

# Health & Safety Policy

Spirit Solar Ltd (trading as Spirit Energy)



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## Policy Amendment History

Version No	Date	Amendment Details
11.0	29 <sup>th</sup> Jan 2018	Initial issue from HCS Safety
11.1	2 <sup>nd</sup> Feb 2018	Formatting changes. Changes to responsibility allocation.
11.2	5 <sup>th</sup> Sep 2018	Addition of H&S Certificates, Change MS to HD
12.0	28 <sup>th</sup> Jan 2019	Update to Organisation Chart
13.0	28 <sup>th</sup> Jan 2020	Update to Organisation Chart
14.0	20 <sup>th</sup> Jan 2021	Update to Organisation Chart
14.0	12 <sup>th</sup> Jan 2022	Update to Organisation Chart and to Section 3 in full – replacement of Section 3 following update by HCS Safety.

Version No	Author	Date	Checked by	Date
11.0	Andy Bishop	29 <sup>th</sup> Jan 2018	Lauren Mayhew	30 <sup>th</sup> Jan 2018
11.1	Erica Charles	2 <sup>nd</sup> Feb 2018	Erica Charles	2 <sup>nd</sup> Feb 2018
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14	Erica Charles	12 <sup>th</sup> Jan 2022	Erica Charles	12 <sup>th</sup> Jan 2022

Initially Compiled by





HCS Safety Ltd



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## Introduction

Spirit Energy ("the Company") is fully committed to providing the highest standards of health and safety and have adopted the Safety Management System provided by our Health and Safety Consultants – HCS Safety Ltd to ensure this is achieved.

This Policy has been prepared as required by Section 2(3) of the Health and Safety at Work Etc. Act 1974 and is in three parts. Part 1 (General Statement) affirms the Directors' commitment to the prevention of both accidents and ill-health to employees, non-employees and members of the public and Part 2 (Organisation & Responsibilities) and Part 3 (Arrangements) describe how this is to be achieved.

This policy is published for the benefit of all Company employees, who should ensure they are familiar with the contents. With all employees committed to health and safety, this will ensure that all Company work locations provide a safe and healthy working environment.



## 1. Part 1 - General Statement of Intent

Spirit Energy is fully committed to encouraging a culture of openness within our workforce with regard to health and safety, not just as a matter of importance, but also an essential part of its responsibilities. Furthermore, it regards the promotion of health and safety as a mutual objective both of management and employees to ensure that practical, achievable safety standards are agreed and maintained by everyone within the organisation.

It is therefore the Company's policy to do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone from foreseeable risks, including the general public, insofar as they interface with the Company or its activities.

Spirit Energy will:

- provide and maintain a safe and healthy working environment at each of its locations and construction sites in accordance with the relevant statutory requirements;
- provide sufficient information, instruction and training for all its employees, as is necessary for them to conduct their work activities in a safe manner;
- provide and maintain machinery, equipment etc. and systems of work that are safe and without risks to health;
- provide and maintain means of access to and from the workplace that are safe and without risks to health;
- provide and maintain adequate facilities and arrangements for the welfare of its employees whilst at work;
- arrange safe and healthy systems for use, handling, storage and transport of hazardous materials;

Good safety management begins with the commitment of senior management to ensure that the responsibilities and arrangements detailed within this document are carried out fully.

Erica Charles as Managing Director assumes full responsibility for health and safety. She puts in place arrangements for the effective implementation of this policy.

The policy is reviewed at least annually and revised as often as may be appropriate.

Name	Signature	Position	Date
Erica Charles		Managing Director	12 <sup>th</sup> Jan 2022

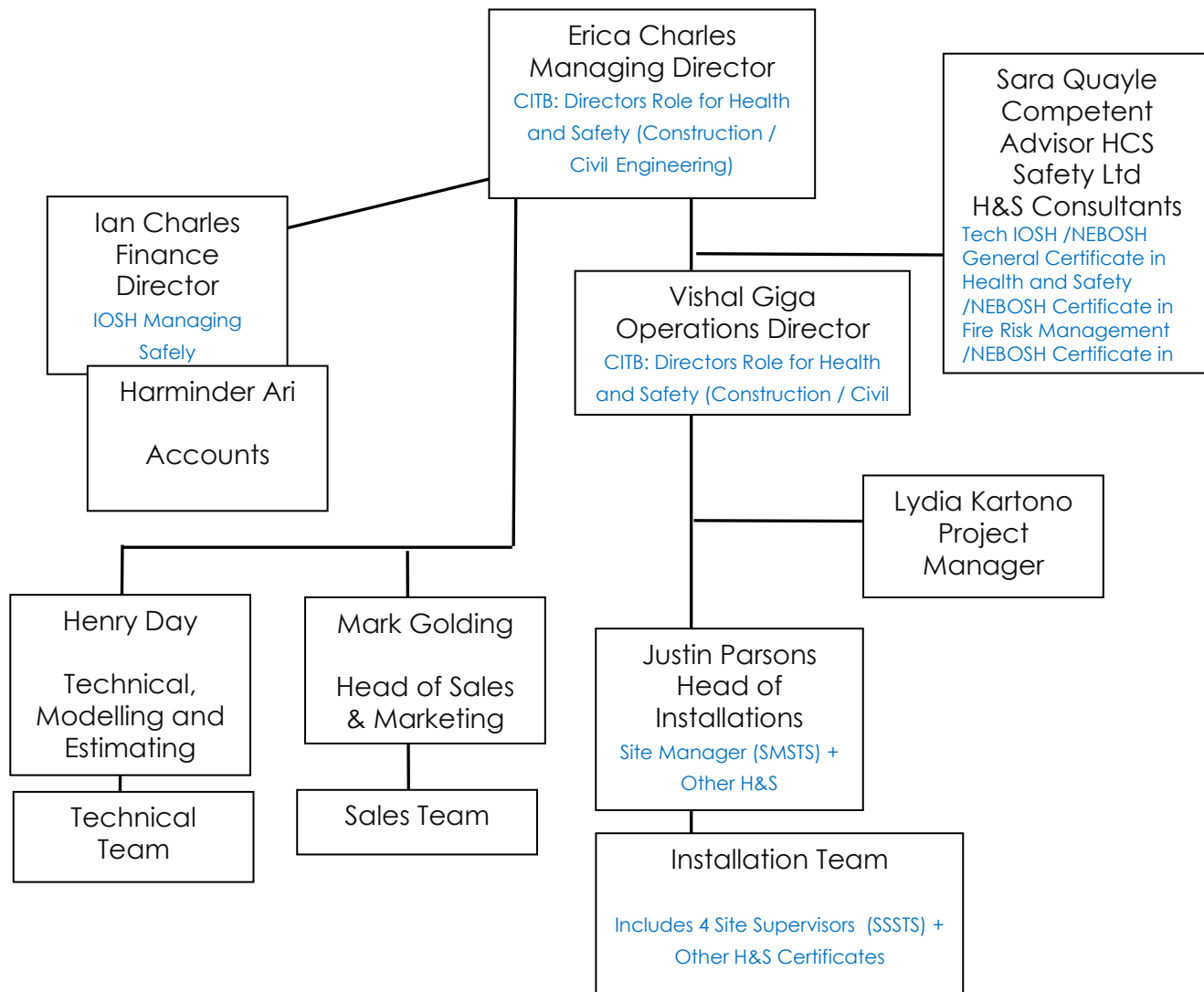






## 2. Part 2 – Organisation & Responsibilities

### 2.1 Organisation Chart





## 2.2 Health & Safety Responsibilities

These responsibilities within the policy describe the Company's organisation for health and safety, which aims to ensure management control over health and safety.

