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Health and Safety Policy

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PV Plus is registered in England and Wales. Company No. 7493138 VAT No. 113 4956 23
Registered Office: OVIC, Ocean Village, Southampton, SO143JZ



About this policy

Companies employing five or more persons have a legal duty to prepare a written health and safety policy. Policy documents are the most effective means of demonstrating management commitment and support with regard to health and safety and are considered to be the centre piece of a companies health and safety.

The Policy is divided into three parts:

Part A:

General Health and Safety

Part B:

Responsibilities and Duties

Part C:

Arrangements for Health and Safety

Reviewing Procedure:

This policy will be formerly reviewed every 12 months by the company Director. The director will consider alterations and amendments which become essential before the formal review date.

Director Name: Lee Fellows

Director Signature



Policy Reviewed		
Date	Revision No.	Signature



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Part A: General Health and Safety

General Statement:

It is the policy of PV Plus to ensure, so far as reasonably practical, the health, safety and welfare of its employees and the health and safety of other persons who may be affected by its activities. The organisation will take the appropriate steps to ensure that its statutory duties are met at all times.

The Organisations Responsibilities:

The organisation will ensure that:

- All processes and systems of work are designed to take account of health and safety and are properly supervised at all times.
- A member of senior management maintains specific responsibilities for health and safety.
- Competent people are appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside our organisation.
- All employees are consulted on matters relating to health, safety and welfare.
- Adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety.
- Each employee will be given such information, instructions and training as necessary to enable the safe performance of work activities.
- All arrangements are brought to the employees attention and are monitored and reviewed as necessary to ensure they are effective.

Employees Responsibilities:

Employees must ensure that they:

- Co-operate with management to enable all statutory duties to be complied with.
- Take reasonable care of their own health and safety and the health and safety of others who may be affected by their actions or omissions.
- Familiarise themselves with the health and safety arrangements that apply to them and their work both in general as per PV Plus' policy and at each site they attend.

Full details of the organisation and arrangement for the health and safety will be set out in the remainder of this document.

Signed on behalf of PV Plus LTD



Lee Fellows
Director



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Part B: Responsibilities and Duties

Index

1. Chain of Responsibility
2. Schematic Company Health and Safety Structure
3. The Company's Duties
4. The Safety Directors Duties
5. Contract/Site Managers Duties
6. Site Manager & Foremans Duties
7. Operatives Duties
8. Contractors Duties and Declaration
9. Employees Duties and Declaration



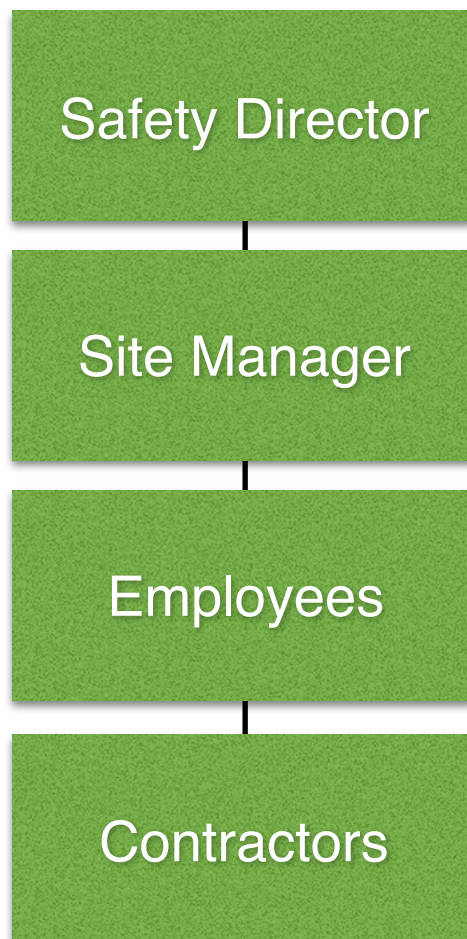
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Chain of Responsibility

The chain of responsibility will “So far as reasonably practical”, be as follows:

- The overall responsibility for the health and safety lies with the Board of Directors.
- The Safety Director will keep the Board of Directors advised as to their health and safety responsibilities and those of the company.
- Managers will be responsible for the organisation of health, safety and environmental obligations on their site/facilities and within their departments.
- Site/facility managers are responsible for implementing this policy and the requirements of all health and safety legislation.
- Contractors and employees will sign a declaration that they understand the parts of the policy relevant to them, site emergency procedures, their duty to be aware of all health and safety policies and procedures on each site they visit etc and are up-to-date with the latest Health and Safety legislations.



