconnected persons, whether the operation generates harmful substances (e.g. dust) or other hazards (e.g. spray drift, welding arc, Weil's disease near water).

Deduce all the risks that result from the above hazards, both to site personnel and others. Calculate just how serious the risks are in terms of the number of people affected, the severity of the risk and the length of time exposure is anticipated.

Identify the control measures needed to reduce these risks to as low a factor as is reasonably possible. This should start with considering if a process is needed at all or can it be done in a different way or place. When risks cannot be any further reduced by this exercise, local protection measures such as PPE, screening or exclusion should be recorded and resourced. For instance, is specialist assistance required (e.g. hoist fitters, slingers, traffic control), or specialist training needed for a particular item of plant, or process.

Once the risk assessment has been prepared, the Contracts Manager in liaison with the Foreman should periodically review and obtain feedback from others on the effectiveness of the assessment.

With information from the feedback, he must revise the control measures if deemed necessary to reduce, or further reduce the hazards and associated risks arising from the work.

SAFETY INFORMATION - TRAINING AND EXTERNAL ADVICE

It is the stated objective of the Company to gather and keep pace with the most up to date safety procedures and legislation, to process the resulting information into an understandable format for distribution to its employees, using external advice sources at it sees fit.

Training and Safety Familiarisation

The intent is to provide employees with a level of training on safety matters relevant to their skills, tasks and position within the company. The Safety Director must take reasonable steps to keep abreast of developments in safety thinking from literature, HSE news sheets etc., from the safety adviser and from external training courses. Any relevant developments should be communicated to middle managers and site foremen.

The Safety Director and Contracts Manager are jointly responsible for arranging training seminars from time to time to remind and instruct Supervisors and Foreman on safety matters. A memorandum on its content may be issued for the Site Foreman and Supervisors to communicate to all site employees.

Deliberate attempts should be made by the Foremen and Managers to alert employees to risk assessment, literature and posters on site. Similarly Safety awareness must also extend to staff in Company Offices. Information posters must be displayed and staff made aware of their responsibilities.

Specific training courses must be arranged by the Directors to cover matters such as Abrasive Wheel Usage, Material Handling and First Aid so that employees are trained to deal with situations they may encounter.

New employees must be given a basic training in safety matters by the Foreman or Supervisor prior to commencement of works (See relevant section).

External Sources of Information

The company engages a Safety adviser to perform tasks in support of its commitment to Health and Safety, in particular the following:

To monitor and update its Safety Policy and other Company data sheets and obtain relevant Health and Safety literature for reference.

To provide general advice as required or research and assess a more specific, less familiar hazard or required safety procedure.

To carry out safety audits on sites or workplaces both as a general assessment and report on any matters which affect any person's welfare.

To assist as requested in employee training, client liaison, preparing risk assessments or method statements and the monitoring and assisting of company employed Sub Contractors.

DISCIPLINARY PROCEDURES

The company prefers to eliminate dangerous working practices by establishing a safety ethos through example and training. However it should be clear to all employees of the company that flagrant or careless disregard to correct safety procedures will not be tolerated.

The Company Directors administer the Disciplinary procedure and must themselves set a good example. They should thoroughly investigate any breaches of discipline and, along with Contract Manager and Foreman, watch for hazardous behaviour or examples of disregard for procedure.

Investigation of alleged breaches of safety is ultimately the responsibility of the Managing Director but instigation thereof may be made by any member of staff in authority. The person against whom allegations are made should receive a fair hearing and staff should be prepared to review any safety procedures to ensure they are adequate, e.g. was sufficient PPE on site at the time? If the individual concerned is considered to have broken safety guidelines then appropriate action must be taken.

- An informal verbal reminder is sufficient for minor indiscretions.
- A sterner, possibly formal, verbal warning is appropriate for a careless or slightly less minor breach.
- A written warning should be given for overtly negligent, potentially hazardous or persistent breaches of procedure.
- The Directors should dismiss any employee found guilty of a major breach of safety procedure which had or could have caused injury or worse, or has received two written warnings.

The law requires that the above procedures are stringently followed in the event of a breach of safety discipline.

SITE LAYOUT, WELFARE AND EMERGENCY PLANNING

Preliminary arrangements

The Contracts Manager should examine the project specification, and ensure there are areas suitable for welfare facilities, material storage, delivery areas, access, plant operating and storage supplied by the main contractor. The following should then be considered so that a workable site plan and method statement to be drawn up:

The Company must provide a safe system of work, a safe working environment and safe access/ egress for the duration.