Ultimate responsibility for health and safety rests with Erica Charles as Managing Director. Organisation charts demonstrate the unbroken and logical delegation of duties through line management to the installation teams who operate where the hazards arise.

Everyone within the organisation has a significant contribution to make towards accident prevention and are assigned responsibilities as follows:

### 2.2.1 Managing Director

Erica Charles as the Managing Director is responsible for health and safety throughout Spirit Energy and ensures the effectiveness of the policy.

In particular, she will:

- have full knowledge of all parts of this policy and how it relates to the management system;
- authorise health and safety expenditure;
- implement required training for staff at all levels;
- initiate disciplinary action against staff who do not comply with their duties under this policy or statutory requirements;
- ensure that all employees have knowledge of this policy and that they are updated when any changes are made;
- seek the advice of the safety consultants whenever needed and heed the advice given;
- inform the safety consultants in good time of work that they are required to do;
- consult with the workforce over any changes that may affect health or safety;
- ensure that any contractor appointed or self-employed person working on behalf of the Company, is competent to do the work;
- ensure that plant and machinery used by the company is to a suitable standard;
- keep records as required by legislation and retain documents for the appropriate time periods;
- liaise with the Principal Designer, Principal Contractor and other contractors as required for effective project management and under the requirements of the Construction (Design and Management) Regulations 2015;
- sign and date the general statement and ensure that the policy is reviewed at least annually;
- set a personal example of safe behaviour and acknowledge suggestions for improvement.



### 2.2.2 Operations Director

Vishal Giga as Operations Director is accountable to the Managing Director for implementing the relevant requirements of the policy within the departments and disciplines for which he is responsible.

In particular, he will:

- ensure compliance with the policy in all activities for which he is responsible;
- ensure that adequate resources are made available for the safe conduct of all work activities for which he is responsible;
- identify health and safety training needs in conjunction with the safety consultants, and ensure that training is implemented and the training matrix is updated;
- ensure that each new member of the workforce receives induction training, including the precautions and procedures appropriate to their specific tasks;
- ensure the provision of adequately trained and competent supervision and personnel to meet the policy requirements;
- implement and monitor the sub-contractor approval process to ensure approvals and insurance are up-to-date and review sub-contractors risk assessments and method statements, to ensure they are suitable and sufficient for the work activities for which they are written;
- give support and encouragement to all staff for whom he is responsible;
- ensure that any subcontractors
- monitor the implementation of the policy in all activities for which they are responsible;
- set a personal example of safe behaviour.

### 2.2.3 Heads of Department

Heads of Department are accountable to the Managing Director for implementing the relevant requirements of the policy within the departments and disciplines for which they are responsible.

In particular, they will:

- ensure compliance with the policy in all activities for which they are responsible;
- ensure that adequate resources are made available for all activities under their control;
- ensure the provision of adequately trained and competent personnel for all work activities under their control;
- when visiting site, report any non-conformities observed to the site management team to ensure that standards on site are maintained at the high level expected by the Company;



- establish and maintain procedures to ensure that all places, equipment and systems of work are safe and without risks to the health of employees or others who may be affected;
- monitor the content of safety inspection reports and confirm remedial actions taken;
- ensure adequate arrangements for welfare and the provision of first aid;
- ensure that all supervisors and operatives are trained, competent and aware of their duties and responsibilities;
- give support and encouragement to all personnel for whom they are responsible;
- take note of any comments on health and safety matters raised by staff and pass these on to the Directors as appropriate;
- set a personal example of safe behaviour.

#### 2.2.4 Project Manager

Lydia Kartono as Project Manager is accountable to the Operations Director for implementing the policy and relevant health and safety legislation on projects over which she has control.

In particular, she will:

- ensure that adequate resources are made available for the safe conduct of every project under her control;
- ensure that all work activities are adequately supervised by trained and competent persons;
- record, report and ensure that all accidents are investigated and ensure that remedial measures are taken to avoid recurrence;
- ensure that near miss incidents are recorded, reported and investigated as appropriate;
- set a personal example of safe behaviour.

#### 2.2.5 Head of Installations

Justin Parsons as Head of Installations is accountable to the Operations Director for implementing the policy and relevant health and safety legislation on sites over which he has control.

In particular, he will:

- organise site work to fully comply with company policy;
- ensure that risk assessments for all work activities under his control are carried out and where appropriate, ensure that method statements are prepared detailing how the work is to be done safely;
- be familiar with and to observe all regulations applicable to the site process;



- record, report and ensure that all accidents are investigated and ensure that remedial measures are taken to avoid recurrence;
- ensure that near miss incidents are recorded, reported and investigated as appropriate;
- control all site sub-contractors in order to ensure safe and healthy systems of work, low fire risk, proper use of shared facilities and co-operation between companies or allied trades in an unselfish and co-operative manner;
- ensure that personal protective equipment (PPE) needs are assessed and that an adequate supply is available, issued and properly used;
- ensure that the integrity of the site is maintained through good security procedures;
- establish and maintain adequate provisions for first aid in compliance with current legislation;
- accompany any visiting HSE Inspector during their tour of inspection and notify the Operations Director of their arrival to site;
- maintain a good working relationship with any appointed safety representative or safety committee;
- release designated personnel as necessary for safety training;
- ensure that work activities are only carried out by suitable and competent operatives, especially where mechanical equipment is used or installed;
- reprimand or discipline any person who is careless in regard to their own or other's safety;
- encourage and reward those persons who consistently show awareness and attention to safety related matters;
- encourage by example and instruction to subordinates the use of protective equipment where there is a risk to health and safety;
- carry out equipment inspections and conduct toolbox talks as required by Company policies;
- when written or verbal advice is given by safety personnel, to heed that advice;
- set a personal example of safe behaviour.

#### 2.2.6 All Employees

All employees must also comply with the requirements of this policy and cooperate with the Company in its efforts to prevent accidents and ill health.

In particular, they will:

- take reasonable care for the safety of themselves and of any other persons who may be affected by what they do or fail to do at work;
- co-operate with their employers or any other persons in the performance of their statutory duties;



- not misuse or interfere with anything provided in the interests of health, safety or welfare;
- read and comply with the Company health and safety rules;
- behave in a responsible manner at all times;
- develop and demonstrate a personal concern for the health and safety of themselves and others;
- report damage to plant, tools or equipment to their immediate supervisor;
- use only plant, tools and equipment for which they have received training and authorisation;
- use and look after the protective equipment provided and report to their supervisor when it becomes worn or defective;
- ensure that any personal injuries are recorded in the accident book;
- inform their supervisor of any near miss incidents;
- propose to their immediate supervisor ways of eliminating hazards and improving safety at their workplace.

#### 2.2.7 Contractors on Company Premises/Sites

All contractors working on Company premises or on any site where Spirit Energy has been appointed Principal Contractor will at all times cooperate with the Company's rules and procedures.

In particular, they will:

- provide a copy of their health and safety policy and any risk assessments, procedures and method statements relating to the work to be undertaken;
- ensure that their activities are conducted safely, without risk to health, and in accordance with all relevant health and safety legislation;
- ensure all work activities comply with the specific requirements of the Company's Clients, where applicable;
- ensure that all accidents or injuries sustained as a result of their activities are recorded in the accident book and reported to the Company management team;
- ensure that any near-miss incidents are reported to the Company management team;
- provide trained and competent operatives and ensure their attendance at any training course arranged by the Company;
- ensure that their employees are provided with the appropriate personal protective equipment and that it is used as directed;
- cooperate with the health and safety advisor during inspections and audits;
- set a personal example of safe behaviour.