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The Companies Duties

The companies duties “so far as reasonably practical” will be as follows,

- To observe the requirements of the most recent Health and Safety Acts.
- To provide and maintain working environments, machinery, equipment and systems of work that are safe without risk to health and safety.
- arranging safe systems of use, handling, storage and transport of machinery, materials and equipment.
- To carry out Risk and COSHH assessments in respect of all activities, bringing and issues to the attention of operatives involved in those activities and preparing method statements as required.
- To ensure the appropriate PPE is provided.
- To provide suitable and sufficient information, instruction, training and supervision so as to ensure the health and safety of employees and others.
- To consult the companies employees on health and safety matters.
- To promote co-ordination and co-operation of all “duty holders” involved in any works carried out by PV Plus LTD.
- Provide adequate first aid and welfare arrangements for employees whilst at work.
- To comply with RIDDOR.
- To ensure that all contractors comply with this policy, the construction phase plan, method statements and risk assessments that are relevant to their work.
- To ensure the Regulatory Reform (Fire Safety) Order 2005 is complied with.
- To prevent any person working whilst under the influence of alcohol or drugs.
- To provide sufficient levels of finance, human resources, time etc to ensure health and safety at all times.

The Safety Directors Duties

The Safety Directors duties “so far as reasonably practical” will be as follows,

- To keep the Board of Directors advised as to their responsibilities.
- To ensure adequate financial arrangements are made to meet statutory requirements,
- To ensure an effective management system is in place for the management of health and safety within the company and that this system is periodically audited.
- To ensure all senior managers are both competent and committed to ensuring the effectiveness of the health and safety management system.
- To ensure all employees receive adequate and relevant training.
- To provide a visible management commitment to higher standards of health and safety.
- To ensure all company employees and all persons having an interest are made aware of this policy and understand their individual responsibilities and duties.
- To monitor the effectiveness of this policy and make revisions as necessary.
- To analyse the safety advisors site inspections reports of any accident/dangerous occurrence/ near misses and to ensure corrective action is taken.
- To ensure documentation, registers and certificates are maintained and that notification and reporting procedures are carried out.



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The Companies Duties

The companies duties “so far as reasonably practical” will be as follows,

- To monitor the implementation of this policy, the clients requirements and statutory responsibilities.
- To ensure adequate financial provision is made for health and safety.
- To assess the risk to health and safety of all operation and ensure adequate control measures are in force to pre plan safe methods of work.
- To encourage good health and safety practices.
- To ensure members of the public that are affected by PV Plus’ operations are adequately protected.
- To ensure statutory notices are displayed.
- To ensure adequate welfare facilities.
- To set good personal example by wearing the appropriate PPE.
- To ensure relevant information, instruction, supervision and training is provided, monitored and recorded.
- To ensure accidents, incidents, dangerous occurrences and near misses are thoroughly investigated and reported to the relevant statutory authorities.
- To monitor the maintenance of all relevant site safety records.
- To comply with this policy and enforce it on site.
- To organise and co-ordinate site work with minimum risk to health and safety.
- To ensure that all operatives are competent.
- To ensure agreed methods of work, codes of practice, risk assessment, method statements are adhered to and all registers and records are kept up to date.
- To ensure operatives are given precise instructions in respect of health and safety.
- To ensure the storage of materials and substances are safe and comply with statutory requirements.
- To provide safe access to and from working areas.
- To ensure all work equipment is used for the purpose designed, properly maintained and safe to use.
- To ensure the requirements of the first aid regulations are met.
- To ensure the site rules with regards to PPE are observed and to set a good personal example.
- To implement reporting procedures for all accidents and dangerous occurrences and to record all injuries in an accident book.
- To appoint a competent person to take charge during any temporary absences.
- To ensure that adequate induction training is given.
- To closely supervise young and new persons and ensure risk assessment in respect of them have been produced and are available.
- Ensure that a fire risk assessment is completed, a fire plan produced and complied with where necessary.



