

MCSR 18.01

Health & Safety

Policy

Version: 2

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1.0 Introduction

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health, safety and welfare at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

Icarus Solar Installations Ltd provides design and installation of Solar Thermal services for private and public sector customers, covering a wide range of commercial and industrial markets.

The Company's activities include project management, design, and supply, and installation, maintenance, testing and commissioning solar thermal services.

The Company is committed to providing the highest quality of product, service and performance.

The Company's commitment to safety is disseminated to all levels of personnel. All employees are expected to work safely, correctly and without risk to themselves or others who may be affected by their acts or omissions.

Sub-contract companies, their employees and all temporary workers are covered by the policy.

2.0 HEALTH AND SAFETY POLICY STATEMENT

The Health & Safety Policy of the Company is, so far as is reasonably practicable, to ensure the health, safety and welfare at work of all its employees. Further it is to ensure that persons not in its employment, who may be affected by its work activities, are not exposed to risks to their health and safety.

The objective is by continuous improvement to eliminate personal injury, prevent damage to property and equipment and protect the environment.

The Company's commitment to and compliance with all relevant safety legislation and the Health and Safety Policy is fundamental to achieving its overall business strategy.

The Health and Safety Policy will be subject to continuous improvements and is reviewed annually or following changes in legislation. It is updated accordingly to take into account new legislation or changes to Company policies or procedures.

It is the Company's view that work related accidents or ill health are unacceptable and that by implementing a policy of continuous improvement, taking all reasonable precautions and a pro-active approach the majority can be avoided.

It is the duty of all Company employees to conform to the Icarus Solar Installations Ltd Health and Safety Policy to carry out their duties as detailed in the document.

All employees who authorise work activities must ensure the health and safety of all persons involved directly or indirectly.



The Company fully accepts the obligations placed upon it by the various Acts of Parliament covering health, safety and welfare. The Company requires its Managing Director to ensure that the following policy is implemented and to report annually on its effectiveness.

Shaun Bolton – Managing Director

July 2011

2.1 STATEMENT TO ALL EMPLOYEES ON HEALTH AND SAFETY AT WORK

The Company Health and Safety Policy has been compiled in order to ensure compliance with all relevant UK and European legislation. It also follows industry 'Best Practice' in order to maintain the highest possible standards of health and safety.

The arrangements for carrying out this policy are well defined. They are as follows:

Managers at all levels are responsible for the health and safety of the employees under their control and for the effective implementation of the policy.

The policy is extended to include members of the public who may be affected by our activities.

All Employees are made fully aware of their own personal responsibilities as regards to their own health and safety, and that of their fellow workers.

The Company Safety Manual and supporting documentation is used to incorporate the policy and procedures into all areas of the Company's activities.

Copies of Company safety documents are available at all Company locations for reference by all employees. These documents are reviewed annually and updated as required by new legislation, Codes of Practice, etc.

Suitable and adequate risk assessments will be carried out in accordance with relevant regulations.

The successful implementation of the Company Health and Safety Policy relies on the commitment and cooperation of everyone concerned. This is recognised in the Health and Safety at Work Act 1974 which makes it the legal duty of all employees to take reasonable care for the health and safety of themselves and others whilst at work.

Your care and co-operation will help to avoid any unnecessary suffering and hardship which could be caused by work related accidents or ill health.

Shaun Bolton – Managing Director

July 2011

2.2 Company Management Organisation Chart

Shaun Bolton
Director/Manager

Katharine Wratten
Director/Manager

3.0 Arrangements for Carrying Out the Company Health & Safety Policy

The implementation of the Company Health & Safety Policy is a function of management and supervision at ALL levels. It follows the normal chains of responsibility and authority, which are updated periodically for all departments of the Company. They are available for inspection to every member on request to his/her manager/supervisor.



ALL employees of the Company will receive/have access to a copy of the policy and should familiarize themselves and ensure that their colleagues comply with all relevant health and safety legislation and instructions. If, where applicable, they wish to delegate any part of these duties to a colleague with special responsibility for safety, they may do so, always remembering that the ultimate responsibility still rests with them.

The Company's Safety, Health and Environmental Manager/Safety, Health and Environmental Officers have authority to order work to stop if they consider that health and/or safety are endangered.

4.0 Responsibilities for Health and Safety

4.1 Managing Director (who is ultimately responsible for Health & Safety Matters)

The Managing Director has overall responsibility for the implementation of the Company's policy. In particular he is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

The Managing Director is responsible for:

- a) determining the Health and Safety Policy of the Company
- b) endorsing and supporting the Health & Safety Policy of the Company
- c) reviewing the effectiveness of the Health & Safety Policy annually or earlier and institute any necessary changes as required
- d) reserves the right to attend safety meetings
- e) evaluating the effectiveness of the Safety, Health and Environmental Department and, where appropriate, take corrective action
- f) supporting, and ensuring that, the Company Health & Safety Policy is being implemented by all Directors and Heads of Department under their control
- g) reviewing Safety, Health and Environmental Audit/inspection Reports and, where necessary, ensure remedial action is taken
- h) considering, and giving appropriate support to, any recommendations for improvement in the Company Health & Safety Policy or systems
- i) Reviewing statistical information relative to regional safety performance and, where appropriate, take remedial action to implement improvements.