There must be safe access, scaffolding etc and all plant and equipment must be in good working order.

There must be a safe method of handling, storage and transportation of materials, including a safe vehicle delivery area and suitable means of waste disposal.

Adequate site safety information must be given to operatives including training and instruction on the use of plant and equipment.

Protection of the public likely to be effected by work activities must be taken into consideration at all times

Temporary accommodation on site, whether the Company's responsibility or not must meet the requirements of HSE Construction Information Sheet 18.

Suitable fire extinguishers should be available. Units capable of putting out conventional, electrical and material fires should be selected.

A First Aid Kit, Canteen, Drying and Toilet and Washing facilities and documentation as described below should be fully available.

There must be a phone on site, either a land line or mobile phones provided the site is in a good reception area.

Deficiencies in facilities, whether the Company's or a Main Contractor's should be reported and noted immediately.

Safety Documentation and Warning Signs

UKA Solar Systems should have displayed, or have access to, the following at all sites and workplaces:

"Health and Safety Law" poster (issued by HSE).

Company Certificate of Liability Insurance.

“Tear out” style Accident Book which complies with the Data Protection Act Copy of the Safety Policy.

An appropriate register of inspection for any forms of access under its control.

The incorporation of safety posters and warning signs should be considered at the planning stage as part of the overall risk assessment. They should be selected on the basis of relevance to the perceived hazard. Ideas can be gleaned from the current "ROSPA" or any commercial catalogue from specialist suppliers. Foremen are asked to return posters etc. to the office at the conclusion of contracts.

FIRST AID

Management must ensure that every work area meets the recommended first aid requirements. These requirements will differ between work locations due to the varying type of works carried out and the number of personnel at that particular work location.

Each work location, including offices, must have an “appointed person” capable of handling an accident and dealing with a situation where a person has incurred a serious injury or illness.

All work locations should have a first aid box or kit meeting the legal requirements for that particular work location. The first aid box or kit must be checked on a regular basis by the appointed person to ensure it has the right contents and none of the contents have expired.

All first aid boxes or kits must be clearly accessible along with the appropriate signage. All accidents and first aid cases must be logged in an accident book and reported to a manager. First aid on site is dependent on the position of the company on site. On most sites it will be the responsibility of the main contractor to provide first aid support/facilities. However where the responsibility of supplying a trained person rests with UKA Solar Systems, then a person trained at least to appointed person status is to be present on the site.

PROTECTION & WELFARE OF THE PUBLIC AND OTHERS ON SITE

Members of the public and others not generally familiar with the hazards of a site are at risk when near to construction work. Account must be taken of the needs of children, people with prams, the elderly and disabled.

The following is a brief checklist for the establishing and maintaining of protective safety steps, whether implemented by UKA Solar Systems staff, or by the Main Contractor.

Isolate work areas in premises which are shared with the public, using properly connected

Heras style fencing, Monarflex etc. Close any access points when these areas are unattended.

Falling materials: Protect scaffold with brickguards or netting (the latter being suitable only for light materials) and scaffold fans. Consider plastic sheeting and boards in work areas.

Ensure hazardous materials are kept locked away from unconnected personnel.

Position gin wheels and other hoists away from public access points.

Keeping working platforms tidy and free of dust and debris, which may fall or blow off.

Ensure Company authorised visitors are directed to report to the Site Foreman. Visitors not familiar with sites must be provided with safety helmets and accompanied at all times.

Use dust chutes and covers over skips to control waste.

If work is in occupied premises or near schools, a verbal and written liaison system should be introduced.

Avoid tripping hazards or storing materials in access paths.

Management should help establish a checking procedure for Foremen to implicate at the end of the day, or even for breaks, considering locking doors, gates and windows, securing or immobilising plant, locking away materials and equipment and generally tidying up.

ACCIDENT REPORTING AND RECORDING PROCEDURE

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) apply. All employees should be aware that these regulations require the reporting of dangerous occurrences irrespective of injury. The following procedures should be adopted.

1. Each site and permanent office must have a copy of the page-per-incident Accident Book, either under Company control, or that of the main contractor.