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Operatives Duties

Operatives duties “so far as reasonably practical” will be as follows,

- To comply with management to enable all statutory duties to be complied with.
- Take responsible care of the own health and safety and the health and safety of others that may be affected by their actions or omissions.
- Familiarise themselves with the health and safety arrangements that apply to them and their work.
- Familiarise themselves with the entire health and safety document and report to management any areas that they are unclear.
- To comply with all safety signs regarding site safety and personal behaviour.
- To only use suitable work equipment for which they are trained and authorised to operate or use providing such proof as required.
- To immediately report defects in PPE, materials, equipment and machinery to their Site Supervisor.
- To wear PPE as appropriate or as directed. To wear it correctly and not misuse or abuse it. Operatives are responsible for reporting any missing/lost/damaged PPE.
- To report any accident, dangerous occurrence or near miss to their Site Supervisor.
- To avoid improvised arrangement and suggest safe ways of eliminating hazards and risks.
- Not to travel as a passenger on plant or vehicles unless it has been designed for such purpose.
- To ensure suitable guards are in position whilst plant and equipment are in use.
- To ensure hardhesses, safety rails and boundaries are use and adhered to correctly when working at heights.
- To be fully aware of WAH safety guidelines.
- To inform their employer if they suffer from any allergy, health problem or medical condition or are receiving medication that is likely to affect their ability to work.

Operatives Declaration

I, employee of PV Plus LTD
Declare that I have seen, read and understand the above mentioned health and safety documents, both parts relating to my directly and to the company as a whole.
I agree to work accordingly to those conditions and provisions.

Signed

Witnessed

Date:



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Contractor Duties

Contractor duties “so far as reasonably practical” will be as follows,

- To follow this health and safety policy in the same way an Operative would (as above).
- To be conversant with the Health and Safety Acts and Approved Codes of Practise.

Contractor Declaration

I, working on behalf of PV Plus LTD
Declare that I have seen, read and understand the above mentioned health and safety documents, both parts relating to my directly and to the company as a whole.
I agree to work accordingly to those conditions and provisions.

Signed

Witnessed

Date:



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Registered Office: OVIC, Ocean Village, Southampton, SO143JZ



Part C: Arrangements for Health and Safety

Index

1. Information, Training, Consultation, Welfare, Working Time
2. Work at Heights, Scaffolds, Towers, Ladders, Roof Work, False Work
3. First Aid
4. PPE
5. COSHH
6. Office Health and Safety, Visual Display Screens, Fire Procedures
7. Driving Motor Vehicles on Company Business, Fork Lift Truck Safety
8. Electrical Equipment and Work
9. Manual Handling
10. Risk Assessment
11. Protection of Young Persons
12. Accidents/Dangerous Occurrence Procedures
13. Smoking Policy
14. Misconduct Subject of Disciplinary Procedures



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I: Information, Training, Consultation, Welfare and Working Time

Health and Safety Information

Copies of this policy shall be viable to all company employees and any other interested parties. Copies can be found on the company website, can be requested via email or can be viewed at the company office.

Training:

Suitable and sufficient training will be provided to ensure that all employees at all levels are:

- Aware of their health and safety duties and responsibilities.
- Competent to operate specialist tools, plant and work equipment.
- Adequately inducted.

Further training needs will be provided as identified necessary that are relevant to their work and in conformance with this policy.

Consultation:

Arrangements are in place for consultation on health and safety matters with employees as required by legislation. Initiatives from employees intended to enhance health and safety in the workplace are encouraged and should be made through normal management channels. The Safety Director is available for consultation on any safety or health matter.

Contractors:

All workers on site working directly or indirectly under the control of this company will be required to signify their intention to work to the standards laid down in this policy and by current legislation. Failure to comply to the practices described may lead to disciplinary measures or contracts terminated.