4.2 Directors and Senior Managers

These managers are wholly accountable to the Managing Director for the implementation and monitoring of the policy within the area of their specified responsibility.

The managers are responsible for:

- a) familiarising themselves with, and ensure compliance with, the Company Health & Safety Policy
- b) reviewing the Company Safety, Health and Environmental Manager/Safety, Health and Environmental Officers reports and, where necessary, take on-going remedial action
- c) reviewing accident investigation reports, and where appropriate satisfy themselves that corrective action has taken place
- d) on occasion, accompanying the Company Safety, Health and Environmental Manager/Safety, Health and Environmental Officers on site safety inspections to satisfy themselves that adequate safety standards are being maintained
- e) ensuring that all Officers are available for, and involved in, safety inspections
- f) ensuring compliance with all pertinent statutory regulations



- g) informing the Company Safety, Health and Environmental Manager/Safety, Health and Environmental Officers whenever new plant or process is to be introduced so that hazards can be guarded against prior to use/operation
- h) Ensuring that ALL visitors to Company premises comply with the Company Health & Safety Policy and attendant procedures.

4.3 Health & Safety Manager

The Health & Safety Manager is responsible for co-ordinating effective health and safety policies and controls across the organisation and supervising the Health & Safety Officers.

The Health & Safety Manager is responsible for:

- a) exercising the necessary authority to order work to stop if health or safety are endangered, or environmental issues are noted communicating reasons to the relevant Director(s) by the quickest available means
- b) supervising the work of the Safety, Health and Environmental Department, ensuring that the requirements of the Company Health & Safety and Environmental Policies are met
- c) inspecting sites, offices and associated plant, ensuring compliance with the Company Health & Safety and Environmental Policies, make recommendations to Company employees, where necessary, on matters relating to health and safety
- d) investigating accidents and damage to property and recommend corrective action
- e) review absence due to accident or injury at work and ensure that reportable occurrences are notified to the relevant enforcing authority
- f) maintaining accident records and regularly inspect first aid procedures, facilities and records
- g) ensuring that relevant safety training records are kept
- h) assisting as necessary in the safety training of employees
- i) attending, and supply information for Safety and Environmental meetings
- j) reviewing any safety recommendations made by employees and encourage their interest in these matters
- k) circulating as necessary, information relevant to health, safety and environmental issues
- l) being conversant with current, and impending, health, safety and environmental legislation
- m) liaising with the Health & Safety Executive and similar enforcement organizations
- n) On request giving assistance/guidance/advice on any safety, health, welfare or environmental matters, which are of concern to any employees of the Company.

4.4 Health & Safety Officers

The Safety Officers are nominated managers responsible for co-ordinating effective health and safety policies and controls across the organisation.

The Health & Safety Officers are responsible for:

- a) the production and maintenance of the Company's policy and ensuring that Department Guidelines are consistent with policy
- b) its application
- c) monitoring and reporting on the effectiveness of the policy



- d) the provision of general advice about the implication of the law
- e) The identification of health and safety training needs. The safety officer also acts on behalf of the Managing Director, as the Company's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies
- f) The production and maintenance of Health and Safety Codes of Practice for each aspect of the services within the Company.
- g) exercising the necessary authority to order work to stop if health and/or safety are endangered, communicating reasons to the relevant Director(s) by the quickest available means
- h) assisting and support Managers in their task of implementing Company Health & Safety Policy
- i) inspecting sites, offices and associated plant ensuring compliance with Company Health, Safety and Environmental Policy, recommending directly to Company employees on matters concerning health and safety
- j) investigating accidents and damage to property and recommend corrective action
- k) maintaining accident records and regularly inspect first aid procedures, facilities and records
- l) assisting in the safety training of employees
- m) attending and supply information for safety meetings
- n) reviewing any safety recommendations made by employees and encourage their interest in these matters
- o) circulating as necessary information relevant to health and safety
- p) liaising with the Health & Safety Executive and similar enforcement organizations
- q) On request, giving assistance/guidance/advice on any safety, health, welfare or environmental matters, which are causing concern to any member of the Company.

4.5 Hiring & Buyers (This applies to all persons with an authority/ responsibility for hiring plant and purchasing substances or articles for use at work)

Hiring and Buyers are responsible for:

- a) ensuring that all plant hired is safe for the purpose intended and complies with the relevant health, safety and environmental standards
- b) ensuring that on despatch from Hire Centre all plant is safe for the purpose intended is adequately tested and has no visible defects
- c) on request, advising on the correct type of plant to be used
- d) ensuring that all substances obtained for use by Company employees, subcontractors or temporary staff have been reviewed and formally assessed on a CoSHH Risk Assessment form where the Control of Substances Hazardous to Health Regulations applies
- e) where the substance does not appear to have been assessed, notify the Company Safety, Health and Environmental Manager with the name of the substance and the name and address of the manufacturer or supplier, so that the substance can be reviewed and assessed if necessary prior to use
- f) Ensuring that all items purchased conform to all relevant health, safety and environmental standards.

