



ULTRA ACCESS

Comprehensive Company Policy Schedule

This comprehensive schedule will cover all legally (or morally) required company policies / statements and/or their appropriate counterparts for the date this policy has been updated for.

Reviewed every 12 months from said date by Ultra Access, and including the following polices (but not limited to) within;

Health and Safety
Environmental
Quality
Employment
Social
Sustainability
Equality
GDPR
Discrimination
Whistle Blowing
Training
... and so on,

Please see the follow-on contents page for the full list.

NOTE:

(from this point onwards Jason Gibbs – trading under a sole trading enterprise as Ultra Access will simply be referred to as Ultra Access / we / us / our/the company / etc, with all details relevant for the date this policy has been updated for, with direct “representatives” being management, and “employees” being operatives with “sub-contractors” being those operatives who are working indirectly).



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Health and Safety Policy Statement of Intent

Ultra Access is committed to ensuring the health, safety and welfare of all respective representatives / employees (and/or sub-contractors, if applicable), and by their actions whilst at work; the wider general public, as laid out in the [HASAW / Health and Safety at Work etc. Act 1974](#).

This is of the utmost importance and is essential to the efficient operation of the company.

As well as that, all efforts will be made, within the confines of the law (for the current policy date) to ensure the overall well-being of every persons affected by the works carried out by Ultra Access is considered as an absolute priority.

The implementation managing company health, safety and welfare will be done by providing;

- A safe working environment by the design, construction, operation, and maintenance of all our plant, equipment, and facilities, in particular to the processes of our works.
- Safe working procedures and systems that are set out within our policies.
- Adequate information, instruction and training/qualifications, etc. for our representatives / employees (and/or sub-contractors, if applicable) to carry out their respective required roles as safely as possible.
- Adequate resources in the form of finances, equipment, time, and personnel to ensure health and safety is maintained and suitable support is given.
- Adequate policies and/or procedures are in place to ensure accidents/incidents/near misses, etc are fully investigated and implementing the necessary measures to prevent the likelihood of a recurrence.

Ultra Access representatives / employees (and/or sub-contractors, if applicable) will adhere to the current laws, legislations, regulations and ACoP's as and when required to, with all following policies / statements and/or their appropriate counterparts within this schedule being adhered to at all times.

Signed on behalf of (and representing) Ultra Access:
Jason Gibbs

A handwritten signature in black ink, appearing to read "Jason Gibbs", is written over a faint, larger version of the signature.

JASON GIBBS (TRADING AS ULTRA ACCESS) - OWNS ALL RIGHTS TO THE SET UP AND WORDING OF THIS DOCUMENT

UPDATED FOR - JANUARY 01 2026



Health and Safety Responsibilities and Arrangements

The persons ultimately responsible for the overall management of the health, safety and welfare of the representatives / employees (and/or sub-contractors, if applicable) of Ultra Access is;
Jason Gibbs – Scaffolding (and Safety) Specialist

With each respective representative / employee (and/or sub-contractor, if applicable) being solely responsible for following and adhering to said policies / statements and/or their appropriate counterparts within this schedule.

Risk Assessments will be carried out dynamically (at the point of work), prior to all on-site services commencing, to ascertain all hazards, likelihoods and what suitable controls are required to reduce, eliminate and manage all said risks, with clear and open communication lines kept between all parties to ensure the well-being of all. In the event of an emergency on-site, all services will be suspended immediately and all fire muster / evacuation procedures will be followed.

If any respective representative / employee (and/or sub-contractor, if applicable) has suitable and adequate training and experience to aid in the safety and well-being of others during this time, they will be solely responsible for their own actions, and act at their own discretion, with Ultra Access as an organisation being in no way responsible or liable for any injuries to persons (and/or to animals/wildlife) or damage caused to property by said actions in any way whatsoever.

Under the Employers Liability (Compulsory Insurance) Regulations 1998; Ultra Access will take out and maintain adequate insurance policies, suitable for the works carried out with an authorised insurer against bodily injury, harm, disease or death, etc. sustained by any respective representative / employee (and/or sub-contractor, if applicable) whilst working on behalf of Ultra Access.