Health and Welfare:

PV Plus acknowledge that the construction work requires risk assessment in each element of the works undertaken and the application of suitable and sufficient practical measures to ensure the safety of employees and other persons

We undertake to ensure that the following assessment at reasonable practical means will be applied to achieve a safe working environment with suitable and sufficient standards of health and safety and welfare for persons under our control with full implementation of the regulations and guidelines as further information becomes available.

Working Time:

The company recognises that where employees work excessive hours, there is a risk to their health and safety. Therefore procedures will be instigated to ensure that these regulations are fully complied with.



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2: Working at Height, Scaffolding and Towers, Ladders and Roof Works

Working at Height:

Statistics show that falls from height are the most common cause of fatal injury and the second most common cause of major injury to employees. The company will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The company shall provide a safe system of work that will ensure so far as reasonably practical the necessary preventative and protective measures to prevent fall of persons or materials from the workplace. We will require employees and their perps involved in the work to co-operate in the implementation of this policy.

When required to work at heights we will ensure that the Working at heights Regulations are conformed to.

- All work activities that involve work at heights is identified.
- The need to work at heights will be eliminated whenever possible.
- Risks associated with those activities where working at height is necessary will be identified and evaluated and steps taken to control them.
- All the necessary equipment to allow safe access to and from the place of work will be provided.
- All the necessary equipment to ensure adequate lighting and protection from advisors weather conditions is provided.
- Suitable plant is provide to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored or disclosed off as necessary.
- Any working platform and its supporting structures are selected/designed in accordance with current standards.
- Regular inspection of all equipment for working t heights is undertaken.
- Competent persons are appointed to be responsible for the supervision of all works at height and associated activities.
- Planning for emergencies and rescue are made.

Scaffolding and Towers:

All scaffolding and towers installed and used by the company shall be constructed of materials and components which have been infected and proven. All work involved in the installation, use and dismantling of scaffolding and towers shall be understand by suitably qualified and experienced staff.

Where we are required to use scaffolding and towers we will ensure that:

- They are erected to recognised standards or manufactures instruction by trained, competent and authorised operatives.



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- A competent person will inspect them before use and after adaptation, alteration of the effect of adverse weather conditions and on any case every 7 days.
- If any issues/damage/faults are found these shall be reported.
- “Scaffold Incomplete” notices will be displayed as required.
- Ladders will be removed or secured to prevent unauthorised access after working hours.
- Special Scaffolds are subject of design or calculations.
- Design drawings and calculations for special scaffolds shall be available on site for the information of the persons carrying out the inspections.
- Scaffolding shall be secured against bad weather conditions and short boards secured down.
- Edge protection measures will not be removed unless authorised and will be replaced as soon as the need to remove it has expired.
- No persons are permitted to remain on tower or scaffolding during the moving or repositions of them.
- When moving tower scaffolds that are pushed via the narrowest side at the bottom of the tower, brakes will be set when used.
- The safe working load of scaffolding, loading bays and working platforms will be established, displayed and not exceeded.
- Materials will not be stored on working platforms so as to exceed the edge protection.
- All scaffold structures will be properly earthed where a risk of lightning strikes exist.

Ladders: Including step ladders and podium steps

Ladders will be used primarily for access. If used as a work platform, ladders will only be used for light work of short duration and only after a risk assessment carried out under the current Working at Heights regulations has demonstrated alternative methods are unsuitable.

When ladders are used we shall ensure that are;

- Used by trained and competent operatives only.
- Subject of an inspection regime with records of inspections maintained.
- Visually inspected by operatives before use.
- Marked with a means of identifying them.
- In good condition free from defects.
- Secured against movement.
- Pitched out to 75 degree angle with reinforcement under the rungs.
- Rise at least 1 metre above a landing place.
- Free from obstruction at their base area.
- Used by only one person at a time.
- Overhead cables will be identified and made safe when working at height.