4.6 All Company Employees

Are responsible for:

- a) being aware of and always conform to the Company Health and Safety Policy



- b) always working within all Safety Regulations and Guidelines
- c) always wearing appropriate personal protective equipment ensure that it fits, is properly adjusted, and is kept in good order
- d) being aware of the correct action to take in the event of accident, fire or other emergency
- e) always using the correct tools and equipment, with appropriate safety devices, for the job intended
- f) conforming to all instructions given by Line Management and the Company Safety, Health and Environmental Manager/Safety, Health and Environmental Advisers and others with a responsibility for health and safety
- g) reporting to their immediate superior all accidents and damage whether persons are injured or not
- h) reporting defects in plant or equipment to their immediate Superior or Safety Representative
- i) directing reasonable and practical suggestions to improve health and safety at work to their immediate superior or Safety Representative
- j) being aware that wilful disregard for safety is considered a serious disciplinary offence
- k) being aware that attendance at the workplace whilst under the influence of alcohol or non prescribed drugs which affect their judgement and capabilities, thereby placing themselves and/or others at risk, is a serious disciplinary offence
- l) always observing all site/office rules and safe working practices
- m) reporting hazardous situations or conditions to their immediate superior or safety representative
- n) Being aware of and abide by Company environmental standards.

5.0 HEALTH AND SAFETY MANAGEMENT PROCESS

The Company believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and E.C. Directives will be adopted as required standards within the Company. Responsibility for Health, Safety and Welfare matters shall be explicitly stated in management job descriptions.

The Company requires managers to approach Health, Safety and Welfare in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of Health, Safety and Welfare needs will be met from locally held budgets as part of day-to-day management, although many Health and Safety problems can be rectified at little additional cost.

For major additional expenditure, cases of need will be submitted by Directors to the Managing Director.

If unpredictable Health and Safety issues arise during the year, the Managing Director must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

5.1 HEALTH, SAFETY AND WELFARE GUIDELINES

It is the policy of the Company to require departmental managers to produce appropriate Health, Safety and Welfare policies or guidelines. These should embody the minimum standards for Health, Safety and Welfare for the department and the work organised within it.

It shall be the responsibility of the manager to bring to the attention of all members of his or her staff, the provisions of the guidelines, and to consult with appropriate Health and Safety representatives about the updating of these guidelines. The model contents of a guideline are:

- a) a clear statement of the role of the department;
- b) regulations governing the work of the department;
- c) clear reference to safe methods of working, for example nursing procedures, manufacturers' manuals;
- d) information about immediate matters of Health, Safety and Welfare concern, such as fire drills, fire exits, first aid;



- e) training standards;
- f) the role and identity of the Health and Safety representative;
- g) names of specialist advisers who can be approached about the work of the department;
- h) the manager responsible for organisation and control of work;
- i) accident reporting procedures;
- j) departmental safety rules;
- k) fire procedures;
- l) Policies agreed by the Company.

6.0 SAFE SYSTEMS AND METHODS OF WORK

It is the Company's objective that all work undertaken shall, so far as is reasonably practicable be carried out with minimum risk to health and safety. To this end all operations are to be carried out with the knowledge and awareness of the hazards involved or likely to be encountered, and proper means employed to eliminate or reduce them to the lowest practicable level. The most appropriate plant and equipment must be used and the operator must be trained and competent in its use. All control measures must be fully discussed with the works team prior to commencement of operations.

6.1 Health and Safety Legislation/ Documents

Copies of relevant safety information will be held on site at both head office and the manufacturing department and to be readily available for reference/ inspection on request. The Company Safety, Health and Environmental Manager/Safety, Health and Environmental Officers hold at copies of relevant statutory instruments.

6.2 Method Statements

Method Statements will be produced as required, as the project develops to ensure that full consideration is given to works being carried out as safely as reasonably practicable, all persons involved in the task must be briefed on this and sign the appropriate method statement record of communication form.

6.3 Safety inspections

Regular safety inspections will be carried out by Safety, Health and Environmental Managers or Officers. All aspects of safety issues will be included in the inspection. Should any major safety issue be found to be unsatisfactory the manager/officer will record the relevant information. The appropriate corrective action will then be taken to minimise/control any identified risk or hazardous situation.

6.4 Risk Assessments

Risk assessments will be carried out where necessary by the managers using a project risk Assessment or a Task Specific Risk Assessment as appropriate. They are ongoing throughout the project and will take into account changes in hazards and conditions as the project develops. High and medium risks must be addressed and suitable and adequate control measures instigated to reduce the risk to those affected. All persons involved in the task must be briefed on this assessment and sign the appropriate risk assessment form.

6.5 Lifting and Handling

Managers are responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs. Head office will ensure training in lifting and handling is provided to staff if required.

6.6 Competency of Employees

It is Company policy to ensure that only persons who are trained, authorised and competent shall undertake work within the limitations of the level of their expertise with due regard to the awareness of the hazards associated with that work.

Competency attainment levels are assessed by various means - both internal and external, e.g.:

- a) Apprenticeship completion



- b) National Grading Attainment
- c) National Registration bodies
- d) External examinations
- e) Membership of professional institutions
- f) Educational qualifications
- g) Attendance and passing specific training courses
- h) Regular internal reviews
- i) Appraisals and assessments
- j) Relevant experience.

6.7 Workforce Consultation

Icarus Solar Installations recognises the importance of involving the workforce on health and safety matters. Regular safety talks will be carried out where the opportunity for discussion on these matters will be encouraged. In addition to this Safety Bulletins and other communications will be produced and issued to all staff. Regular divisional communications meetings are also held where safety is an agenda item.