Signed on behalf of (and representing) Ultra Access:
Jason Gibbs

A handwritten signature in black ink, appearing to read "Jason Gibbs".



Environmental Policy Statement

Ultra Access recognises and accepts that our operations may impact the environment and that as a company we are committed to conducting our business in a globally responsible manner that within the confines of current environmental laws.

We also understand that we all have a vital role to play in sustaining our environment and that we must be committed to taking an active role in reducing the environmental impact of our operations, with any respective Ultra Access representative / employee (and/or sub-contractor, if applicable) adhering to this policy.

Furthermore, we pledge to follow all local, national (and where applicable international) environmental regulations, and that we will strive to reduce the environmental impact of our business operations wherever possible.

To demonstrate our commitment to these principles we will;

- Meet all applicable environmental laws, legislations, regulations and ACoP's as and when required to, and where applicable to our operations, whilst striving to improve our environmental performance.
- Take measures to prevent pollution, whilst maintaining active programs to reduce our use of consumables (energy, water, materials, etc), making efficient use of natural resources by conserving energy and water, minimizing waste, and recycling where possible.
- Meet our legal duty of care requirements in relation to waste management by ensuring the safekeeping, transportation, and authorised disposition of waste.
- Use recycled materials where technically and practicably feasible.

Ultra Access will closely monitor for any changes in legislation applicable to our operations and review this whenever required as part of our policy review process, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to this policies statement.

Signed on behalf of (and representing) Ultra Access:
Jason Gibbs



Sustainability Policy Statement

Ultra Access aims to reduce the pressure which our actions put upon the local community, contractors, our supply chain, and the planet, with the aim to make our operations sustainable.

A major focus of this policy is to measure and reduce our CO² emissions and therefore our carbon footprint by applying the following;

- Meet all applicable sustainability laws, legislations, regulations and ACoP's as and when required to, and where applicable to our operations, whilst striving to improve our sustainability performance.
- To manage activities which impact upon the environment in accordance with the principles of sustainable development.
- To raise the sustainability awareness of all respective Ultra Access representatives / employees (and/or sub-contractors, if applicable) adhering to this policy.
- To promote the concept of sustainable development and by openly recognising the on-going need to move towards a more sustainable future.
- To monitor energy usage and maximise efficiency and effectiveness with a view to minimising environmental impacts.
- To comply with any sustainability duties of the Client (and/or Customer), Principal / Main Contractor, Local Authority, Management Company and/or Premises Owner, etc., as long as said compliance does not breach current sustainability laws.
- To only use ethically sourced materials and equipment, from recognised suppliers, that value good sustainability procedures.

Ultra Access will closely monitor for any changes in legislation applicable to our operations and review this whenever required as part of our policy review process, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to this policies statement.

Signed on behalf of (and representing) Ultra Access:
Jason Gibbs

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Quality Assurance Policy Statement

Ultra Access understands the requirement for a comprehensive quality assurance strategy to prove our clients (and/or customers) with the very best service possible. And as with any such strategy, it must be acceptable within the confines of the current laws, legislations, regulations and ACoP's.

We intend to maintain our quality assurance process by adopting a total commitment to the provision (and use) of approved materials, equipment, items and/or other tangible services, as per the Construction Products Regulations / CPR, with UK Conformity Assessed (UKCA) or UK(NI) and CE / BSI Marking, etc of all products purchased by Ultra Access

To demonstrate our commitment to these principles we will;

- Source legally (as defined above) and ethically correct materials, equipment, items and/or other tangible services.
- Ensure that all services (tangible, or not) provided to our clients (and/or customers) meet all relevant current laws, legislations, regulations and ACoP's.
- Ensure suitable time is taken to produce accurate and reasonable services (tangible, or not) to our clients (and/or customers), therefore showing our commitment to quality assurance.

Ultra Access is responsible for the management of our quality assurance policy, but each respective representative / employee (and/or sub-contractor, if applicable) being solely responsible for following said policy.

