Infinity Renewables Group Ltd
The Pinnacle, Station Way,
Crawley, West Sussex,
RH10 1JH

Project	Neil Sugden
Contractor	Infinity Renewables Group Ltd t/a Infinity Renewables Group
Site Address	12 Craddocks Avenue, Ashtead, Surrey, KT211PB
Expected Duration	1-2 days

	Name	**Signature**	**Date**
Authorised by (for Client)	Ashley Mills	Ashley Mills	Fri 21st Nov 2025

	Emergency Contact Details
Contact	Infinity Renewables Group Ltd t/a Infinity Renewables Group
Tel	08007999735

Data Protection Statement

Staff Information Sheet

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. **Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.**

The main hazards to your safety and health are;

a. Falling from height
b. Injury from incorrect Manual handling.
c. Injury from slips trips and falls.
d. Injury from the incorrect actions of other contractors on site.
e. Injury to members of the public during operations.
f. Injury from machine hazards
g. Electrical shock due to Incorrect installation

Preventative Measures you must take;

a. You must be “competent” to carry out the task.
b. Perform an environmental assessment and ensure that it is safe to work at height.
c. Inspect all scaffolding for tampering / vandalism before commencement of each shift and a current scaffold tag is attached by the erecting contractor.
d. Barriers erected at entrances and around the work area if deemed necessary by the foreman or safety officer to protect tenants.
e. You must not lift beyond your capabilities, and be aware of safe lifting limits.
f. Relevant PPE must be worn at all times.
g. Erect signage to inform members of the public of men working above and potential for falling debris.
h. Inform client of commencement of work and inform them of any restricted areas and changes as they occur.
i. Visitors and other members of staff are prohibited from entry unless accompanied by competent person, all visitors issued with personal protective equipment

Personal Protective Equipment you must wear;

a. Safety Glasses
b. Dust mask when in loft areas
c. Overalls
d. Gloves

e. Safety boots
f. Hard hat when on ground
g. Safety helmet when at height
h. Fall restraint when at height
i. Safety harness when at height
j. Disposable overalls when in loft areas

Environmental Protection Measures you must take;

You must dispose of waste and spoil to the designated area or skip provided for waste. And where appropriate recycle packaging etc.

Quality Control;

a. Adhere strictly to the following procedure to ensure quality of service
b. Photograph roof prior to commencement and inform client of any damage eg broken tiles before starting work.
c. Inspect all materials prior to installation and remove any damaged item quarantine it and contact the supplier.
d. If in doubt contact your manager for clarification before proceeding.

Task Description

This method statement describes the work process for the installation of photovoltaic solar panels.

Staff & Training

The projects will be carried out by staff from Infinity Renewables Group Ltd t/a Infinity Renewables Group. All members of staff are experienced and have been trained in accordance with current legislation. A site manager will be appointed to each contract who will be responsible for quality and safety. Apprentices and young workers will be supervised and are not allowed to carry out tasks for which they have not been trained

PPE

All site workers will wear Safety boots Hi Visibility Vests, Hard Hats and protective clothing. Safety harnesses and fall restraints and safety helmet to be worn at height. Disposable overalls and dust masks to be worn when in lofts Other items of PPE such as eye protection and gloves are available to be worn as and when necessary.

Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site by the principle contractor and will follow all site rules and safety procedures.

Welfare

The principle contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principle contractor, it may be necessary occasionally for your company to identify suitable local amenities.

First Aid

It is the responsibility of all sub contractors to ensure adequate first aid provision for its staff.

It is recognised that staff to work on various sites and that it is not acceptable to have a trained first aider at each area of work. First aid boxes will be provided within each works vehicle and it is the driver's responsibility to ensure that its contents are in date and the box is fully stocked. Staff should contact the site manager or head office should they require more assistance. Staff should also inform the site manager of any accident or injury and the appropriate paper work and accident book be completed.

Machinery shutdown and lock off procedures

Each client will be issued with a disconnection sequence and staff will educate the client as to how this is done before leaving site. A laminated copy of this sequence will be placed next to the isolation unit. Along with this will be a copy of emergency contacts for the client will be given at hand over.