6.8 Occupational Health

It is the policy of the company to provide comprehensive Occupational Health Services for all staff. Such services are provided confidentially to the individual employee and include counselling on Health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

6.9 Control of Substances hazardous to Health (CoSHH)

The Control of Substances Hazardous to Health Regulations (COSHH) requires the Company to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Company must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Safety Officer is responsible for implementing these Regulations.

6.10 Protection of the Public

All works where there is an interface with members of the public or clients' staff will be strictly controlled. Adequate information will be made available to all relevant parties and ongoing liaison will be encouraged and where appropriate documented. For short-term work adequate warning signage and barrier protection will be erected.

6.11 Welfare Arrangements

Whenever the Company is responsible for welfare arrangement the responsibilities included in the CDM Regulations must be observed. Adequate sanitary, washing facilities, drinking water, accommodation for clothing, facilities for changing clothing and facilities for rest must all be considered.

6.12 First Aid

It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

6.13 Fire

The Managing Director is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all Company premises. The Managing Director delegates these responsibilities to the Directors.

In addition the Company will nominate a Fire Officer (this may be the Safety Officer or someone external to the Company)

The responsibilities are:

- a) reporting and advising on the standard of fire safety in the Company's premises and the standard of fire training of its staff;
- b) undertaking overall responsibility for fire training;
- c) Assisting in the investigation of all fires in the Company's premises and to submit reports of such incidents.



6.14 Food Hygiene

Those Managers who have responsibility for food acquisition, storage, processing and serving, and staff induction and training, are responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Safety Officer.

6.15 Non-Smoking

The Company has agreed that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. The rules relating to smoking on Company premises are available from the Personnel Department / Head Office.

6.16 Computer installations and VDU's

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating VDUs are issued with a copy of the Health and Safety Executive Booklet entitled 'Working with VDUs'. New employees who regularly use VDUs will be required to undergo sight screening.

7.0 Accident Reporting Procedures

7.1 Accident Reporting

- a) all accidents must be reported to the immediate Supervisor
- b) An Accident/incident Report must be completed and forwarded to the relevant Safety, Health and Environmental Officer/Manager. They will then determine whether or not the accident must be reported to the relevant enforcing authority
- c) All accidents/injuries received at work must be recorded in the Site or Office Accident Book. The original of this form must be forwarded to the relevant Safety, Health and Environmental Officer/Manager. Copies must not be made of this form except at the request of the injured person who may receive a copy for his/her own records
- d) all incidents involving "near miss" situations which could have resulted in an accident must be reported to the immediate Officer (a near miss is an incident which could have resulted in injury to persons or damage to plant, equipment or property)
- e) Company Safety, Health and Environmental Manager/Safety, Health and Environmental Officer must be informed immediately if an operative is absent from work due to an injury sustained at work for a period in excess of three days (including weekends)
- f) unless to prevent further danger any plant, tool or equipment that is suspected of being the cause of, or connected with, an accident must not be interfered with until released by the immediate Supervisor
- g) any correspondence received from solicitors acting on behalf of employees or third parties must be passed through to the Group insurance Department for immediate attention
- h) Under no circumstances should such correspondence be acknowledged, notwithstanding the fact that it may contain words requesting written confirmation within 21 days but must be passed to a Director immediately.
- i) for data protection reasons, all personal information relating to accident reports must be forwarded in a sealed envelope marked as "Most Confidential"

7.2 Major injury/Dangerous Occurrence Reporting

A fatality, major injury, or dangerous occurrence must be recorded as follows:

- a) notify the relevant emergency service by the quickest means possible
- b) notify Client/Principal Contractor as per site requirements (if relevant)
- c) notify Head of Department immediately



- d) notify the Company Safety, Health and Environmental Manager (01797 252654)
- e) notify head office (01892 526368)

7.3 Major injury

- a) any fracture, other than to the fingers, thumbs or toes
- b) any amputation
- c) dislocation of the shoulder, hip, knee or spine
- d) loss of sight (whether temporary or permanent)
- e) a chemical or hot metal burn to the eye or any penetrating injury to the eye
- f) any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- g) any other injury-
 - leading to hypothermia, heat-induced illness or to unconsciousness
 - requiring resuscitation or requiring admittance to hospital for more than 24 hours
- h) loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent
- i) either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:
 - acute illness requiring medical treatment;
 - Loss of consciousness
- j) Acute illness which required medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

7.4 Dangerous Occurrences

A full list of Dangerous Occurrences are defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, some examples are as follows:

- a) bursting of a grinding wheel/stone moved by mechanical power
- b) overturning or collapse of crane, fork lift, hoist or mobile access powered platform
- c) explosion of fire due to the ignition of dust, vapour, gases (including boiler tubes), boilers or closed vessels resulting in suspension of work for more than five hours
- d) electrical short circuit or failure of electrical machinery, plant or apparatus resulting in fire, explosion involving stoppage of more than twenty-four hours
- e) explosion of a receiver or container used for storage of gas (including air) or any liquid or solid resulting from compression of gas
- f) complete or partial collapse of scaffold structure of more than 5 meters in height or building involving approximately 5 tonnes of material
- g) The uncontrolled release or escape of any substances which, having regard to the nature of the substance or agent might be liable to cause damage to health or injury to any person due to extent and location of incident.
- h) There are other dangerous occurrences apart from those listed, which are required to be reported on excavations, formwork or overturn of mobile plant etc. If you are in any doubt report any incident you consider to be dangerous to your Manager/Health and Environmental Manager/Officer.