Ultra Access will closely monitor for any changes in legislation applicable to our operations and review this whenever required as part of our policy review process, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to this policies statement.

Signed on behalf of (and representing) Ultra Access:
Jason Gibbs

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Personnel (and Sub-Contractor) Management Policy Statement

Ultra Access is committed to employing, either directly as representatives / employees or indirectly as sub-contractors, (if applicable) who meet the following criteria, and those who sign on to and agree to our; Ultra Access Personnel (and Sub-Contractor) Management System.

Criteria being;

They must have all the minimum required and relevant / in date training and qualifications for the role being undertaken, have the relevant knowledge and experience for the role, have good reliability, work ethic and communication skills, etc, and agree to adhere to all of Ultra Access's policies statements and procedures within this Comprehensive Company Policy Schedule.

Those without said training required within the Personnel (and Sub-Contractor) Management System will not be able to conduct any work on behalf of Ultra Access, however additional training, courses, and/or development improvements required will at the discretion of Ultra Access.

Everyone whilst working under the Ultra Access "umbrella" in any capacity – will also have to adhere to the UAL Code of Conduct, if they wish to continue to do so.

Ultra Access is responsible for the management of our personnel management policy, but each respective representative / employee (and/or sub-contractor, if applicable) being solely responsible for following said policy.

Ultra Access will closely monitor for any changes in legislation applicable to our operations and review this whenever required as part of our policy review process, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to this policies statement.

Signed on behalf of (and representing) Ultra Access:
Jason Gibbs

JASON GIBBS (TRADING AS ULTRA ACCESS) - OWNS ALL RIGHTS TO THE SET UP AND WORDING OF THIS DOCUMENT

UPDATED FOR - JANUARY 01 2026



GDPR (and Data Protection) Policy Statement

Ultra Access values the current GDPR laws, and fully adheres to [The Data Protection Act 2018](#), with efforts made to only require the relevant information from any and all respective representatives / employees (and/or sub-contractors, if applicable) during their completion of our Ultra Access Personnel (and Sub-Contractor) Management System.

To demonstrate our commitment to these principles we will;

- Ensure that only relevant information is asked for, of all respective representatives / employees (and/or sub-contractors, if applicable), during “company induction” / Ultra Access Personnel (and Sub-Contractor) Management System process.
- Endeavour to keep all said information in “secure places”, ie; locked filing systems, programs and/or online portals, etc., with strict “for your eyes only” access permitted to senior representatives within the company – and only then, the information within said “secure places” will only be used as and when necessary.
- Discourage the spread of highly sensitive personal information between any personnel working in any capacity for Ultra Access, that is not directly relevant to their respective roles, or that might affect morale, safety, and personal performance, etc.

Ultra Access is responsible for the management of our GDPR and data protection policy, but each respective representative / employee (and/or sub-contractor, if applicable) being solely responsible for following said policy.

Ultra Access will closely monitor for any changes in legislation applicable to our operations and review this whenever required as part of our policy review process, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to this policies statement.

Signed on behalf of (and representing) Ultra Access:
Jason Gibbs

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Training (and Development) Policy Statement

Ultra Access embraces a safety training and development culture (both personal and organisational) and actively encourages growth and evolution, to better understand the industry, work safer and more efficiently and to provide a better quality service for our clients (and/or customers).

With regards to any representatives / employees, they will need to have a minimum of;

- CISRS (and/or COTS / CSCS) Training,
- Basic / Advanced Scaffolding Inspection Training (project depending), First Aid Training (or equivalent), Lone Working Training, Asbestos Awareness Training and Working at Height Training (if not CISRS trained).

With regards to any sub-contractors, they will need all of the above, including; Relevant company insurances (PL, EL, PI, etc), and signed on to and in agreement of Ultra Access's "Sub-Contractor Requirements" section on page 2 of the Ultra Access Personnel (and Sub-Contractor Management System. ... prior to ANY works being carried out under the Ultra Access "umbrella" in any capacity.