Operatives will;

- Maintain three points of contact at all time.
- Not use the top 3 rungs when used as a work platform.
- Not “Over Reach”.
- Not carry materials or tools when ascending or descending ladders.

When step ladders are used they will be;

- Suitable and sufficient for purpose.
- Used on safe level ground.



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- Used for short duration and light work.
- Properly set up and not inclined against a wall.
- Operative not to use top 2 steps or “Over Reach”.

Roofing

The company shall provide a safe system of work that will ensure, so far as reasonably practical, the necessary preventative and protective measures to prevent falls of persons or materials though or from the roof.

Operatives engaged in roof work shall be trained and competent and be aware of the HSE document “Health and Safety in Roof Work”. Methods Statements will be prepared for the work and adhered to.

We shall ensure;

- That all work at height is properly assessed and planned by a competent person.
- Work at height will only be carried out by trained and competent operatives.
- That a safe system of access and agrees will be provided with materials and equipment hoisted to hight by mechanical means
- A safe place of work will be provided with edge protection that conforms to the regulations.
- the risks associated with fragile surfaces and falling objects are controlled.
- Areas where fragile roofs are present will be cordoned off or securely covered and warning notices fixed.
- Tar boilers will be fitted with fire resistant bases and sited appropriately.
- LPG cylinders will be located at least 3m away from sources of heat.
- Fire extinguishers will be viable where tar boilers or hot works takes place.
- Work at height will only be carried out if weather conditions permit it.
- Precautions will be taken during inclement weather and high winds to prevent equipment or materials falling from roofs.



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3: First Aid

First aid arrangements shall be in compliance with current regulations and the Approved Code of Practise.

Vans shall be supplied with a first aid kit. the kit will contain at least the scale of equipment in accordance with the Regulations.

It is noted that there are diseases, which may be transmitted through body fluids, including HIV, and Hepatitis B. During any first aid treatment, care will be taken to avoid the injured persons bloody by wearing suitable gloves.

4: PPE - Personnel Protective Equipment

The company shall provide PPE when the risk associated by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks.

The company policy is to provide suitable PPE, that is marked and complies with current regulations. It is the responsibility then of each operative to properly maintain it and the responsibility of the company to ensure operatives are provide with adequate information, instruction and training.

The implementation of this policy requires the co-operation off all members of management and staff.

The company will, in consultation with workers and their representatives;

- Ensure PPE requirements are identified when carrying out Risk Assessments.
- Use the most effective means of controlling risks without the need of PPE whenever possible and only provide PPE where necessary.
- Cary out an assessment of works to identify suitable PPE.
- Ensure if two or more items of PPE are used simultaneously they are compatible and effected used together as when used separately.
- Ensure PPE is available to all staff who need to use it.
- Provide adequate accommodation and storage of PPE.
- Operatives to ensure adequate maintenance, cleaning and repair of PPE.
- Inform staff of the risk their work involves and why PPE is required.
- Train staff in the safe use and maintenance of PPE.
- Review assessment and reassess the need of PPE and its suitability whenever there are significant changes in work or at least annually.
- Operatives are responsible for reporting defect and using equipment when necessary and correctly.



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5: COSHH

Any material used, or encountered during work, which has the potential for harming health, will be subject to an Assessment carried out under the Control Substances Hazardous to Health Regulations.

Hazardous Substances include:

- Substances used directly in work activities e.g. adhesives, paints, cleaning agents
- Substances generated during work e.g. fumes
- Naturally occurring substances e.g. grain, dust
- Biological agents e.g. bacteria

When using such substances we shall:

Step 1: Having consulted the materials safety data sheet or safety label, assess the risks to health arising from hazardous substances used in or created by the workplace activities.

Step 2: Decide what precautions are needed, We shall not carry out work which could expose our employees to hazardous substances without first considering the risks and necessary precautions and following all COSHH regulations.

Step 3: Prevent or adequately control exposure. We shall prevent our employees being exposed to hazardous substances wherever possible. Where we cannot prevent it exposure will be adequately controlled.

Step 4: Ensure that control measures are used and maintained properly and that safety procedures are followed.