#### 2.2.8 Visitors to Company Premises



The Company management ensures safe access/egress for all visitors to all Company managed premises. In order to ensure their safety and well-being, all visitors to Company premises must:

- sign into the visitor's book and read the Company safety rules;
- not enter any working areas unless accompanied by a Company representative;
- observe at all times Company safety rules and safety procedures;
- wear any personal protective equipment (PPE) as instructed.



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## 3. Part 3 – Health & Safety Arrangements

### General Arrangements

#### 3.1 Health and Safety Assistance

Spirit Solar Ltd has formally appointed HCS Safety Ltd as their competent advisors on matters of Health and Safety under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

HCS Safety provide a retained service which includes the following:

- Use of SafetyNet and in-house safety folder, an online system that allows access to:
  - training records;
  - the latest Annual Safety Review;
  - records of communication between Spirit Solar Ltd and HCS Safety;
  - Safety Policy document;
  - reports of inspections;
  - editable document library;
  - facility to create new users within Spirit Solar Ltd;
  - an Annual Safety Review in which we are audited against our safety management system;
  - the creation and updating of this health and safety policy;
  - access to a duty advisor over the phone for day-to-day safety queries;
  - accident investigations for situations where the injured party is an employee of Spirit Solar Ltd;
  - a monthly newsletter to enable Spirit Solar Ltd to stay up to date with current safety news;
  - access to an Annual Safety Forum that includes industry specific presentations, strategy updates and opportunities to network with similar organisations;
  - free seminars and workshops on live issues.

#### 3.2 Safety Management System (SMS)





HCS Safety have provided a Safety Management System (SMS) which is based on the principles of Plan, Do, Check, Act outlined within the Health & Safety Executive's guidance document HSG 65.

Blank forms to populate the SMS are found in the library section of SafetyNet.

The SMS is divided into broad headings as follows:

- Competent Advice;
- Health & Safety Policy;
- Competence and Consultation;
- Working Safely;
- Monitoring and Recording.

### 3.3 Reviews and Updates

HCS Safety will conduct an Annual Safety Review each year to monitor the extent to which we are complying with the requirements of our SMS. The review will be attended by our HCS Safety advisor and at least one member of senior management. The review will involve discussion of the previous year's safety performance, any updates needed for this policy, future training requirements and any other safety or health needs that are relevant.

The policy will be updated within two weeks of the Annual Safety Review taking place.

#### 3.3.1 Date of last Annual Safety Review: 4 November 2021

An interactive version of the Annual Safety Review report will be available to view on the SMS tab of our SafetyNet portal. Actions may be closed out by adding comments to the observations and advice given.

Selected personnel within Spirit Solar Ltd will stay up to date on matters of health and safety by receiving a monthly newsletter from HCS Safety and attending the Annual Safety Forum. In addition to these mandatory updates, seminars will be available throughout the year as well as any other training. A suitable member of staff will attend the seminars as appropriate.

Newsletters will either be distributed to the Company personnel or displayed on noticeboards. They can be downloaded from SafetyNet at any time.

### 3.4 Risk Assessments and Method Statements

Spirit Solar Ltd ensures that risk assessments are carried out for tasks that involve significant risks to employees or others. Any self-employed personnel working on Spirit Solar Ltd.'s behalf will be required to work in accordance with these risk assessments.



Subcontractors are responsible for carrying out their own risk assessments which will be reviewed and approved prior to them being permitted to start work.

The person within Spirit Solar Ltd responsible for ensuring that risk assessments are carried out to a suitable and sufficient standard and are updated on a regular basis is Vishal Giga.

The following procedure will be used to write risk assessments:

- identify hazards and who could be affected;
- evaluate risks, taking into account the likelihood and severity;
- control the risks, using the principles of prevention (see below);
- monitor the effectiveness of the control measures;
- review periodically and as necessary.

Method statements may be required in addition to risk assessments. These method statements outline the safe working procedures and will include the control measures detailed in the risk assessments.

Our approach to risk management will follow the principles of prevention below:

- avoid risks at source;
- evaluate those risks which cannot be avoided;
- combat risks at source;
- adapt the work to the individual, especially with regard to the design of workplaces and the choice of work equipment;
- adapt to technical progress;
- replace the dangerous by the non-dangerous or less dangerous;
- develop a coherent overall prevention policy, which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- give collective protective measures priority over individual protective measures;
- give appropriate instructions to employees;
- use personal protective equipment as the last resort in risk control.

Risk assessments and method statements (RAMS) will be communicated to all personnel affected by the risks. Each of the relevant personnel will sign to confirm that they understand the contents and confirm that they will be working in accordance with it.

#### 3.4.1 Young Persons' Risk Assessments



Young Persons are those who have left school but are under the age of 18. These individuals are required under the Management of Health & Safety at Work Regulations 1999 to have a specific risk assessment carried out.

Special issues that can affect young persons as a result of lack of experience in the workplace, lack of awareness of risk, risk perception and physical vulnerability.

Our young person's risk assessment will be undertaken on a personal basis with each young person that we employ. The assessment will identify hazards, specify and name a mentor who will be responsible for the welfare of the young person and will also stipulate any restrictions on the work to be done.

Assistance will be sought from HCS Safety Ltd. in producing a young person's risk assessment.

### 3.5 Health Surveillance

It is the aim of Spirit Solar Ltd that all employees are able to carry out their working duties without risks to their health. Health surveillance will be undertaken to monitor the effectiveness of control measures.

All employees of Spirit Solar Ltd will be provided with a questionnaire which should be completed and returned to the office. The questionnaire will highlight where additional health surveillance is required.

All answers provided in the questionnaire will be held in confidence under the requirements of the Data Protection Act 2018.

Any issues identified during the surveillance process will be discussed with the employee in question and Erica Charles. Appropriate action will be taken to protect employees from further risk and where possible to arrange occupational health support services.

### 3.6 Training

Spirit Solar Ltd recognises the importance of providing all our employees with adequate health and safety training.

On recruitment, all personnel are assessed for their individual training needs. Information and certification will be obtained for previous training received, and any further training required is identified and recorded on the training matrix. The training matrix is maintained regularly to ensure that it is kept up to date. The training matrix is maintained by Erica Charles.

#### 3.6.1 Induction Training

All personnel will be required to attend a safety induction prior to starting work for or on behalf of the Company. Induction training into the Company will include:

- the Company's health and safety policy;



- procedures for reporting of accidents and near misses;
- risk assessments and safe methods of work;
- first aid arrangements;
- sources of health and safety information;
- correct use of personal protective equipment where required;
- the role and function of the Company health and safety consultant;
- safety consultation procedures.

### 3.6.2 General Safety Training

General awareness of safety responsibilities is important for personnel at all levels. Spirit Solar Ltd has adopted the CITB Site Safety Plus training scheme for the provision of safety awareness training for employees at all levels:

1-day CITB Health and Safety Awareness for Operatives.

2-day CITB Site Supervisors Safety Training Scheme for Supervisors.

5-day CITB Site Management Safety Training Scheme for Managers.

1-day CITB Director's Role for Health and Safety for Directors.