Additional training, courses, and/or development improvements required will at the discretion of Ultra Access, as and when required.

Ultra Access is responsible for the management of our training and development policy, but each respective representative / employee (and/or sub-contractor, if applicable) being solely responsible for following said policy.

Ultra Access will closely monitor for any changes in legislation applicable to our operations and review this whenever required as part of our policy review process, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to this policies statement.

Signed on behalf of (and representing) Ultra Access:
Jason Gibbs

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Vehicle, Road (inc. Parking) and Travel Policy Statement

Ultra Access will adhere to all vehicle, road and parking laws (and/or by-laws), including all and any legislations, regulations and ACoP's relevant for the works being conducted.

Safe driving with due care and attention is of the utmost priority for all representatives / employees (and/or sub-contractors, if applicable), and adhering to [The Highway Code](#) at all times.

Vehicles used are to be maintained, serviced, tested, checked, cleaned and driven safely within the confines of the law, with parking only to be done in authorised, designated, and legally allowed zones / bays, and in only then acceptable locations, not blocking fire escapes, driveways, emergency access routes, etc., whilst works are being carried out, with all representatives / employees (and/or sub-contractors, if applicable), being solely responsible for any fines / fees / prosecutions and/or sentences given for their own actions of not following said laws.

If travelling by other means to and from each various place of work, then all respective laws (and/or by-laws), including all and any legislations, regulations and ACoP's will also be adhere to, at all times.

Ultra Access is responsible for the management of our vehicle, road and travel policy, but each respective representative / employee (and/or sub-contractor, if applicable) being solely responsible for following said policy.

Ultra Access will closely monitor for any changes in legislation applicable to our operations and review this whenever required as part of our policy review process, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to this policies statement.

Signed on behalf of (and representing) Ultra Access:
Jason Gibbs

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Professional Work Conduct Policy Statement

Ultra Access expects any respective representatives / employees (and/or sub-contractors, if applicable), to conduct their selves in a completely professional and positive manner, whilst working for us and in that capacity will be also expected to have suitable and sufficient training, experience, competency, qualifications, work ethic, and a positive attitude to the health, safety, welfare, and the well-being every persons affected by the works carried out by Ultra Access.

To demonstrate our commitment to these principles we will;

- Require all respective representatives / employees (and/or sub-contractors, if applicable), to be the epitome of professionalism, even before their arrival at whatever respective project they are attending – following all travel, road, railway, laws (and/or by-laws), adhering to speed limits, driving (or travelling) with the consideration of others, avoiding any potential road rage incidents, etc. and after they have completed their work, to conduct themselves in the same manner.
- Expect all respective representatives / employees (and/or sub-contractors, if applicable) to be friendly, approachable, open minded, well-presented, polite and helpful, whilst not being inappropriate in any way; sexual, aggressive, confrontational, combative, crass, rude and/or angry, etc.
- Offer support to the above if they are unable to professionally conduct their works, due to other factors, outside of Ultra Access control.

Ultra Access is responsible for the management of our professional work conduct policy, but each respective representative / employee (and/or sub-contractor, if applicable) being solely responsible for following said policy.

Ultra Access will closely monitor for any changes in legislation applicable to our operations and review this whenever required as part of our policy review process, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to this policies statement.

Signed on behalf of (and representing) Ultra Access:
Jason Gibbs



Risk Assessment (and Risk Management) Policy Statement

Ultra Access is committed to managing any and all risks in the work place, with dynamic / live risk assessments being carried out (regardless of, or if any site induction has taken place) by all representatives / employees (and/or sub-contractors, if applicable), before commencing their work.

These will be purposefully built into each operating, reporting or auditing system used by any and all personnel, with any potential risks being documented, and suitable controls added to maximise the safety of all those affected by the works carried out on behalf of Ultra Access.