Step 5: Monitor the exposure of employees to hazardous substances if necessary

Step 6: Carry out appropriate health surveillance where assessments have shown necessary or where COSHH sets out specific requirements

Step 7: Prepare plans and procedures to deal with any accidents, incidents and emergencies involving hazardous substances where necessary

Step 8: Ensure employees are properly informed, trained and supervised



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6: Office Health & Safety / Visual Display Screens / Office Fire Emergency Procedures

Office Health and Safety

All office staff shall assist in minimising the risk of accidents, ill health and fire within the office environment. Hazards will be minimised by:

- Properly storing materials
- Protecting against or eliminating trailing electrical cables
- Closing filing cabinet drawers
- Keeping stairways and fire exits clear and unobstructed
- Where there is a risk of injury from manual handling a suitable and sufficient risk assessment will be carried out and appropriate procedures established
- Chemical hazards will be subject of COSHH assessments
- Electrical hazards will be minimised by ensuring:
 - That all cables and connections are maintained and in good condition
 - Equipment is properly earthed and correctly fused
 - Sockets are not overloaded
 - Water is kept away from electrical installations
 - Electrical equipment is subject to annual checks

Visual Display Screens

Risk Assessments will be completed and should cover the following points:

- Work stations must have adequate lighting without glare or distracting reflections
- Adequate space to be provided to allow postural changes and leg room
- All work stations should be tailored to suit individual operators and records of training kept
- Equipment provided must be appropriate for the task
- Work surface must allow for flexible arrangements
- Work chair to be adjustable and have 5 points of contact with floor
- Foot rest to be provided if required
- User to take short frequent breaks away from the screen
- Eye sight test to be provided at request of user
- Damaged or faulty equipment will be taken out of use and reported to management

Office Fire and Emergency Procedures

- A risk assessment will be completed under the Regulatory Reform Order
- All staff will be instructed in the “emergency evacuation” procedures
- Alarms and fire fighting equipment will be serviced and maintained



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- Fire hazards will be minimised by:
 - Keeping fire doors closed
 - Keeping fire extinguishers in place
 - Keeping paper and flammable materials to a minimum
 - A no smoking policy in conformance with the Smoke Free Regulations will be maintained

7: Driving of Motor Vehicles in Company Business

Company Cars, Vans and Lorries

- Drivers will comply with the Road Traffic Act, all subordinate legislation and the Highway Code
- Driving licenses will be checked annually
- All employees are required to report and driving convictions or points on their license
- A system of recording accidents/incidents will be established to identify any training needs
- Training will be provided where a need is identified
- All employees who use their own vehicles on company business are required to provide evidence of insurance that covers such use
- Vehicles or trailers will be checked visual daily
- No vehicle or trailer will be used in a run down or un-roadworthy condition
- All vehicle defects will be reported immediately
- Mobile telephone and other devices will not be used whilst driving
- Employees will not drive under the influence of alcohol, drugs or medication that may affect their ability in anyway
- Drivers and passengers will not smoke while driving
- Employees are to act in a responsible and respectful manner whilst driving
- In the event of a breakdown on a motorway the driver should not undertake any repairs or wheel changes themselves. They should remain outside of the vehicle and away from traffic. The office should be made away and breakdown recovery waited for.



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8: Electrical Equipment and Work

The Electricity at Work regulations applies whoever electricity may be encountered. The regulations are primarily concerned with the prevention of danger from electric shock, electric burns, electrical explosions or arcing.

We shall take the appropriate measure to ensure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons will be made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health and to the health of other persons as low as reasonable possible.

Competent Persons

Persons carrying out the testing and/or repair of electrical equipment or its associated connections must have appropriate technical knowledge, training and information to enable them to work safely. Persons who are not thus qualified may work with electrical equipment provide suitable and sufficient under supervision by a competent person providing they have:

- Practical experience in working with electricity and an adequate knowledge of hazards
- Knowledge of current safety standards and a clear understanding of the precautions required to avoid danger
- The ability to recognise whether it is safe for work to continue, particularly in respect of unfamiliar equipment and unfamiliar locations.