2. Where injury occurs to an employee or subcontractor, or if there is a dangerous occurrence such as a structural collapse, fire, explosion, acts of violence to or by site or office personnel or incident which may threaten life and health, the details must be entered in the book.

3. On site, the Foreman should notify the office of the entry.

4. The person in the office who has been so notified should check the blue "RIDDOR 2013" booklet to see if the incident is "notifiable" or "dangerous".

5. If the injury is notifiable, the Contracts Manager will send an Incident report form F2508 to the RIDDOR Report Centre as soon as possible, but no later than 10 days after the incident.

6. If an individual becomes ill as a result of work, the Contracts Manager must be informed, and the H.S.E. contacted immediately, via form F2508"A".

7. A fatal or major injury, or a dangerous occurrence as defined in the above regulations must be notified to the H.S.E. immediately by telephone, then followed up as above.

8. The Site Foreman must take immediate steps (but with regard to his and others' safety) to ensure no repetition of the incident and no-one is at risk from its consequences.

Irrespective of HSE action, a notifiable incident must be investigated by the Contract Manager

or other appointed safety adviser and a report detailing remedial steps compiled. Recommendations arising from the report should be reviewed by senior management and implemented as soon as possible. Insurers should be informed via a standard Incident form.

All incidents should be noted and statistics kept for record purposes.

On conclusion of the contract, the accident forms must be returned to the office and remain on file with contract documents for a minimum of 3 years.

A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regs 2013 (RIDDOR) and Forms F2508 and F2508A are available in the office.

All accidents should be reported to the HSE's Incident Contact Centre as follows:

Incident contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

Tel: 0845 300 9923 Fax: 0845 300 9924 e-mail: riddor@natbrit.com

Section C – Specific Safety Hazards

This section covers the most common hazards encountered by the workforce and others involved in operations traditionally carried out by the Company. On exceptional occasions, unusual working conditions are encountered or processes not defined below are carried out. Examples are: work in confined spaces, on public highways, below ground, involving asbestos, mobile plant, cranes work near water or other specialist operation.

In such cases, a process specific method statement and risk assessment is drawn up by the Contracts Manager assisted if necessary by the Safety Adviser and issued prior to any works commencing. Operations would be reviewed from a safety angle at appropriate intervals as is the norm.

MANUAL HANDLING AND LIFTING

Thirty percent of all reported accidents (and probably more unreported) occur as a result of incorrect manual handling and lifting.

The likelihood that operatives will be engaged in the lifting and manoeuvring of any heavy or awkward objects should be considered at the pre-contract stage and control measures highlighted in the risk assessment by the Contracts Manager.

The Manual Handling Operations Regulations 1992 govern the way employees should be expected to lift and move materials. These regulations state that "a person shall not be employed to move any load so heavy as to be likely to cause him injury".

Emphasis should be given to eliminating manual handling if possible. The Contracts Manager should consider mechanical means of lifting, for instance installing a goods hoist to reach the roof or high levels, or using a telehandler, especially if there is a considerable amount of material such as coating product.

The following points should be borne in mind:

1. Suitable gloves and footwear should be worn as appropriate.
2. Operatives should lift loads with a straight back; do not bend from the hips to pick loads up.
3. Site Foremen should ensure that sufficient labour is assigned to heavy lifting tasks, such as unloading, filling skips etc. and rectify shortages.
4. Watch for sharp edges on metal handles and cans, especially damaged ones.
5. Management and the Foreman should obtain suitable lifting equipment (e.g. gin wheel, pallet truck, slings etc) in advance of their being required. Employees then have a specific duty in law to properly use the equipment provided. Even a wheelbarrow or sackbarrow is a positive aid to handling heavy materials or plant.
6. There is a general duty under the Regulations for suppliers to provide materials in units of 25 kg or less and the Company is entitled to query supply of goods in larger units with the supplier.
7. If hoists are being used, consult pages 46 of Health and Safety in Construction HS(G) 150

   for further information.
8. Remember - if the load is too heavy or awkward persons should ask for help.

The general principles of lifting techniques are communicated to all operatives via a regime of tool box talks and a Company issue poster on the subject displayed in canteen or other suitable area at all workplaces.