8.0 Emergency Procedures

Emergency procedures will be agreed at all places of work. These will include, but will not be limited to:

- a) first aid/medical



- b) fire
- c) evacuation
- d) disaster response
- e) Bomb threat response.

It is important that all personnel, wherever they are working, are made fully aware of:

- a) how to call for, and/or receive, assistance
- b) how to raise the alarm in the event of fire, bomb warnings, or other emergency
- c) the location of all exits from the premises
- d) the identification and location of the assembly area(s)
- e) various warning signals (if applicable)

Suitable and adequate fire protection equipment will be supplied by the Company with regard to accommodation and works to be carried out.

Persons trained in the use of fire fighting equipment will be available at all site and office locations.

The equipment will be properly maintained and regularly tested.

Appropriate first aid equipment will be provided at every location.

Person(s) trained to the appropriate level of first aid will be employed at every site and office location, their names will be displayed in a prominent position.

9.0 Personal Protective Equipment (PPE)

Where personal protective equipment is supplied, it will:

- a) meet the relevant standard
- b) be appropriate to the risk
- c) provide effective control/protection
- d) be satisfactory to the user, i.e. comfort, fit and adjustment
- e) comply with relevant product safety criteria
- f) be stored correctly
- g) be monitored to ensure effectiveness and updated as necessary
- h) Be provided free of charge.

The Company's standard equipment IS:

MANDATORY:

- a) head protection
- b) foot protection (with steel mid-sole)
- c) high visibility clothing

WHERE REQUIRED:

- d) eye protection goggles
- e) hearing protection
- f) respiratory protection - suitable to absorb and/or filter identified airborne substances
- g) gloves - suitable to protect against the specified hazard
- h) full body harnesses to appropriate standard
- i) welding shield/screen to the appropriate standard
- j) Overalls (fire retardant).

Lost or damaged equipment will, after investigation, be replaced.

Company employees are required to wear protective equipment whenever necessary to ensure safe working.

Personal issue must be maintained in a good hygienic condition; stored correctly and regularly checked for wear/damage.



Safety helmets must be worn correctly as designed by the manufacturer. They must not be worn back to front, even with the inner lining reversed. Helmet manufacturers generally state that helmets "have a 'shelf life' of up to five years when properly stored, and a 'service life' of two to five years depending on conditions of use".

PPE must not be misused or abused.

Adequate provision should be taken when working outside to protect the body from the effects of the sun, keep your body covered and consider sunscreen for exposed area.

Body jewellery can be hazardous and is not acceptable in the workplace. Finger rings should be removed or covered with tape.

SUPERVISORS ARE RESPONSIBLE FOR, AND AUTHORISED TO INSIST THAT ALL PERSONS UNDER THEIR CONTROL WEAR THE APPROPRIATE PROTECTIVE EQUIPMENT.

10.0 Workplace Hazards

A hazard is the potential for something to cause harm. This could be a substance, equipment, material, procedure, method of work, place of work, working environment, people etc.

The risk is the likelihood of the harm actually being realised and the degree of harm that is likely.

There are many hazards associated with the works undertaken by Company employees. It is in everyone's interest to ensure that all risks are eliminated or reduced to the lowest practicable level, or that suitable control measures are instigated.

In addition to risk assessments site supervision will identify hazards. The appropriate corrective action will then be taken to minimise/control the identified risk. It is the responsibility of all persons to be constantly vigilant and aware of the risks associated with their work and to always work in a safe and responsible manner.

Common hazards at the workplace may include but not be limited to:

poor housekeeping, excessive noise, extremes of temperature, poor ventilation, obstructed walkways, holes/trenches/excavations, unsecured ladders, working above/below ground, hazardous atmospheres, hot work, electricity, hazardous substances, inadequate lighting, door access/egress, high fume/dust levels, wet/slippery/insecure floors, falling objects, poor edge protection, confined spaces, live services, damaged/unsuitable tools, commissioning/testing, poor storage, other trades

Risks associated with these hazards must be reduced to the lowest practicable level and appropriate safe systems of work and/or control measures implemented.

Where risks are identified they must be dealt with or reported to supervision for action as soon as possible.

10.1 Housekeeping

Housekeeping is one of the most important single items influencing safety at the workplace.

- a) All stairways, passages, and gangways must be kept free from materials, supply leads and obstructions of any kind.
- b) Materials and equipment shall be stored tidily so as not to cause obstruction and kept away from the edges of hoist ways, ladder access, stairways, floor openings and riser shafts.
- c) When protruding nails are found in re-usable boards, planks or timber they must be removed. Protruding nails in scrap timber should be bent flush, hammered in or removed so as not to create a hazard to others.
- d) Tools must not be left where they may cause tripping or other hazards. Tools not in use should be placed in a tool belt or bag and at the end of each working day be placed in a secure container.
- e) Working areas must be kept clean and tidy. Redundant materials, scrap or other rubbish must be removed regularly into designated containers or disposal areas. A tidy-as-you-go policy should be adopted.
- f) Toilets and washing facilities are provided for the convenience and comfort of all. Please help to keep them clean and sanitary.