General Safety Procedures

The risk of sustaining an electric shock can be reduced by adopting the following practices:

- A suitable permit-to-work system should always be in place and operated, to ensure the effective isolation of hard-wired equipment before repair or maintenance work commences.
- Due care must always be exercised when switching off main power supplies to ensure that only the intended circuits are isolated. Lock off systems must be used, where necessary.
- Switch off and withdraw the plug on item of portable electrical equipment prior to making any alterations or modifying circuits.
- Do not handle any equipment with wet hands and so not work in close proximity to water supplies or other earthed metal work where there may be a risk of putting one hand on earthed metal and the other on live equipment. If equipment is suspected of being live, switch off, and have its electrical status tested by a competent person. Record the test.
- The external metal casing of electrical apparatus and associated cables and conduits must be earthed as a legal requirement. Waste and Gas pipes however must not be used as earth points. Such pipes must be effectively bonded to ensure they remain at an equal electrical potential. Check should be carried out at least annually to ensure that this remains to be the case.
- On no account must a three-phase socket outlet be used to supply single phase apparatus.



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- Standards types of electrical fittings such as a 3-pin pugs, sockets and switches, should always be used as specified by manufactures in accordance with good practise (risk assessment).
- If it is possible to do so we shall ways use low voltage equipment.
- The use of high voltage equipment must be strictly controlled and suitable assessments of risk and control features prepared prior to use.

Portable Equipment

The term “portable” is not restricted to equipment which is normally moved around, it refers to all equipment which can be attached to an electrical system by a cable and plug.

In general annual inspections of portable electrical equipment is recommended. However more frequent inspections may be advisable if the equipment is being used in an environment where there is a high probability of damage, for example workshops or on sites. We shall appoint a competent person who will normally undertake the inspection and testing of all items of company equipment. An up-to-date register will be maintained where the inspection and testing of company portable equipment is carried out.

Visual inspections by the user, daily or before use of all hand tools, including plugs, sockets and cables etc.

Underground Power Cables

We shall always assume cables will be present when digging in the street, pavement or near buildings. We shall use up-to-date service plans, cable avoidance tools and safe digging practise to avoid danger. Service plans may be obtained from regional electricity companies, local authorities, highway authorities etc

Overhead Power Lines

When working near overhead lines, it may be possible to have them switched off if owners given enough notice. If this cannot be done we shall consult the owners about the safe working distance from the cables. all work will be carried in accordance with HSE Guidance.



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9: Manual Handling

The company will endeavour to provide employees and sub-contractors personnel with a safe and healthy working environment and stresses the importance of implementing the Manual Handling Regulations. In all cases a suitable and sufficient Risk Assessment will be carried out in accordance with the regulations and training will be given.

All personnel are to:

- Avoid hazardous manual handling activities so far as reasonably practical
- Assess any hazardous manual handling activities that cannot be avoided
- Reduce the risk of injury so far as reasonably practical
- Provide or obtain information on the load to be handled
- When considering how to deal with manual handling activities we will ensure that the factors are address -
 - The task
 - The load
 - The working environment
 - Individual capacity
 - Other facts that may affect the activity
 - Make full and proper use of handling aids
- Inform supervisor of any physical or medical condition that might affect the ability to undertake manual handling operations in a safe controlled manner
- Inform supervisor immediately of any injury incurred through manual handling

10: Risk Assessment

General Statement

This policy is intended to reduce the risks to health and safety of employees and others who may be affected by the way in which we conduct our business. Those involved in the risk assessment process will receive appropriate training.

Arrangements for Securing the Health and Safety of Workers

Elimination of Hazards

The company will ensure that all hazards are eliminated as far as reasonable practical. If this is not possible the remaining risks will be either avoided or reduced to an acceptable level. The measures introduced to achieve this will follow principles of prevention and aim to combat risks at source.