NOISE

Control of noise on sites is a requirement mainly of the Control of Noise at Work Regulations (2005). The onus is on both employers to control noise and on employees to protect themselves from the cumulative, irreversible handicap of deafness brought on by continuous loud noise. As a rule of thumb, if a person engaged in a noisy operation cannot talk to someone 2m away without having to shout to be understood, then protective measures must be taken.

Contracts Managers should consider the level of risk posed by the generation of noise as part of the overall site hazard assessment, ideally prior to works commencing. This assessment should be ongoing to take into

account any changes in noise levels as work proceeds, both by the Contracts Manager and Safety Adviser as part of routine Audits.

The current regulations require that the matter is addressed in the following order: 1. Eliminate

the noise altogether

2. Remove the source of noise from the environment, or relocate persons away from it. 3. Protect

persons against extensive exposure to noise.

There is a requirement to take specific action if a person is exposed to a regular level of noise between 80dB – 85dB, or exposure to a peak sound pressure of 135dB. Exposure to levels of noise in excess of 87dB must not be exceeded.

As a guide a busy office would be 55dB, Scaffold dismantling at 10m, 80dB, unsilenced pneumatic breaker at lm (130dB - also the threshold of pain). 0 dB represents the threshold of hearing.

Using a pneumatic breaker and similar tools typically generate noise well in excess of 87dB. Site staff must watch for operations carried out by others on site, which become noisy and take steps to protect themselves accordingly. If there is doubt or query about the extent of noise levels, then specialist advice should be sought.

If noise is deemed to be in excess of 85dB, operatives should wear ear defenders or at least, close fitting ear plugs. For noise levels in excess of 87dB, ear defenders are compulsory and all possible steps must be taken to reduce noise levels as far as reasonably practical. Exposure to noise should be defrayed where possible by rotating operatives engaged in breaking out and suchlike. Plant should be fitted with silencers, mufflers etc. and special consideration given to noise when in confined spaces, near the general public, at night or near Hospitals.

Personnel must watch for the following symptoms in themselves and others, which may signify excessive noise levels and hearing impairment: noise or ringing in the ear, trouble hearing speech or TV/radio at average volumes, difficulty hearing high or soft sounds (e.g. a watch ticking). If they experience these problems they should seek medical advice.

PERSONAL PROTECTIVE EQUIPMENT AND SAFETY HELMETS

The European regulations on PPE put onus equally on to employers to assess and provide PPE and on operatives to wear and look after it.

The Supervisor is responsible for supplying to site sufficient PPE (including hard hats for visitors) for site staff to work in safety. The site Foreman must ensure as far as reasonably possible that PPE is issued, used correctly and looked after. All operatives must properly wear the protection supplied in accordance with written rules and signs. They must take reasonable care of it and report loss or obvious defect. Sub-contractors are required to supply PPE and comply in all
respects with regulations and site notices.

The basic range of PPE provided by the Company to protect against the harmful effect of substances is as follows, although further protection would be needed for more hazardous operations, e.g. grit blasting:

Eyes/face: Hazard: low level impact (dust) and small volume chemical splash,

Protection: Clear Acetate visors with headband/browguard or Direct vent Goggles with clear polycarbonate lens to B52092.

Mouth (respiratory): Hazard: Dust, Spray mist & some fumes.

Protection: Respirators - NSE approved, to EN149 Pts 1&2 and EN405.Effective against fine dusts, spray and organic vapour respectively.

Other Procedures: Supply adequate fresh air/ ventilation (against fumes). Restrict or substitute solvent based products.

Hands: Hazard: dusts, chemical contamination, cuts or abrasion.

Protection: Lined abrasion, puncture or chemical resistant gloves .Rigger cloth gloves. Other

Procedures: Substitution of harsh chemical products. Barrier cream.

General skin and body: Hard hats to B55240, Ear defenders to BS EN352, parts 1 (over 90d8) and 2 (over 85dB). Waterproofs where needed, suitable gloves, Wet work barrier cream. During high volume grit blasting, positive pressure equipment as below. PVC or similar long sleeved jacket/trousers and gloves. The Company strongly advises all employees to purchase and wear steel toed safety boots on site.

Safety Helmets

Whilst the use of other PPE is subject to assessment, the wearing of safety helmets is compulsory in designated areas and enforceable in law. Foreman must be fully aware of hard hat areas designated by the company or main contractor and enforce the wearing of helmets, particularly by example. Employees will be subject to disciplinary action and non- employees asked to leave site if they refuse or forget to comply.