- g) Canteens and site accommodation must be kept clean. Do not allow soiled clothes, scraps of food etc. to accumulate, especially around hot pipes or heaters.
- h) Spillage's of oil or other substances must be contained and cleaned up immediately. Ground contamination must be prevented.
- i) All flammable liquids, L.P.G. and gas cylinders must be stored properly in accordance with the relevant legislation.

10.2 Working at Height

Falls from height are recognised as the major cause of fatal and serious injury within the construction industry.

When considering working at height, a risk assessment must be undertaken in order to identify what the hazard is and the degree of risk present.

The working at Height Risk Assessment form must be completed.

It is essential that details of any risk assessment carried out are communicated to both the person(s) undertaking the work and any others who may be at risk, all persons involved in the task must be briefed on the assessment and sign the appropriate risk assessment communication form.

There are a number of items of equipment, which may be used to carry out work at height. It is important that careful consideration is given to the working environment and the selection of the most appropriate access method and equipment.

Mobile Aluminium Scaffold Towers (MAST) must be erected by suitably trained personnel and as specified by the manufacturers build guide.

Mobile Elevating Work Platform (MEWP) must only be operated by trained personnel and as specified in the manufacturers operation guide.

Podium steps should be used where access is limited. The manufacturer's instructions must be followed when erecting, using or dismantling this equipment.

Stepladders will only be used for work at height if a suitable risk assessment has been carried out and demonstrated that the use of more suitable work equipment is not justified because of the low risk and the short duration of use or existing features on site which, cannot be altered.

All work at height must also comply with the Clients or Principal Contractors policy.

10.3 Office Safety

Although offices are relatively safe places of work, common hazards in the office environment may include but are not limited to: obstructed walkways/stairways, unsuitable clothing, unauthorized electrical equipment, spills on/wet floor, keys in furniture locks, unstable filing cabinets, poor cable management, carrying/lifting/moving objects, cluttered workstations, damaged furniture, poor storage, open drawers, unguarded guillotines, unsuitable/defective lighting, poor seating posture, poor housekeeping.

Display Screen Equipment (DSE) must be assessed for suitability, comfort and working environment by the user Defects must be rectified as soon as possible.

10.4 Electricity

Electric shock is a major hazard. It can cause physical injury and can kill. The passage of current through the body can cause burning of the skin at the point of contact and underlying tissue. Severe burns can also occur from exposure to a flash over without actual bodily contact. Hazards can be caused by:

- a) poor/damaged insulation on power tools, cables etc
- b) the use of unauthorized extension leads
- c) knowingly using defective electrical equipment
- d) misuse of electrical equipment
- e) incorrect fuse replacement
- f) failure to isolate circuits
- g) poor installation - using 'borrowed' neutrals
- h) the deliberate bypassing of safety devices
- i) ignorance or disregard of safety regulations/codes of practice/permits to work risk assessments
- j) not working to an agreed Method Statement
- k) energisation of circuits before the electrical system is complete
- l) careless working on batteries/battery banks/U.P.S. systems
- m) failure to notify all personnel of work being carried out on a circuit affecting them
- n) the use of unauthorized testing equipment and tools



- o) ineffective, or no screening around electrical welding activities and/or equipment
- p) the use of incorrect fire extinguishers e.g. water and foam, carbon dioxide or dry powder are suitable for use on live electrical system
- q) Knowingly working on live electrical systems.

Basic Safety Rules - Working with Electricity

- a) Only qualified, competent, trained and authorised persons may work on any electrical systems that have previously been energised.
- b) It is not necessary to work on live electrical systems except for testing and commissioning operations or other activities controlled by a formal permit to work.
- c) On any distribution board that can be energised, the sub circuit cable ends must not be connected until the outgoing circuit is complete.
- d) Always use agreed and understood formal isolation and lock-off procedures.
- e) Before commencing work always test before touch by using a proven operational test instrument, even if a system is declared dead on a permit to work.

10.5 Site Traffic

All employees must remain aware to the hazards created by site traffic. Every year people are seriously injured on construction sites as a result of vehicle accidents, the most common causes of these accidents are;

- people being hit by vehicles
- people falling from vehicles
- objects falling from vehicles on to people
- vehicles toppling over

In order to help reduce accidents the following rules must be observed,

- All employees must be vigilant and remain aware of site vehicles.
- Hi visibility jackets or vests must be worn at all times.
- Listen out for audible reversing warnings.
- Do not encroach into excavator slowing circles, or below a tower or mobile crane slung load.
- Always signal to the driver, and await a response before approaching a vehicle.

10.6 Health Hazards - These are some of the common hazards associated with site works - this is not intended to cover all work hazards encountered.

Hand-arm vibration syndrome (HAVS): affects some individuals who use machinery that generates vibration e.g. hand held grinding/chasing/percussion-drilling tools.

Prevention is essential.

Keep hands dry and warm at all times - gloves may be helpful; ensure drill bits are kept sharp and equipment is properly maintained.

Symptoms of HAVS are indicated by tingling, blanching and numbness of the fingers. If these symptoms occur and persist, report them to your supervisor and cease use of the equipment.

Information on the precautions, which, must be taken when using vibrating equipment, is available from site supervision.

Noise: induced hearing loss affects people who are exposed to high noise levels for prolonged periods; it is irreversible. Prevention is essential.

The Company will reduce noise levels, within our sphere of activities, to the lowest reasonably practicable level.

Suitable hearing protection will be worn on all projects when operating powered tools or equipment.