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Assessment of Risk

If hazards cannot be eliminated or risks avoided an assessment of risk will be carried out by competent persons. The following factors will be considered during the assessment

- Likelihood - Whether the likelihood of harm arising from the hazard is,
 - unlikely
 - likely
 - highly likely
- Severity - Consideration will be made of whether the severity of harm is likely to be,
 - slightly harmful
 - harmful
 - very harmful

Those at Risk

Individual or groups at risk due to the hazard will be considered. This will include employees, the self-employed and any other persons. If vulnerable persons such as young, pregnant, disabled, lone workers, those working in remote locations, elderly etc are likely to be exposed and additional consideration will be given.

Managers and Supervisors Duties

Managers and Supervisors must ensure that,

- Assessments are carried out where relevant and records kept
- Control measures introduced as a result of a risk assessment are implemented and followed
- Employees are informed of the relevant results of a risk assessment and provided with necessary information and training
- Any injuries or accidents lead to a review of the assessment procedure
- Employees adhere to safe systems of work
- Safety arrangements are regularly monitored and reviewed
- Employees identified by the assessment as being at risk are subjected to appropriate health surveillance
- Special arrangements are made where necessary for those identified as being vulnerable

Employees Duties

Employees must ensure that they,

- Report to management (in confidence) any personal conditions which may put them at greater risk while carrying out work activities
- Comply with all the instruction and training
- Take responsibility for their own health and safety and not put anyone at risk while carrying out these activities
- Use equipment and machines in accordance with instruction and training
- Report any problems relating to work activities along with any shortcomings they believe to exist in the arrangements made to protect them

Information and Training

Suitable information, instructions and training will be provided to all those involved in risk assessment procedures. A responsible person will also regularly review training needs and refresher training will be provided at reasonable intervals.



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11: Protection of Young Persons

A 'young person' is someone who is under 18 years of age. The company will ensure that where a young person is employed a specific risk assessment of them will be made before they are permitted to commence work. Where the young person is on a relevant scheme such as work placement they the placement organisation will be involved in the risk assessment process.

Persons under 18 years of age are prohibited from operating the following equipment unless attending approved training under the direction of a qualified and competent person,

- Woodworking machinery
- Mobile plant
- Lifting equipment and accessories
- Acting as a slinger/signaller/banksman in lifting operations

12: Accidents/Dangerous Occurrence Procedures

Persons who are injured at work are responsible for entering those details into an accident book or ensuring that such details are recorded on their behalf. All such incidents will be reported to site management. Accident books will be compliant with the current data protection regulations. Where required we will notify the Health and Safety Executive.

In case of a major accident or dangerous occurrence the Site Supervisor or employee will contact,

- The safety director, or
- The managing director
- The health and safety executive
- The building safety group

Arrangements will be made for a Safety Advisor to investigate if circumstances merit and prepare a written report if necessary.

Accident and Emergency Procedures - Principal Arrangements

- Fully equipped first aid container to be available in vehicles
- Telephone numbers and details of emergency services to be provided
- Site contacts to be sourced

13: Smoking Policy

We will conform to the requirements of the the latest Smoking Regulations. Smoking shall not be permitted in the companies premises or vehicles. All employees and sub-contractors will be informed of this policy before working commences and will be responsible for finding out and following smoking policies on each site they attend.



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14: Misconduct Subject of Disciplinary Procedures

Disciplinary procedures may be investigated in respect of any operative who commits any of the below acts of misconduct

- Demonstrates symptoms of drug or alcohol abuse
- Smokes in our buildings, offices, vehicles, on site or in prohibited areas whilst at work
- Drives vehicles or operates plant and machinery when not authorised
- Engages in horse play, aggression, acts of violence, harassment, sexual or abusive behaviour
- Damages or abuses equipment or materials
- Removal of safety devices with authority eg edge protection, guards, warning signs etc
- Abuses the welfare of animal
- Removes materials or equipment without authority
- Overloads equipment, plant and structure beyond safe limits
- Gives false information to obtain employment or responsibilities
- Failure to report accidents, defective equipment, hazardous situation etc
- Failure of refusal to wear PPE

Example and Template Documents

- Accident Report Log
- Accident and Injury Form
- Method Statement
- Risk Assessment

All records will be kept and maintained electronically.

All Insurances will be renewed annually and insurance cover reviewed annually to ensure sufficient.



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