Paints, solvents, cleaning agents or non-approved stickers must not be applied to helmets. They must be kept out of hot areas (e.g. car rear windows) and replaced if badly scratched, cracked or over 2 years old. There are no common, valid medical reasons for not wearing a helmet.

STORAGE, TRANSPORTATION AND USE OF FLAMMABLE AND CORROSIVE SUBSTANCES

The safe handling of and exposure to materials is subject to several regulations but mainly the Control of Substances Hazardous to Health (COSHH) Regulations and its subsequent updates. This requires the Company to assess the level of risk associated with handling of products used and substances generated (e.g. Dust) and inform all persons involved of their nature.

The assessment and procedures involved should be issued separately as a risk assessment by the Supervisor on each project, drawing specific attention to the need for areas special care. However, all substances, even those safe enough to not require classification under COSHH carry a minimal risk. Handling procedures and use of correct PPE should always be observed.

The principal hazards which may arise are as follows:

- Contamination of eyes or skin by coatings, dust or particles.
- Harmful effects caused by inhalation of dust or vapours produced.
- Toxic effect resulting from oral ingestion or skin absorption.
- Fire or explosion caused by smoking or improper use or storage of certain flammable or volatile materials e.g. petrol.

Storage of materials

Storage and use of flammable or corrosive products must comply with the relevant legal requirements. The main products used that will come under this category used by the company will be solvents, cleaners and resin based paints.

If gas cylinders are to be used they must be stored in a caged area or steel container with warning signs.

Fire extinguishers should be in clearly marked areas close by.

Solvents, petrol or diesel, corrosive and resin based products must be kept in a secure, preferably ventilated storage compound, clearly marked with the necessary signage.

All other materials should be securely stored to when not required to prevent unauthorised interference and keep sites tidy.

Petrol and diesel should be stored in correct cans with a fluid tight top and pourer, not a pre-used container.

Materials in transit must be secured or wedged so as not to roll about in transit. All vehicles must have adequate ventilation

Safe handling of materials

All persons involved in handling materials must observe the following at all times: Wear the

correct PPE as described in the Personal Protective Equipment section.

Read all handling and safety literature printed on or accompanying the material to be used.

Liquid resin or aqueous based compounds and paints vary in flash point (sometimes below 23 deg C), toxicity and other hazardous aspects. Cementitious based powders are deemed to be relatively low risk materials but are silicon based and can cause irritation and allergies. They may also pose a fine dust hazard, e.g. when mixing and should not be inhaled or allowed on the skin.

Strict attention should be paid to cleanliness. Tools, mixers and workwear must be kept clean. In the working area, used bags and containers should be cleared away to a skip or as directed and the working method should not generate excess hazardous waste. Do not screw lids tight on to empty solvent cans as vapour may build up and the can may explode.

Never eat or drink near materials or before washing hands after using them. Any deficiencies in the toilet/washroom areas should be notified or rectified immediately.

Wash all splashes of resins, solvents, dust and paints off the skin immediately with soap and water or a resin removing cream. Dry hands and skin with paper towels or hot air dryers, not reusable cloth towels. NEVER use solvents to clean the skin. They contain harmful chemicals, dry out the skin and thin the grease or resin thereby increasing penetration into the pores.

Replace lids and caps when the materials are finished with. Put half used bags of cement products into polythene bags, label and fold down. Store carefully in the designated area.

DUST AND WASTE

The risks associated with dust should not be underestimated. Apart from being unpleasant, dust presents a hazard to eyes, respiratory tracts and skin. Cutting, grinding, sweeping, blasting, cement handling and windy weather all generate potentially harmful dust.

Grit blasting generates high velocity dust and particles, possibly containing lead (from old paint), silica based dust (Concrete) or iron oxide (rust from steel). A higher level of protection is required to operatives in the work area. Spraying operations generate particles of overspray which also act as an irritant dust like substance. Cutting, sawing or sanding wood for shuttering etc. or fibrous boards generates sawdust and particles of adhesive in bonded sheets such as MDF or ply.

The hazards posed by these dusts and particles must not be treated lightly and operatives must wear suitable dust masks, keep work areas clean and warn other personnel.