To demonstrate our commitment to these principles we will;

- Give all relevant and specific information to any and all representatives / employees (and/or sub-contractors, if applicable, (without breaching GDPR laws), including location of the works, contacts on site, defined job roles, etc.
- Make each built in risk assessment MANDATORY to complete, before allowing commencement of services, with support given from Ultra Access in the event (due to unforeseen occurrences) that is deemed as “unsafe” to carry out said risk assessment, and in that instance, all works will stop, until such time as it is safe to resume.

Ultra Access is responsible for the management of our risk management policy, but each respective representative / employee (and/or sub-contractor, if applicable) being solely responsible for following said policy.

Ultra Access will closely monitor for any changes in legislation applicable to our operations and review this whenever required as part of our policy review process, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to this policies statement.

Signed on behalf of (and representing) Ultra Access:
Jason Gibbs



Performance (and Whistle Blowing) Policy Statement

Ultra Access understands the need to review both company performance, but also individuals working in whatever respective capacity as representatives / employees (and/or sub-contractors, if applicable), to maintain both service quality and client (and/or customer) satisfaction, as well as work consistency. Performance will be solely rated by character, ability, reliability, competency, training, experience and knowledge.

Ultra Access of course welcomes feedback from any said persons above, and encourages suggestions with an “open door policy” employed for any potential feedback for improvements with regards to safety, operations, and procedures, etc., along with any other concerns raised regarding the conduct of any fellow respective representatives / employees (and/or sub-contractors, if applicable), being welcome, preferably over whistle blowing.

Where Ultra Access has procedures and policies in place in the event of any disciplinary actions being taken (for a number of reasons, highlighted within this schedule’s numerous policy statements), however, we will not be enforcing said procedures and policies in the event of any representative / employee (and/or sub-contractor, if applicable) whistle blowing taking place.

Ultra Access is responsible for the management of our performance and whistle blowing policy, but each respective representative / employee (and/or sub-contractor, if applicable) being solely responsible for following said policy.

Ultra Access will closely monitor for any changes in legislation applicable to our operations and review this whenever required as part of our policy review process, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to this policies statement.

Signed on behalf of (and representing) Ultra Access:
Jason Gibbs



Equal Opportunities Policy Statement

Ultra Access is committed to ensuring the equal opportunity rights of all respective representatives / employees (and/or sub-contractors, if applicable) whilst working for us in their required roles.

As per UK law, everyone is under the protection of the [Equality Act 2010](#), which stops its citizens from discriminating on the basis of age, sex, race, ethnicity, disability, religion (and/or other faith-based belief), sexual orientation, gender role-playing preferences, political beliefs (and/or affiliations), non-illegal life choices, pregnancy/maternity, etc.

Everyone whilst working under the Ultra Access “umbrella” in any capacity - will be assessed on their character, ability, reliability, competency, training, experience and knowledge ONLY with these being the only factors considered on how all opportunities (and/or promotions, pay increases, bonus's, share options, etc) will become available to said personnel.

To demonstrate our commitment to these principles we will;

- Be non-judgemental, seeing value in one's capabilities, attitude and characteristics – mentioned above in more detail, over any discriminatory factors.
- Ensure that support is given where required (and/or if applicable), if anyone is being discriminated against, with suitable measures taken to protect such individuals from any further behaviour in the future.

Ultra Access is responsible for the management of our equal opportunities policy, but each respective representative / employee (and/or sub-contractor, if applicable) being solely responsible for following said policy.

Ultra Access will closely monitor for any changes in legislation applicable to our operations and review this whenever required as part of our policy review process, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to this policies statement.

Signed on behalf of (and representing) Ultra Access:
Jason Gibbs

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Diversity, (Equality) Equity and Inclusion Policy Statement

Ultra Access acknowledges the importance of suitably managing and encouraging diversity, equity and inclusion in the work place as per the [Equality Act 2010](#).

Diversity of opinions will be actively encouraged, with all known; thoughts, ideas, criticisms (constructive, or otherwise) and comments in person, via email text, message, video/voice calls and social media posts directly-correlating to Ultra Access's clients (and/or customers) - as well any operating, ruling, governing or trade bodies being solely the personal views of any respective representatives / employees (and/or sub-contractors, if applicable) and not necessarily that of Ultra Access.