### 3.6.3 Hazard Specific Training

Specific training will be given to those who require it. This may include:

- Emergency First aid at Work;
- Manual handling;
- Asbestos awareness (UKATA or equivalent);
- PASMA scaffold tower training;
- Scaffold Inspection;
- Work at height;
- Harness and Rescue;
- IPAF.

## 3.7 Consultation and Communication

The Company will ensure that it takes a proactive role to promote the content, guidance and benefits of this policy by communicating the contents and responsibilities at induction.



The Company will encourage feedback from our employees and third parties about the measures enforced and the reasoning behind this policy and safe working practices.

All employees are encouraged to feedback on any health and safety issues they may have and where they believe the Company can improve on the current procedures. During the communication and consultation processes, particular emphasis will be placed on:

- the Company's commitment to health and safety;
- feedback on risk assessments and method statements;
- health and safety training requirements;
- the responsibilities of employees to co-operate and work safely;
- the contents of this policy, such as safe working procedures, etc;
- specific role-based issues.

The Heads of Department will record any issues raised on the Company inspection report form and these will be discussed during quarterly management meetings and any actions taken will be relayed back to the employee.

The company holds a quarterly management meeting. This is attended by all Directors and Heads of Department.

Safety committee meeting minutes are held within section 3b of the SMS.

### 3.8 Management of Contractors

Spirit Solar Ltd acknowledges the duty to control, coordinate and monitor the activities of all other contractors under our control. Specialist subcontract companies will be engaged by the Company as and when required. These organisations will be required to pass the core criteria for demonstrating competence as set out in PAS 91:2013.

Spirit Solar Ltd will ensure that contractors possess the appropriate skills, knowledge and experience to do the job safely and without risk to health and safety. To achieve this the contractor will need to complete a health and safety questionnaire before engagement. A health and safety appraisal of the contractor's procedures and health and safety documentation will be carried out, which in some cases may involve an audit of the contractor.

Alternatively, if the contractor can demonstrate that they hold an accreditation with a member of the Safety Schemes in Procurement Forum (SSIP), this will exempt them from the health and safety part of the questionnaire.

All contractors will attend a pre-start meeting to a prepared agenda and minutes of the meeting will be taken. Information will be exchanged between all parties in order to inform the management of the work.



### 3.8.1 Self-Employed Labour

The Company will ensure the competence of self-employed persons by ensuring the following:

Each self-employed subcontractor engaged to work on site on behalf of the Company must hold a current CSCS / ECS card or equivalent at an appropriate level and have the appropriate experience necessary to carry out the work. This will be established before allowing the person to start work.

Self-employed persons will be assessed during the first 2 weeks to assess their suitability. The findings will be discussed before a final decision is made as to whether to continue with the engagement.

Self-employed workers will be expected to comply with all requirements of this policy when working on behalf of Spirit Solar Ltd.

Self-employed workers will be expected to work to Spirit Solar Ltd.'s risk assessments and method statements when working on the Company's behalf.

## 3.9 Accidents

Accident reporting is not only a legal requirement but also a necessity to ensure a safer future working environment for all employees, customers and visitors to the organisation.

All accidents, no matter how small, will be recorded in the accident book. The Operations Director and Erica Charles will be informed as soon as possible after the incident. The contact number to call is **0118 951 4490 or 07957 564212**.

If there is a possibility that an accident, dangerous occurrence or diagnosis of an occupational disease may be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), call HCS Safety for advice immediately.

Specified injuries or fatalities must be reported to the HSE immediately and should be notified by phone on 0345 300 9923.

Situations where the injured person is unable to carry out their normal work for 7 days or more must be reported to the HSE within 15 days of the injury being sustained. The HSE may be contacted via the internet at <http://www.hse.gov.uk/riddor/report.htm>.

Erica Charles will be responsible for informing the HSE of all reportable incidents and for contacting HCS Safety.

Accidents that are reportable under RIDDOR will be investigated by HCS Safety Ltd and a report produced to identify the causes and make recommendations to prevent a recurrence. This service forms part of the member services agreement and there is no additional charge for accident investigations that are reportable under RIDDOR.



Accidents will be discussed at regular safety meetings and publicised to our employees if appropriate so that others can learn from these events.

Below is an outline of what injuries and dangerous occurrences are reportable under RIDDOR.

### 3.9.1 Specified injuries to workers

- a fracture, other than to fingers, thumbs or toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, damage to the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment);
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

### 3.9.2 Over seven-day injuries to workers

- This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

### 3.9.3 Dangerous occurrences

A full list of reportable dangerous occurrences is available on the HSE website. These include:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- explosions or fires causing work to be stopped for more than 24 hours;
- the complete or partial collapse (including falling, buckling or overturning) of a substantial part of any scaffold more than 5 metres in height;
- structural collapse – The collapse or partial collapse of any building involving over 5 tonnes of material or a collapse of any false-work;
- failure of a pressure vessel;
- serious electrical incidents causing explosion or fire.



#### 3.9.4 Reportable occupational diseases

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

### 3.10 Fire

Spirit Solar Ltd will ensure that a suitable and sufficient fire risk assessment is carried out by a competent person and any recommendations are acted upon. This will be updated annually and after any notable change to the layout or use of the premises. Erica Charles is responsible for ensuring that a sufficient number of trained staff are available to manage the situation in the event of a fire. This will include the testing of evacuation procedures and logging of any comments arising from the evacuation drill.

The fire risk assessment document and records of regular testing can be found in the office.

Information regarding the identity and location of the fire wardens, the position of fire extinguishers and routes of escape can be found on the safety notice board.

Employees working on external sites will be made aware of the fire plan for that location at the time of their induction. Any work carried out that increases the risk of fire should have a fire extinguisher nearby and is likely to require a hot works permit.

All personnel working on external site locations will co-operate with the Principal Contractor / Client on all matters of fire management. These may include taking part in fire drills, signing in and out and informing the Site Manager / Client's representative if any fire exit signs need to be removed as part of preparation work.

### 3.11 Housekeeping

The importance of good housekeeping should not be underestimated. As well as improving morale, quality and efficiency and reducing fire risk, good housekeeping is essential in reducing slips, trips and falls at any work location.

Work activities will be carefully planned to ensure the work areas are not overcrowded. The need for good housekeeping will be included in risk assessments





and may include the management of people, tools, trailing leads, packaging and waste.

It is the responsibility of all personnel to keep their work area tidy and this is emphasised during the Company induction.

The Head of Installations will ensure that arrangements are in place for the removal of accumulated waste and to ensure that provision is made for safe and defined stacking of materials and storage of equipment.

### 3.12 Welfare Facilities

As an employer, Spirit Solar Ltd is required to ensure that welfare facilities exist for the use of our employees. It is the employer's duty under both Section 2(2)e of the Health and Safety at Work etc. Act 1974 and Construction Design Management (CDM) Regulations 2015 / The Workplace (Health, Safety and Welfare) Regulations 1992 to ensure that work is not carried out in the absence of these facilities.

The Regulations require the following facilities to be in place and maintained in a reasonable state.

- sanitary conveniences;
- chairs with backs;
- washing facilities;
- drinking water;
- facilities for rest and preparing food;
- changing rooms with lockers.

Our workers are expected to play their part in keeping the welfare facilities tidy and report any defects with the facilities (such as malfunctioning water heaters or blocked toilets) to the Site Manager and Justin Parsons as soon as possible.

For transient workers, arrangements will be made to use either the Client's facilities, make use of local public facilities or the facilities of local businesses. Agreement will be sought from the Client or provider of the facilities prior to the start of the work.