Consider the following measures:

1. Use different materials e.g. pastes not powders
2. Vacuum rather than sweep floors
3. Avoid blowing dust with compressed air

4. Use dust extraction equipment ensuring dust is safely expelled
5. Handle cement bags carefully
6. Try wet cutting or blasting

Safe Disposal of Waste Materials

Disposal from site is usually done by placing in skips. The Controlled Waste Regulations (1991) require those who collect waste to be registered carriers. The company must check that a skip provider is so registered as they would be responsible if the waste were fly tipped.

There is a general duty on site staff to keep work areas clean and tidy. Operatives must safely and securely store rubbish, ideally into a skip but otherwise in polythene bags awaiting disposal.

Rubbish piles must be kept as confined as possible and not impede gangways or roads.

Managers assessing materials under COSHH must note down any special disposal requirements of either material or container.

PLANT, POWER TOOLS AND VEHICLES

The following steps should be observed when using any type of plant:

1. All plant should be supplied to site in a safe working order, all safety devices must be in good working order along with all the necessary noise reduction systems.
2. The correct eye/face, ear, hand and head protection should be worn.
3. Only staff who are properly trained should use plant and they have a responsibility to look after the equipment, check it is in good working order on a regular basis and report any faults or services due.
4. Transformers and generators should not be overloaded. Advice should be sought from the power supplier is generators cut out, fuses trip or blow or plant labours or runs hot.
5. Power cable should run clean of access ways and/or securely tied above head height. Avoid tripping hazards.
6. Loose or frayed cable, cracked cases, missing guards, ill fitted or intermittently working switches, overheating and other noted damage should be reported and the tools not used.
7. Whilst the company endeavours to provide training and familiarisation on the safe use of all regularly used hand tools, angle grinders and abrasive or diamond wheels are regarded as requiring particular attention. Those changing wheels and using grinders will undergo separate specific training prior to their being allowed to start work.

Plant Maintenance

The Work Equipment Regulations require that plant systems are constructed and maintained properly, are fit for purpose and tested as frequently as is necessary..

The Contracts Manager is responsible for ensuring company owned plant should be maintained and inspected by the supplier or suitably qualified person, and a certificate of test requested from them for the record.

Where plant is hired, the items should be supplied with a test certificate or tag, and this should be dated to give guidance as to when the next test is due on long term hire. The Manager should take into account the willingness of Hire Companies to provide examples of records of

inspection when engaging their services.

Equipment maintenance applies to office based items too, such as kettles, computers etc. It is the responsibility of the office safety representative to see that electrical items are maintained in good condition, and records kept.

End users are reminded continually in induction training, posters and training courses to visually check the condition of all plant given to them prior to use.

A schedule of the suggested frequency of tests may be found in Health and Safety in Construction ref: HS (G) 150, page 92. The accompanying notes therein list also how to detect most plant malfunctions, visible or otherwise. If these are found, plant must be removed from service, isolated, labelled as not working and sent for repair.# If the Company becomes involved in the use of unusual or unfamiliar types of plant then the supplier should be approached for guidance and training in its use. Examples are:

1. Cradles or mast climbers
2. Hydraulic or hydro demolition equipment
3. Tippers, mechanical diggers, forklifts, dumpers and other types of mobile plant. Persons under 18 will not be allowed to drive these vehicles.
4. Cranes and hoists
5. Cartridge powered or spring loaded tools such as the Hilti DX type of fixing gun.

USE OF VEHICLES AND MOBILE PHONES

A significant amount of time is spent by some company employees driving to and from site and other places of work.

The directors and other senior staff responsible for setting Schedules for themselves and other employees must take into account the length of time within a day, or the number of consecutive days a person is being asked to drive significant distances.

The employee must alert senior company staff if he or she feels that the amount of driving they are doing is significant, and contributing to fatigue.

The Company must encourage and the driver must co-operate in maintaining the car in good condition and observing recommended service intervals and maintenance on tyres, brakes and MOT tests.

The use of hand-held mobile phones while driving, or even stationary in a queue, is now prohibited by law, and subject to a fine and penalty points.

It is Company policy that the use of mobile phones whilst driving mobile plant or cranes is also prohibited.