Asbestosis: is a form of progressive fibrosis of the lung occurring in those exposed to significant levels of loose asbestos fibres.



Working in a clean area where asbestos is in good condition and not damaged, creates no health hazard.

Where there is damaged asbestos and/or loose asbestos fibres are suspected, leave the area immediately and report to supervision.

Beat Knee/Elbow: is the build up of fluid around the joint, which causes discomfort and restricts movement.

It is caused by severe or prolonged external friction or pressure at or about the joint, e.g. using the knee as a fulcrum when bending pipe or prolonged activities in a kneeling position, or repetitive prolonged use of hand bending machines.

Kneepads are available from supervision and must be worn when work requires prolonged kneeling. Pipe bending machines should be used whenever practicable.

Dust inhalation: is a health hazard and may cause a number of conditions, e.g. irritation to the respiratory passages causing coughing and tightness of the chest; asthma; eczema and lung disease. Much depends on the length of exposure and the source, size and structure of the particulate.

Prevention is the best policy. Whenever carrying out dust producing activities or working in an area where dust is suspended in the air, suitable respiratory protection should be obtained from supervision and worn correctly. Should you suffer any pain or discomfort as a result of any work activities you should cease all activities immediately and inform your supervisor?

10.7 New Hazards

Safety, Health and Environmental Department personnel are available to investigate and advise on hazards associated with the introduction of new plant, equipment, processes or methods. Additional training may be necessary and suitable arrangements made.

10.8 Maintenance Hazards

Hazards may be present and cause a problem to those carrying out servicing/maintenance on works, which we have installed and handed over. All hazards must be documented and included in the Health and Safety File relating to the project, which is handed to the client at project completion.

10.9 Mobile Phones

For reasons of site safety the use of mobile phones within construction areas will be limited to areas it is safe to do so, and the call duration will be kept to a minimum.

10.10 Confined Spaces

The Safety, Health and Environmental Department must be contacted prior to entry into any area, which, is designated as a confined space, or site supervision suspect is a confined space. A thorough assessment will be made and appropriate advice in relation to permits, emergency procedures, PPE and all other relevant issues.

11.0 Safety Training

Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

Four areas of need shall be given special priority:

- Training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives;
- Training for safety representatives to enable them to discharge their function;
- Training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
- Induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

All safety-training requirements must be authorised by the relevant Manager. Once authorized, the request should be notified to Head Office to organise the appropriate training.



All Managers, Supervisors and persons who have a safety responsibility for others are required to have a level of safety knowledge and awareness relevant to their role. Attendance at a suitable course(s) is arranged to enable the individual to discharge their responsibilities in a safe and responsible manner.

The majority of the Company's workforces are technical and/or apprentice trained and safety is an integral part of their training programme.

All employees will receive thorough safety training to ensure that they comply with the requirements of their appropriate trade skill card.

All personnel including temporary workers and sub-contract companies must receive suitable and adequate induction training at every workplace to ensure that they are made aware of the type of work to be undertaken, the risks associated with the work and the workplace, and the control measures that are in place to minimise the risks.

Safety talks are regularly given on sites by Site Supervisors and Company Safety, Health and Environmental Manager/Safety, Health and Environmental Officers to promote safety awareness and safe working practices, and to encourage employee participation in health, safety, welfare and environmental matters.

12.0 Sub Contractors

The Company requires a high standard of safe working from its employees and enjoys a good reputation with its clients in this respect. An equally high standard is expected from its sub-contract companies.

Sub-contract companies and their employees will abide by all instructions and restrictions detailed within the Icarus Solar Installations Health and Safety Policy.

The Company reserves the right to continually improve any policy, which, in their opinion would benefit site safety or environmental issues. It will be the responsibility of sub-contract companies to meet any associated costs.

Sub-contract companies must at all times be adequately insured for any Common Law damages that may occur and must hold current Public and Employers Liability insurance.

Sub-contract companies will ensure that adequate supervision is made available on all projects, to enable supervision of work tasks, control of quality and production and compilation of statutory safety documentation as required by Icarus Solar Installations safety management system. Sub-contract companies will receive copies of Company Health & Safety and Environmental Policies, which must observe together with all provisions of the Health & Safety at Work etc. Act 1974 and all other applicable safety legislation, site rules and health & safety plan.

When required by the Company, evidence of risk assessments and method statements must be supplied for perusal/approval. If found unacceptable they must be suitably reviewed and modified prior to work commencing.

In the event that sub-contract employees do not demonstrate an acceptable level of compliance they will be treated in a manner identical to an employee for all safety related matters.

All equipment intended for use must be in good order, to industry standard and accompanied by the relevant test, calibration or inspection certification.

All sub contract companies must be aware of and abide by their duties with reference to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation.

All accidents and injuries must be reported to the Company's senior person on site immediately. The Site Accident Book must be completed and forwarded to a member of Company Supervision.

Full information relating to all work to be carried out must be submitted to the Company for inclusion in the Safety Plan to ensure good liaison.

All sub-contract companies will receive full and adequate induction training relating to the workplace.

Sub-contractors must ensure that people, other than those employed by them, are not exposed to health and safety risks caused by their work activities.

Suitable and adequate personal protective equipment (PPE) must be provided by sub-contract companies for all aspects of their work. Icarus Solar Installations will not provide PPE to sub-contract employees.



Relevant CoSHH Assessments must be submitted to the company.