Handwipes and sanitisers will be provided to all vans as a minimum, but this will be determined as a result of risk assessment. For personnel who work with particularly hazardous substances, hand cleansers, soaps, water and paper towels will be provided.

### 3.13 First Aid

The name of the first aiders within the company premises will be displayed on the safety notice board. The first aiders will regularly check and replenish the first aid boxes when required. They will also be responsible for ensuring that accidents are recorded in the accident book and reported to Erica Charles.



The first aid kit for the company premises are located near the entrance to the office.

A qualified first aider is required to be present in all workplaces, including those away from Spirit Solar Ltd premises. The Operations Director must ensure that a qualified first aider is available to employees when they are working away from company premises. Information about first aid personnel and facilities must be provided to our employees by the host company Principal Contractor.

### 3.14 Personal Protective Equipment (PPE)

Spirit Solar Ltd will ensure that suitable PPE is provided to their employees who may require it to control risks to their health and safety while at work.

Spirit Solar Ltd will ensure that PPE is:

- of a standard that will adequately protect the person from the risks;
- replaced when worn out;
- properly looked after by the person using it;
- compatible with other types of PPE, if more than one item is required;
- regarded as the last resort in risk control.

Spirit Solar Ltd will comply with additional PPE standards required by different Principal Contractors.

### 3.15 Drugs and Alcohol

The Company regards the promotion of health and safety matters as a mutual objective of both management and employees. The effective management of drug and alcohol abuse is an important part of this. Spirit Solar Ltd will:

- not knowingly permit any employee, contractor or self-employed person working on the Company's behalf, to report for work or attend work premises under the influence of alcohol or drugs, nor to consume these whilst on duty or on our premises;
- implement control measures to prevent, as far as reasonably practicable, such people reporting for work or attending work premises when affected by drugs or excess alcohol or consuming drugs or alcohol at work;
- provide a positive approach to those persons seeking help or guidance in overcoming alcohol and/or drug related problems, but only where these problems are raised at any time prior to being selected for random testing;
- not knowingly employ or retain any person, directly or indirectly, who has been justifiably dismissed by any employer for drug and/or alcohol related offences within the previous 12 months;



- take suitable action, usually dismissal or termination of contract, against anyone testing positive to alcohol or drugs in breach of this policy.

Any person found to have tested positive after any drug or alcohol test will be immediately suspended from the work in which they are engaged, pending a full investigation.

Any person, testing positive for drugs or excess alcohol, or refusing to take a test will face sanctions up to and including termination of contract.

### 3.16 Lone Working

Spirit Solar Ltd will ensure, so far as is reasonably practicable, that employees who are required to work at home, alone or unsupervised for significant periods of time, are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Working alone can be a significant risk factor. The Company will either entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

Risk assessments for working alone will be carried out in accordance with the Management of Health and Safety at Work Regulations 1999. This will include the identification of hazards from, for example, means of access and egress, plant, machinery, goods, substances, environment, atmosphere, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces;
- any problems of communication;
- the possibility of interference, such as violence or criminal activity from other persons;
- the nature of injury or damage to health and anticipated "worst case" scenario.

Personnel carrying out lone working tasks will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. All personnel will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures. All personnel are required to co-operate with these efforts to ensure safe working and to report any concerns to management.



## Health Risk Management

Spirit Solar Ltd is fully aware of the responsibility for ensuring that health risks are identified and controlled to protect our employees whilst working for the Company. The policy for managing these risks are as follows:







### 3.17 Hazardous Substances (COSHH)

Spirit Solar Ltd will adhere to the hierarchy of risk controls to minimise potential health effects to our employees. Spirit Solar Ltd will:

- make an inventory of chemicals used in our processes;
- rationalise these chemicals to reduce the number of different chemicals;
- select less hazardous chemicals where it is reasonably practicable to do so;
- obtain Material Safety Data Sheets of all chemicals;
- produce COSHH Assessments for these chemicals, ensure the control measures stated are adhered to and monitored where necessary;
- communicate risks effectively to our employees and others who may be affected.

A range of COSHH assessments are available to download from the library within SafetyNet. These will be made specific to Spirit Solar Ltd processes.

Hazard warning markings on containers must also be heeded. A summary of the common warning signs follows:

	toxic		Harmful		Harmful to the environment
	Gases under pressure		Explosive		Oxidising



	Corrosive		Causes long term health effects		Flammable
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### 3.18 Asbestos

Asbestos is a fibrous mineral that can cause fatal lung diseases if inhaled. It was used extensively in buildings up to the early 1980's and is also found in buildings up to as late as 1999. The material cannot be identified by appearance only and is often concealed by other materials or coatings.

The Company premises were built before 2000 and there is asbestos known to be present in the building. An asbestos survey has been carried out and a register is provided and made available to any contractor working on the Company premises. Employees are made aware of the location of the asbestos during the Company induction.

When working on refurbishment projects, or within buildings built prior to 2000, Spirit Solar Ltd will require the asbestos survey for that building and carry out a risk assessment before work starts.

It is important to be aware of the potential presence of asbestos and Spirit Solar Ltd ensures that all personnel who could carry out work where asbestos may be present, have received Asbestos Awareness training.

Spirit Solar Ltd will not be carrying out non-licensed work with asbestos.

### 3.19 Silica

Respirable Crystalline Silica can be a serious health hazard when inhaled. The products and processes that would cause most concern for the Company's work activities, include:

- bricks – when drilling and chasing out;
- blocks – when drilling and chasing out;
- mortars – when chasing out or mixing;
- ceramic tiles – when drilling.

When these products are cut, a mixture of inhalable (larger) and respirable (smaller) particles is released. Respirable Crystalline Silica dust is responsible for causing or increasing the risk of a number of serious lung diseases including:

- silicosis;



- COPD (Chronic Obstructive Pulmonary Disease);
- Tuberculosis;
- lung cancer.

The Workplace Exposure Limit for Silica dust is 0.1mg per m<sup>3</sup> over an 8-hour period. In order to reduce exposure below this limit, Spirit Solar Ltd will:

- avoid producing the dust at design stage, consider the use of alternative or pre-cut materials;
- reduce the dust at source by wetting down the cutting operation or by using suitable extraction equipment;
- issue the correct RPE. FFP3 (Filtering Face-Piece) masks will filter out 95% of the particulate;
- make sure it is worn by providing training and supervision;
- make sure it works properly by fit testing individuals.

### 3.20 Noise

Excessive noise can cause permanent damage to hearing. The damage is often gradual and is always irreversible. Even a small amount of hearing loss can have a debilitating effect on a person's quality of life. To reduce the risks of damage to hearing for our employees and others we will:

Assess the noise levels in our own premises and other places in which our employees work and act according to the table below.

1st Action Level 80dB(A)	Carry out a noise assessment to identify sources and levels  Reduce noise levels  Provide hearing protection to employees who request it  Maintain equipment to reduce noise outputs  Provide training about noise
2nd Action Level 85 dB(A)	Introduce controls to eliminate/reduce risk  Provide hearing protection and ensure this is worn  Create Hearing Protection Zones in work areas  Provide health surveillance



	Provide training, information and consultation regarding noise
Daily Exposure Limit  87 dB(A)	Exposure must not exceed this

When selecting work equipment, information on the noise (and vibration) output of the machine will be sought from the manufacturer or hire company. Quieter machines will be selected over inferior equipment.

Noise awareness training will include:

- how the ears work and how damage occurs;
- action levels and time limits;
- choosing hearing protection;
- estimating noise levels.