The senior company management must consider strategies to ensure no employee is expected to make and receive calls while driving. The following should be considered:

- Employees and plant driver/ operators must be actively instructed to switch their phones off when driving.
- Voice mail messages can be changed to alert the caller that the recipient does not answer the phone when driving and they should be encouraged to leave a message or send texts.
- Senior management must oversee the supply of hands-free systems if receiving calls while driving is essential.
- Notwithstanding the presence of a hands-free system, using the keypad when driving and operating plant is also now prohibited and employees must be encouraged to stop the car if they have to make a call.

VIBRATION – MONITORING AND CONTROLLING

Additional duties are now imposed on all employers and employees by the Control of Vibration at Work Regulations (2005). It is now important to manage this issue more carefully than before. The Company recognises the hazards associated with extended use of vibrating tools and the long term health risk to users.

Regular and frequent exposure to vibrating tools may lead to permanent injuries. These include damage to the blood circulatory system, sensory nerves, muscles, bones and joints, collectively known as hand arm vibration syndrome (HAV). The symptoms are listed below.

The Directors are responsible for ensuring that all operatives are aware, via memos and training, of the existence of HAV and its consequences. They must take seriously, any notification of the above symptoms by the foremen or operatives and take active steps to ensure the person affected is correctly advised and treated as outlined below. Foremen who supervise sites where vibrating machinery is used must take seriously training initiatives designed to make them aware of the need to control HAV exposure.

The following steps should be taken to control the level of exposure of HAV to operatives working with such tools:

The Contracts Manager should take advice from hire companies and suppliers to

enable him to select low vibration tools which extend the safe usage time.

The Foreman must check the condition of the tools and fitting (chisels, points, bits, drills etc.) prior to issue and replace worn / damaged items. Badly maintained tools work less efficiently and increase the time operatives are exposed to vibration.

He must rotate operatives using tools if possible on a “one on one off” basis.

Insist operatives wear warm thick gloves. These will reduce vibration and keep hands warmer. Operatives must be told not to use breakers when hands are cold.

Operatives should avoid hunched or twisted posture that may stress muscles and restrict blood flow.

Operatives should stop using tools periodically, rub their hands together and flex the fingers and wrists before continuing.

The Foreman should insist operatives do not smoke when using vibrating tools. This reduces blood supply to the hands and aggravates the condition.

In compliance with the Company’s duty in regard health surveillance, foremen must ask operatives who use vibrating tools regularly:

Whether their fingers go white or there is painful blanching if exposed to cold.

If they have tingling or numbness in fingers, loss of sensation and inability to distinguish temperature or touch after using the tools

Do they have problems moving, or pain in the muscles and joints in hands/ arms/ wrists.

Do they get pins and needles, loss of grip or strength, loss of dexterity and ability to manipulate or pick up small objects.

Where the answer is Yes to any of the above, the operative should be encouraged to seek medical advice and avoid the use of vibrating tools. If an operative sent for medical treatment is diagnosed with HAV, then the Contracts Director must inform the HSE as this is a notifiable injury under RIDDOR.

SAFE SUPPLY AND USE OF ELECTRICITY.

The condition of the electricity supply must be known to the operative plugging in any plant: Is it live?

Is it 240V or 110V (110V plugs and sockets are yellow, 240V ones are blue or domestic square pin.)? Is there a means of switching off the power close to the socket?

Are the sockets into which the appliance is plugged in good condition and not loose, have broken or burnt socket casings.

Is it rated sufficiently to support the load - for instance is it 30amp @110V or l3amp @240V, and is that enough? Sockets must not be overloaded; excessive use of adapters can cause a fire. Multi plug socket blocks are preferable, provided the cumulative current draw on any one socket does not exceed 9 amps @ 240V or 20 amps @ 110V.

Electrical cables and equipment should be positioned clear of access ways and/or be taped down or securely tied above head height. Avoid tripping hazards. Cables should be given adequate protection against factory operations.

A residual current device can act as a safety trip when there is a fault. However, this is not a substitute for proper installation.

The use of substances giving off inflammable vapours, and the excessive generation of dust should be avoided near electrical installations, as explosions may be caused if they are ignited by static or sparks.

If a person suffers an electric shock, do not touch that person, until the electricity supply has been switched off. Only then can first aid be administered.