Sub-contract companies must ensure that all their employees are trained to relevant trade standards including Construction Skills Certificate Scheme (CSCS), Plant Training Certificates, Mobile Aluminium Scaffold Tower, Abrasive Wheel Changing, etc. Where sub-contract employees are found to be lacking in such training, work will not commence until all requirements are met. The Company reserve the right to counter charge for associated costs accrued should any sub-contract employee be lacking in the required training or certification.

13.0 Temporary Workers (Agency Personnel, Etc)

The Company requires a high standard of safe working from its employees and enjoys a good reputation with its clients in this respect. An equally high standard is expected from its temporary workers.

All temporary workers will receive induction training and will be informed of their responsibilities with regard to Icarus Solar Installations Health & Safety Policy, which they must understand and observe, together with all relevant statutory provisions and site rules.

Temporary workers will be treated in the same way as directly employed employees with regard to health, safety and welfare matters

14.0 ENVIRONMENTAL POLICY STATEMENT

Icarus Solar Installations specialises in the supply and installation of advanced solar water heating and photovoltaic systems.

Many of our business processes have an impact on the environment through the consumption of energy, use of raw materials, release of emissions or the production of waste.

We recognise that the delivery of renewable energy systems and the pursuit of our own high standards in environmental management are inextricably linked.

An environmental policy is essential in order to avoid pollution, comply with relevant laws and regulations and to reduce our negative effects on the environment. An environmental policy is commercially beneficial as it ensures that energy, utilities and raw materials are used effectively.

Icarus Solar Installations environmental policy is implemented and achieved by:

- Meeting and exceeding relevant legislative, regulatory, industry and customer environmental standards and requirements.
- Minimising and reducing the pollution and harmful environmental effects of our processes, actions and services wherever practicable.
- Continual improvement in environmental standards through the setting of objectives and targets against which progress can be reviewed and reported on a regular basis.
- Ensuring that this policy is understood by all employees who shall have a duty to comply with it at all times.

Both our environmental policy and performance and will be actively communicated to employees and suppliers and will also be made available to any other external parties or individuals on request.

Shaun Bolton – Managing Director
July 2011



15.0 RISK ASSESSMENTS

ACTIVITY: Preparation and cleaning

HAZARD	Risk	PREVENTION
Dust and fumes from chemicals or abrasive materials,	Low to medium	Wear appropriate masks

ACTIVITY: Using blow torches, hot air strippers and gas burners

HAZARD	Risk	PREVENTION
Fire and burns	Low to medium	Use according to manufacturers' instructions. Ensure posture is secure. Do not use near flammable materials. Keep away from loose clothing. Wear protective clothing.

ACTIVITY: Using paints, thinners, strippers, powders and other substances.
(Also refer to information and instructions supplied with the substance, on data cards or on labels.)

HAZARD	Risk	PREVENTION
Fire	Low	Do not smoke whilst using materials. Store materials in designated areas. Keep materials away from sources of heat such as hot air guns, blow torches and gas burners.
Eye and skin injury	Low to medium	WEAR PROTECTIVE EYEWEAR, GLOVES AND OVERALLS. Wash hands after use.
Slipping due to spillage	Low	Secure lids after use. Keep containers the right way up.
Inhalation of fumes and dust	Low to medium	Wear appropriate masks

ACTIVITY: Working at height on ladders, towers, scaffolding etc

HAZARD	Risk	PREVENTION
Falling	Low	Ensure ladders are secure, ladders Over 5m height should be fixed in place. Ensure equipment is in good condition and clean. Always use hand holds provided. Ensure any hand rails and other safety guards are in place.
Dropping items	Low to medium	Ensure all equipment and material being used are securely fixed or held at all times. When not in use return items to stores or ground level.



ACTIVITY: Using Electrical equipment

HAZARD	Risk	PREVENTION
Electric shock	Low	Ensure equipment has been tested. Check that there are no frayed leads or loose or exposed wires. Use according to instructions. Ensure hands are dry.
Tripping or falling over cables	Low	Ensure all cable runs are clearly marked and covered where necessary.

ACTIVITY: Using Moving Equipment

HAZARD	Risk	PREVENTION
Body injury	Low to medium	Use equipment according to instructions. Provide training on use where necessary. Maintain equipment. Ensure that all moving parts are properly guarded. Check that equipment is not damaged. Turn off after use.

ACTIVITY: Lifting and handling

HAZARD	Risk	PREVENTION
Body injury due to lifting	Low to medium	Only lift objects that you are capable of lifting easily and safely. Request assistance with lifting heavy objects. Use the appropriate equipment. Place your feet firmly on the ground, bend your knees and keep your back straight. Wear gloves to protect your hands from sharp or rough edges. Wear suitable footwear to guard against injuries caused by dropping the object.

ACTIVITY: Cutting and breaking materials

HAZARD	Risk	PREVENTION
Cuts from tools or sharp edges of materials.	Low	Cut materials, tiles, on a flat surface using the correct tools. Wear gloves and protective equipment.
Dust and small fragments in eyes	Low	Wear protective eyewear.

ACTIVITY: Sweeping and clearing up

HAZARD	Risk	PREVENTION
Dust and fragments in eyes	Low	Wear protective eyewear.
Cuts from sharp edges	Low	Wear gloves.
Inhalation of dust	Low	Wear appropriate masks.