### 3.21 Vibration

Exposure to excessive vibration can cause neurological, vascular, and musculoskeletal health problems. These conditions are known collectively as Hand-Arm Vibration Syndrome (HAVS) which can become severely disabling if ignored.

A very serious form of HAVS is Vibration White Finger (VWF) which can result from the transmission of vibration from a vibrating implement (such as impact drills) to the hands, occurring as a result of medium to long term exposure. This condition is not treatable and therefore results in a permanent potentially life changing condition.

Exposure is measured on a points system which relates to Exposure Action Levels and Exposure Limit Values. Spirit Solar Ltd will protect our employees by taking the following action at the levels indicated below:

<100 points (below Exposure Action Value	Reduce exposure to lowest reasonably practicable level Consider vibration when purchasing and hiring tools Provide awareness training in vibration hazards Aim to ensure employees remain below the Exposure Action Value
100 - 400 points (at or above Exposure Action Value)	Introduce controls to eliminate/reduce risk including limiting exposure time Consider vibration when purchasing or hiring tools Provide awareness training in vibration hazards Keep records of vibrating equipment use Provide health surveillance



>400 points (Exposure Limit Value)	Take immediate action to reduce exposure below the limit value Continue to enact EAV measures
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Information on vibration magnitude and safe exposure times will be sought from the manufacturer or hire company. Spirit Solar Ltd will take into account the specifics of condition and use that may affect vibration output.

### 3.22 Manual Handling

Manual handling can cause Musculo-skeletal health effects. Spirit Solar Ltd will operate according to the hierarchy below:

- Avoid manual handling where reasonably practicable through good planning and organisation of work. Where appropriate questioning the specification of heavy items at the earliest possible stage.
- Mechanise the movement of materials and plant by utilising equipment such as mobile cranes, overhead cranes, forklifts, genie lifts and hoists.
- Conduct a manual handling risk assessment taking into account the individual(s) concerned, the nature of the load, the task to be undertaken, and the environment in which the manual handling will take place.
- Utilise manual lifting aids where possible such as sack trucks, trollies, wheelbarrows, carrying handles.
- Provide training in safe lifting techniques.

### 3.23 Workplace Stress

Workplace stress is the harmful reaction some people have to undue pressures and demands placed on them by their work. It is a risk like any other and employers are responsible for preventing and managing it.

Spirit Solar Ltd aims to create an open and honest culture whereby employees feel empowered to be honest about their experiences. Open dialogue is vital in order to be able to accurately assess risk and put appropriate control measures in place.

Spirit Solar Ltd aims to create and promote a workplace environment that supports and promotes the mental wellbeing of all our employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, environmental and social conditions that have the potential for psychological as well as physical harm.

Spirit Solar Ltd will endeavour to work to the HSE's management standards in order to reduce the risk of workplace stress. These standards aim to tackle the following primary sources of stress at work.





- Demands – this includes issues such as workload, work patterns and the work environment.
- Control – how much say the person has in the way they do their work.
- Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- Change – how organisational change (large or small) is managed and communicated in the organisation.

Spirit Solar Ltd will undertake research among employees to gauge how well they believe the management standards are being implemented.

### 3.24 New and Expectant Mothers

Once informed in writing that an employee is pregnant, Spirit Solar Ltd will undertake a risk assessment with the employee to assess specific risks for new and expectant mothers. These risks can be from any process, working condition or physical, biological or chemical agents. All aspects of the role will be risk assessed and consideration will be given to:

- lifting or carrying of heavy loads;
- standing or sitting for long lengths of time;
- exposure to infectious diseases;
- work-related stress;
- workstations and posture;
- other people's smoke in the workplace;
- threat of violence in the workplace;
- long working hours;
- excessively noisy workplaces.

Spirit Solar Ltd will regularly monitor and review any assessment made to take into account possible risks that may occur at different stages of pregnancy.

Spirit Solar Ltd will also take into account, during the specific risk assessment, any medical advice from the new and expectant mother's General Practitioner or midwife about their health and make reasonable adjustments to their working conditions accordingly.



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## Safety Risk Management

### 3.25 Office Safety

Spirit Solar Ltd appreciates that accidents and ill health effects can result from working in the office and will endeavour to reduce the risk by the following means:

- packing materials will be removed daily;
- cables will be managed to defined routes so that they do not present a trip hazard or an over-load to a circuit;
- training will be provided to employees in the correct use of fire extinguishers, where required;
- lighting levels will be suitable for the tasks being undertaken;
- shelving and storage areas will be provided to reduce the possibility for stretching or awkward lifting;
- cleaning chemicals will be kept away from foodstuffs in the kitchen area.

### 3.26 Display Screen Equipment (DSE)

Spirit Solar Ltd will analyse and assess workstations to reduce risks to health. Users of DSE equipment will be asked to carry out a DSE Assessment to identify any areas that require attention. Spirit Solar Ltd will ensure that:

- workstations comply with the requirements of schedule 1 of The Display Screen Equipment Regulations 1999 in relation to the equipment used. This will include the desk, chair, screen and other relevant items;
- the daily work routine of users allows for breaks away from the screen and/or changes in activity;
- eye and eyesight tests are available for employees who use display screen equipment and if deemed appropriate, corrective visual appliances will be provided by the Company, if this is required under the regulations;
- training in the use of display screen equipment will be provided to users.

### 3.27 Construction Arrangements - CDM

Under the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015), Spirit Solar Ltd, will take on the duties of Principal Contractor and Contractor. For work on Company premises, we will also take on the duties of the Client. The following summarises these duties.

#### 3.27.1 Responsibilities for all parties under CDM 2015



For all roles undertaken, we will:

- accept only an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely;
- only appoint Designers or Contractors who possess the necessary skills, experience, training and organisational capacity to carry out the work safely;
- provide the necessary evidence to prove their abilities as above when requested by those that may appoint them;
- cooperate with others involved in all projects to promote health and safety standards;
- inform their workforce and all others on site of the need to report to site management anything which is likely to endanger their own health or safety or that of others;
- ensure that information is provided in a comprehensible form and as soon as is practicable.

### 3.27.2 Responsibilities as Principal Contractor Under CDM 2015

On projects with more than one contractor, the Company may be appointed by the Client to undertake the role of Principal Contractor. Project specific details on how these duties will be achieved will be found within Construction Phase Plans. To comply with the Principal Contractors' duties, we will:

- undertake the duties of the Client where they are a Domestic Client, in collaboration with the Designer or Principal Designer;
- plan, manage, monitor and coordinate the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety;
- take into account the General Principles of Prevention when making decisions regarding the design, technical and organisational aspects of a project, when estimating time required and when programming work;
- organise cooperation between contractors (including successive contractors on the same construction site);
- coordinate implementation by the contractors of applicable legal requirements for health and safety;
- ensure that employers and self-employed persons apply the general principles of prevention when undertaking their work;
- ensure that employers and self-employed persons follow the construction phase plan;
- provide a suitable site induction;
- take the necessary steps to prevent access by unauthorised persons to the construction site;



- provide suitable and sufficient welfare facilities throughout the construction phase;
- liaise with the Principal Designer for the duration of their appointment and share information with the Principal Designer relevant to the planning, management and monitoring of the pre-construction phase, as well as the coordination of health and safety matters during the pre-construction phase;
- make the necessary arrangements for cooperation between themselves and all others involved in the work;
- make the necessary arrangements to consult with the workforce on site in good time;
- provide the facilities necessary to enable workers to take copies of relevant information.