SITE ACCESS, SCAFFOLDING AND WORK AT HEIGHTS

50% of fatalities at work involve falling from heights. It is vital therefore that the access offered to or selected by the Company is safe and suitable. The basic rules to follow – in preferential order - are:

1. **Avoid** working at height unless it is essential.
2. Make sure that working platforms are secure, they will not topple, they can be safely reached and will support the weight of workers and materials likely to be used and stored thereon.
3. **Prevent** persons falling using guard rails, barriers etc. at open edges, including floor edges and openings.
4. **Minimise** the fall distance using safety harnesses with proper lanyards, safety nets and similar.

Handover tickets must be obtained from fixed scaffold or cradle suppliers at initial installation and after moves or adaptations.

The company site arrangements must adequately control falling debris. In particular the area below must be cordoned off or watched when coring through floor slabs.

The Work at Height Regulations call upon those controlling all forms of temporary access, fixed or mobile to inspect them at least every week or after high winds. If the Company is responsible, then the Contracts Manager must ensure that whoever is entrusted with inspection is capable and confident in doing so. In any event they should be sufficiently trained to do simple access assessments and recognise a badly unsafe working platform.

All UKA Solar Systems personnel must report defects through normal channels. Individuals who are uneasy or panic at height or in some types of access must be treated with sympathy and should be reassigned other tasks. The Company will not carry out any type of work off bosun's chairs or rope cradles.

TYPES OF ACCESS

The Contracts Manager is responsible to select the correct type of access for the job in hand using the criteria established above and the circumstances of the site.

Operatives should be trained to erect or inspect the type of access they propose to use if they are responsible for either. Where access is supplied by others, the Contracts Manager must ensure directly or through a competent employee that access is safe and suitable for company employees to work on.

Fixed tubular scaffold: This should possess adequate guard-rails and toe boards all around every lift. All components must be in working order. Any protection fans or hoarding should be fit for their purpose. Ladders throughout to be tied and protrude one metre above the top platform. Those to first lift level must be removed at night. Scaffold must not be altered in any way by site staff except to lift inner boards to access the face of the structure - these should be immediately replaced.

Mobile Tower scaffolds: These must be erected by a competent person trained in the assembly of mobile tower scaffolds using "continual handrail" method. Note especially: Overhead obstructions, proper use of outriggers, vertical alignment, safe working loads and moving of towers only when there is no one on it. There must be adequate cross bracing, forming a crisis cross pattern up the tower

Suspended scaffold and cradles: The erection of suspended cradles must be carried out only by qualified installers. Weekly inspections must include cables (for fraying and kinks), jibs (for alignment and cable anchorages) and counterweights (security and number

thereof). Jibs and counterweights should be checked at the beginning of each day/shift. Access/egress must always be gained by the safest means.

Ladders, trestles and staging's: These items should only be utilised if there is no other reasonable option as dictated by the operation and site circumstance. They must be inspected by the user prior to use and any defects remedied before they are put back into service.

Ladders should be taken down and secured when not in use. They should be inspected for broken rungs, distorted frames and be properly aligned prior to use and tied in if possible. All ladders, especially aluminium must be the correct way up - i.e. treads uppermost. Users must always stand some 1 metre down from the top of the ladder to enable them to steady themselves on the stiles. Ladders must always be tied or footed.

Trestles and all staging's should be firm and level. All staging's must be sound and not too narrow. Pairs of bandstands should be identical and the correct pins chained to the frame, otherwise they should be rejected.

Mobile Elevating Work Platforms: There are many types of work platforms available, and advice is best sought from specialist suppliers on the most suitable type to use.

The type of access that operatives use to gain access to roofs or other area at height will always be the subject of correct assembly and regular inspection. Where 5m (UK) Ltd are subcontractors on a site, the main contractor will usually be responsible for these processes, but the Contract Manager must insist that they are carried out correctly to avoid compromising the safety of all employees. Where the company is responsible for access systems, the risk assessment must reflect the procedures required to properly assemble, maintain and inspect the access systems to the highest standards.

When installing temporary access and egress, the contracts manager should try to select the most appropriate method. For high level roofs where operatives are expected to carry equipment, a stair tower is most likely the best option. Ladders should only be considered for low level access where material can be transported another way e.g. goods hoist.

Claire Wilkins – Director

24th May 2025

Health & Safety Policy produced and revised by Bill Rogerson Health & Safety Consultants Ltd.

UKA Solar Systems

Channel Way Business Park

Preston

PR2 2YA 0330 055 7569

info@ukasolarsystems.co.uk

www.ukasolarsystems.co.uk

Company Registration Number: 09123059