Material Handling / Manual Handling

Staff should be aware of safe working / lifting limits and should not lift weights beyond these. Staff should be trained in and updated yearly in manual handling techniques. When moving equipment to the roof if appropriate then slings, hoists and pullies should be used. If staff are unable to move equipment then they should contact the site manager for assistance / advice.

Scaffold & Access to height

Scaffolding will be supplied by a sub contactor. It should be inspected before commencement of work each day it should be inspected for vandalism and environmental damage. The scaffolding should carry a current tag from the erector, and should be inspected by them every seven days to ensure integrity and safety. Staff should be certified with a current working at height qualification.

Safety of other contractors and members of the public

Sub contractors will be orientated to each site and informed of the company's safety procedures and risk assessments, any sub contractor seen to be flouting these procedures will be reported to the site manager and will be asked leave the work site if they are putting other workers at risk. As far as is reasonable members of the public should be excluded from the work site. Signage should be applied to barriers informing the public of dangers within the site and of PPE requirements for staff and sub contractors.

Clients should be informed of all risks to them and of restricted areas. They should be updated as the situation changes

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Photovoltaic Solar Installation

Step by step procedure

Roof Mounting for a Solar PV Installation

1. The measurements made on the site survey are checked, marks on the roof to indicate the planned positions of the panels.
2. Photograph the roof and the condition of the tiles/ slate prior to commencement.
3. The location of the rafters under the tiles is found.
4. Roof anchors will soon be screwed into these rafters, and it is important that these anchors are placed in the correct position.
5. The anchors are placed on top of the tiles where they will eventually be positioned and measurements are taken to ensure that the aluminium frame will sit 'straight'.
6. Once the position of the anchors is determined they are screwed into the rafters so that they remain 'straight' across the entire roof.
7. The tiles are then replaced on top of the anchors so that the roof remains watertight.
8. Check the correct type of anchor is used; this would be determined during the site survey.

Initial Mounting the Aluminium Bar and Solar PV Installation

1. The aluminium bars that make up the frame are then locked into the roof hooks and screwed into place.
2. Each bar is checked to make sure that it is straight and that all the bars are parallel to each other.
3. Ensuring that the panels located to manufactures specifications.
4. If the length of the frame is longer than the aluminium bars supplied then they are spliced together using specially designed strips of aluminium and further bolts.
5. With the bars in place, and the frame complete the panels can start to be attached and clamped to the frame. A minimum of four clamps is used per solar panel, though in some cases extra clamps are used to aid the alignment of the rows.
6. The panels are either placed by row or by column depending upon which is the easiest in the specific situation.

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Panels Wiring for a Solar PV Installation (Electrical installations will only be carried out by competent and qualified electricians).

1. Panels are wired by the manufacturer, meaning the rooftop connection is straightforward.
2. Each panel is tested on the ground before loading onto the scaffold to check the operation.
3. Each panels test result and serial number is recorded and the intended position on the roof noted.
4. The specific voltage, current and power of the system determines how the panels are connected; smaller systems have a single series to a single inverter, larger systems have several parallel series into a single inverter with the largest systems requiring multiple series into multiple inverters.
5. Shading and panel positioning can also influence the design of the wiring.

Panel Connecting Wires mounting the final PV Panel (Electrical installations will only be carried out by competent and qualified electricians)

1. The DC isolator should first be fitted locked off and wires fed out through the sealed roof penetration to the required position on the roof.
2. Once all the panels have been installed and the final alignment checked the DC wiring for each string should be tested to insure continuity of the connections.
3. The PV array testing is done from the dc isolator and the test procedures strictly adhered too.
4. The AC supply is wired from the locked off inverter isolator to the RCD protected circuit breaker within the sites consumer unit, and tested to BS7671.
5. The inverter is then connected to the ac isolator, and the dc isolator observing the correct polarity.
6. All cables will be neatly clipped and dc cables fitted with warning labels.
7. The installation will then be fitted with all the appropriate warning labels in the correct positions.
8. The inverter AC supply is then turned on then the DC isolator.