### 3.27.3 Responsibilities as a Contractor Under CDM 2015

When undertaking the role of Contractor, Spirit Solar Ltd will comply with the Contractors' duties we will:

- only accept an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely;
- only undertake construction work once they are satisfied that the client is aware of their duties;
- plan, manage and monitor their work and that of others under their control to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety;
- not appoint a designer or contractor unless they have the necessary skills, experience, training and organisational capacity to carry out work safely;
- not employ a person unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out tasks safely;
- provide their workforce with appropriate supervision, instructions and information. This information will include a suitable site induction, (where not already provided), procedures to be followed in the event of serious and imminent danger and any other necessary information on risks to health and safety;
- ensure that information is provided in a comprehensible form and as soon as is practicable;
- cooperate with others involved in all projects in order to promote health and safety standards;
- inform the workforce of the need to report to site management anything which is likely to endanger their own health or safety or that of others;
- not begin work unless reasonable steps have been taken to prevent access by unauthorised persons to the site;



- be satisfied that welfare facilities are provided as required under Schedule 2 of the Regulations.

#### 3.27.4 For multiple contractor projects where the Company is NOT Principal Contractor, we will:

- comply with any directions given by the Principal Designer or the Principal Contractor;
- adhere to relevant parts of the Construction Phase Plan.

#### 3.27.5 For projects when the Company is the only contractor we will:

- take account of the general principles of prevention when design, technical and organisational aspects are being decided in order to plan the various items or stages of work, as well as when estimating the period of time required to complete the work or work stages;
- draw up, or make arrangements for, a Construction Phase Plan to be drawn up, as soon as is practicable prior to setting up a construction site;
- undertake the duties of the Client where they are a Domestic Client, in collaboration with the Designer or Principal Designer.

### 3.28 Work at Height

The Work at Height Regulations 2005 require the following hierarchy of risk controls to be implemented:

- avoid working at height if possible;
- use an existing safe place of work;
- provide work equipment to prevent falls;
- mitigate distance and consequences of a fall;
- instruction and training and/or other means;

A variety of different means of access may be selected in accordance with the situation and the hierarchy above. Specific equipment will be named in task risk assessments and control measures included which will be specific to the task and the situation. Access equipment, fall prevention and protection systems may include:

- low level access platforms such as podiums;
- step ladders;
- other ladders incorporating safety mechanisms for stability and security.



### 3.28.1 Scaffolding

When scaffolding is selected or provided by another for our use we will:

- ensure the scaffold has been erected by a competent organisation;
- ensure the scaffold has been regularly inspected by a competent person and that the scaffold inspections register is up to date. Inspections must occur following completion of any section of scaffold, following any event likely to have affected the stability of the scaffold structure, such as severe weather or being struck by plant, following any addition or adaptation and at regular intervals not exceeding 7 days;
- ensure the scaffold has been adapted as necessary to suit the differing needs of users;
- ensure the scaffold meets the requirements of the NASC guidance TG20:13, which provides compliant scaffold designs in accordance with BS EN 12811-1 Temporary Works Equipment – Scaffolds;
- any scaffolds that cannot be erected in accordance with TG20:13, will require a bespoke design. No one will be permitted to access the scaffold, until a copy of the design is provided to site and an initial check has been made to ensure compliance;
- authorisation from the Site Manager must be gained before using any scaffold.

### 3.28.2 Mobile Access Towers

When mobile access towers are selected, we will:

- ensure that the manufacturers' instruction manual is provided which explains the erection sequence, including any bracing requirements. If the tower has been hired, the hire company has a duty to provide this information. This information will be passed on to the person erecting the tower, as this will differ slightly depending on the manufacturer;
- ensure mobile access towers are erected following a safe method of work and by a competent person who is trained to the standards required by the Prefabricated Access Suppliers' and Manufacturers' Association (PASMA);
- be aware of the limitations of the equipment, including weather and weight limitations;
- not allow our towers to be loaned to other contractors.

### 3.28.3 Mobile Elevated Work Platforms (MEWP's)

When Mobile Elevated Work Platforms are selected we will:

- ensure that it is suitable for its purpose in terms of the reach and capacity of the machiner;



- ensure the work area, ground conditions, overhead obstructions and public safety have been considered prior to it starting work;
- ensure the equipment is operated only by a competent person in possession of a certificate of training achievement issued by the International Powered Access Federation (IPAF) or equivalent certificate issued by a recognised training authority.

#### 3.28.4 Roof Work

All roof work is carried out at height and therefore, the Work at Height section above will apply and will cover access to and from the roof area; however, additional hazards may need to be considered when working on roofs. Spirit Solar Ltd will ensure that preventing or minimising risk is considered during the planning phase of the work.

A detailed risk assessment will be prepared prior to the start of any roof work and will include:

- access routes to and from the roof, including emergency access and egress;
- the specific locations of work to be done on the roof;
- how falls are to be prevented, or the distance and consequences of that fall minimised;
- how falling materials are to be prevented and controlled, providing protection to both workers and members of the public;
- how risks to health will be controlled;
- how other risks identified at planning and survey stages are to be controlled, e.g. handling hot bitumen;
- what equipment will be needed;
- what competence and/or training is needed;
- who will supervise and check that the control measures are effective.

#### 3.28.5 Fragile Roofs

Wherever possible, work on fragile roofs will be avoided. If this is not possible, precautions will be put into place to prevent a fall or minimise the distance or consequences. This will apply to all roof work activities, including construction, maintenance, repair, cleaning or demolition.

The hierarchy for work on fragile roofs is:

- work from underneath the roof using a suitable work platform;
- where this is not possible, a MEWP will be considered so that roofers can work from within the MEWP basket without standing on the fragile roof;



- if access onto the fragile roof cannot be avoided, perimeter edge protection will be installed, and staging used to spread the load. If all the work and access is on staging or platforms that are fitted with guard rails, safety nets should be installed underneath the roof or a harness system used; and
- where harnesses will be used only as a last resort and on the condition that adequate anchorage points are available.

A detailed rescue plan will be prepared on all occasions when working on roofs and will be included as part of the site-specific method statement.

### 3.29 Mobile Plant and Equipment

The proper selection and maintenance of mechanical plant and equipment and the provision of information, instruction and training in their use are requirements of the Provision and Use of Work Equipment Regulations 1998.

The selection of plant and machinery will be the responsibility of the Contracts Manager, who will ensure that it is suitable for its purpose and that the work area, ground conditions and public safety have been considered prior to it starting work.

Only authorised persons will be permitted to operate plant. Authorisation will only be given to operatives in possession of a certificate of training achievement (CPCS) issued by the CITB or equivalent certificate issued by a recognised training authority.

Certificates of competence must be held by all operators of major items of plant such as 180° and 360° excavators and dumpers.

The Supervisor will ensure copies of certificates of conformity or Thorough Examination reports for all items of plant, where appropriate, and CPCS cards and certificates of competence are inspected before commencing work.

### 3.30 Lifting Operations

Spirit Solar Ltd may use mobile cranes for certain tasks. All lifting operations will be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

Each crane operation will be treated as unique and will be planned on an individual basis. The Company may be responsible for managing lifting operations or may engage the services of a competent contractor for lifting operations. This will be clearly established before the project begins. In either case, a lifting plan will be drawn up by a competent person (The Appointed Person) for each individual lift.

Items to be considered in the writing of a lifting plan will include the following broad categories:

- the load to be lifted;
- the equipment required;





- the environment in which the lift will take place;
- the competencies of the personnel involved.

If the author of the Lifting Plan cannot be on site to control the operation, a Lift Supervisor will undertake the role of ensuring that the lift is carried out in accordance with the plan.

### 3.31 Working with Power Tools

The person within the Company with responsibility to oversee the safety of tools is the Head of Installations; however, the operatives must ensure the safe use, care, and maintenance of their own equipment. Records of regular inspections of tools and other work equipment including access equipment are an important part of the SMS.

#### 3.31.1 Electrical Tools

Only trained and competent personnel will be permitted to operate power tools. The policy of the Company for the provision and use of power tools is to ensure:

- only battery powered or 110v electrical tools to be permitted for use on site;
- all tools will be inspected before use, and regularly whilst in use;
- all electrical tools will be tested and examined every 6 months by a competent person, who will issue a certificate of safety.

The Operations Director is responsible for ensuring that portable appliance testing (PAT) is carried out on a regular basis.

#### 3.31.2 Hand Tools

Individual operatives are responsible for ensuring that their hand tools are kept in good order. They will ensure the following:

- tools will always be kept in good working condition, kept clean and ready for use;
- tools will be stored appropriately in toolboxes or racks with cutting edges protected;
- tools will be checked frequently to ensure that handles are secure, and guards and covers are in place;
- the use, suitability and condition of work equipment and tools will be regularly monitored by the Head of Installation during their site safety inspections;
- Personnel are required to report any defects to the Head of Installation and not to use any items that are in poor condition.

#### 3.31.3 Use of Abrasive Wheels

Abrasive wheels are used by the Company on occasions and can be particularly hazardous. For this reason, only persons trained in the mounting and use of abrasive



wheels will be permitted to use them. Discs will be kept in a safe place and discarded as soon as they begin to show signs of excessive wear or unevenness of edge.

PPE will be provided and worn by those using abrasive wheels. If following risk assessment, others who have to work in the vicinity may be at risk from flying debris, screens will be considered, or PPE provided to those working in the area. Eye protection to be worn must comply with BS EN 166B.

Dust will be controlled, wherever possible, by damping down the cutting operation. Most disc cutters are fitted with hose attachments and if they are fitted, they should be used. Where water suppression is not an option, a vacuum system will be used. Dust masks to a suitable standard (FFP3) will always be worn in order to reduce the risk of respiratory health illnesses.

### 3.32 Working with Electricity

Work with electricity will be carried out in accordance with the latest edition of the IET Wiring Regulations and the HSE document: HSG85 – Electricity at Work: Safe Working Practices.

Planning of the work is essential and will consider the management, supervision, implementation and completion of the work. Following this a site-specific method statement and risk assessment will be prepared. This will include:

- the work to be done;
- the hazards of the system or equipment to be worked on and the risks associated with the work;
- the people doing the work, their competence and the level of supervision necessary;
- the precautions to be taken and the system of work to be employed;
- the possibility that the nature of the work may change, e.g. a testing job may turn into fault finding;
- a permit-to-work procedure will always be adopted when working on electrical systems, this will be operated by the Supervisors;
- The Head of Installation will ensure that adequate information is available about the electrical system and the work to be carried out. Where work is to be carried out on newly constructed electrical systems (or newly installed equipment), drawings and schedules relating to the design should be available and provided to the electricians prior to the work, where possible.
- Records in the form of drawings and/or schedules will be provided to the Client and kept for all but the most basic of installations.



### 3.33 Work Near to Overhead Services

#### 3.33.1 Overhead Services

Where work near to overhead services cannot be avoided and there is a potential risk of contact, the service provider/owner will be consulted to find out if the line can be diverted, temporarily switched off or shrouded.

Spirit Solar Ltd will ensure that adequate protection zones and signs are provided, which will be based on the guidance provided in GS6 - Avoiding Danger from Overhead Power Lines (Fourth Edition).

If the work cannot be avoided, strict control measures will be put into place. A safe system of work will be prepared which will consider:

- the voltage and height above ground of the wires. Their height should be measured by a suitably trained person using non-contact measuring devices;
- the nature of the work and whether it will be carried out close to or underneath the overhead line, including whether access is needed underneath the wires;
- the size and reach of any machinery or equipment to be used near the overhead line;
- the safe clearance distance needed between the wires and the machinery or equipment and any structures being erected. The overhead line's owner will be consulted;
- the site conditions, e.g. undulating terrain may affect stability of plant etc.;
- the competence, supervision and training of people working at the site.

### 3.34 Hot Works

All hot works will be strictly controlled, and a permit-to-work procedure will be in place before any work commences. This will be included into any site-specific risk assessment which may include control measures as described below:

- the work area will be surveyed prior to the start of any works to ensure it is cleared of all loose combustible material;
- work will be planned to ensure all work areas are cleared of personnel with signs and barriers in place to ensure these areas cannot be accessed during the hot work activities;
- all necessary fire-fighting equipment will be available and will have been checked and deemed suitable extinguishing media;
- a telephone will be available at all times for emergency and will be readily accessible from the work area;



- If hot works will cease not less than one hour before the end of each day and a thorough inspection will be carried out in the vicinity of the work to ensure there is no risk of fire.

### 3.35 Traffic Management

Spirit Solar Ltd will ensure that premises under Company's control are designed and maintained to ensure provision of suitable segregation of vehicles and people.

- separate pedestrian and vehicle traffic routes will be provided wherever possible, using measures such as one-way systems, barriers and signs;
- separate entrances and exits will be provided for vehicles and pedestrians where possible, and vision panels will be installed to doors that open onto vehicle traffic routes;
- delivery vehicles to the Company premises will be under the control of the site manager, who will ensure that safe movement of vehicles and pedestrians can be achieved and maintained at all times;
- traffic management plans will be prepared, where required, which will clearly detail the traffic routes, turning areas, parking zones, pedestrian routes and loading/unloading areas. The plan will be regularly reviewed and revisions required will be communicated to all.

### 3.36 Working in Occupied Premises

The Client/building occupier will be consulted prior to any work activity to ensure Spirit Solar Ltd personnel are fully aware of:

- emergency arrangements including fire procedures and how these interface with Spirit Solar Ltd activities and emergency arrangements;
- any other specific procedures they will have to adhere to while on the premises;
- any locations that require specific authorisation;
- any hazardous work activities on the premises that may affect the work force;
- access and egress routes that must be maintained to ensure safe passage to all work areas for people and materials;
- how communication between Spirit Solar Ltd personnel and the Client/building occupier will be managed and maintained;
- how the work will be monitored to ensure the effectiveness of the shared arrangements.

Client/building occupiers will be kept informed throughout the work, of all activities and where they might affect them, and what precautions will be taken.



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## 4. Safety Policy Communication

It is the duty of every employer to prepare and update as necessary a policy for health, safety and welfare. It is also a duty for employers to communicate this policy to their employees.

For the purposes of ensuring safety, both employees and sub-contractors will be expected to read, understand and adhere to this policy.

It is important that you read through the policy carefully, as it will contain important information on company safety procedures and safe systems of work. It also contains responsibilities that you must undertake and comply with.

If you have any questions about the safety policy, please ask Vishal Giga. If you have any suggestions as to how safety could be improved for this company, please pass these on also.

After you have read through this safety policy, please detach this sheet, sign and date it and pass it back to Vishal Giga.

### **Spirit Energy Health & Safety Policy**

<b>Name:</b>	
<b>Date:</b>	
<b>Occupation:</b>	
<b>Signature:</b>	