Equality as a practice will be maintained by ensuring that every (and all) persons regardless of their individual age, sex, race, ethnicity, disability, religion (and/or other faith-based belief), sexual orientation, gender role-playing preferences, political beliefs (and/or affiliations), non-illegal life choices, pregnancy/maternity, etc – are treated equally at all times whilst working under the Ultra Access “umbrella”.

Inclusivity will also be achieved by way of giving all the same opportunities and resources and support to all persons – of regardless of any of the aforementioned characteristics.

Ultra Access is responsible for the management of our DEI policy, but each respective representative / employee (and/or sub-contractor, if applicable) being solely responsible for following said policy.

Ultra Access will closely monitor for any changes in legislation applicable to our operations and review this whenever required as part of our policy review process, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to this policies statement.

Signed on behalf of (and representing) Ultra Access:
Jason Gibbs

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UPDATED FOR - JANUARY 01 2026



Grievance (and Disciplinary) Policy Statement

Ultra Access is committed to ensuring that all grievances between any respective representative / employee (and/or sub-contractor, if applicable) is taken seriously and investigated appropriately to resolve any potential issues arisen and where necessary, to accurately enforce any disciplinary procedures, if required.

Grievances could be caused by discrimination, bullying, bigotry, harassment, jealousy, past/previously unresolved issues, unrealistic work quotas, lack of mutual respect, etc... and this will not be tolerated by Ultra Access.

All respective representatives / employees (and/or sub-contractors, if applicable) will be expected to respect, and cooperate with one and another, whilst in the capacity of working for us.

To demonstrate our commitment to these principles we will;

- Be unbiased in listening to any grievances and prepare any investigation statements morally and fairly, giving equal care and attention to all parties involved, to get a balanced view of the situation.
- Ensure that after said investigations have been conducted, with clear roles defined in any said grievances, fair and reasonable disciplinary procedures are carried out (if applicable), within the confines of the law.

Ultra Access is responsible for the management of our grievance policy, but each respective representative / employee (and/or sub-contractor, if applicable) being solely responsible for following said policy.

Ultra Access will closely monitor for any changes in legislation applicable to our operations and review this whenever required as part of our policy review process, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to this policies statement.

Signed on behalf of (and representing) Ultra Access:
Jason Gibbs



Anti-Discrimination (Bullying and Harassment) Policy Statement

Ultra Access is committed to stopping any kind of discrimination, bullying and/or harassment against any respective representatives / employees (and/or sub-contractors, if applicable), and by their actions whilst at work for us; the wider general public.

Everyone deserves to be treated with mutual respect and to go about their daily business without fear of becoming a victim of discrimination, bullying and/or harassment.

A positive and friendly work atmosphere will be encouraged constantly, with an “open door policy” employed for any potential feedback for improvements with regards to safety, operations, and procedures, etc., along with any other concerns raised regarding the conduct of any fellow respective representatives / employees (and/or sub-contractors, if applicable), being welcomed, to stop any kind of discrimination, bullying and/or harassment from occurring at a later date.

Horse-Play (and/or “Rough Housing”) will be heavily discouraged, as will inappropriate actions, opinions, jokes, anecdotes, stories, life experiences, etc., with a mind for complete professionalism being the primary goal of all and any who work for us.

Ultra Access is responsible for the management of our anti-discrimination policy, but each respective representative / employee (and/or sub-contractor, if applicable) being solely responsible for following said policy.

Ultra Access will closely monitor for any changes in legislation applicable to our operations and review this whenever required as part of our policy review process, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to this policies statement.

Signed on behalf of (and representing) Ultra Access:
Jason Gibbs

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Accident, Incident (and Near-Miss) Reporting Policy Statement

Ultra Access is committed (in the unfortunate event) to record and document any and all accidents, incidents and near-misses that occur to / involve all respective representatives / employees (and/or sub-contractors, if applicable) and by their actions whilst at work for us; the wider general public, under; [The Social Security \(Claims and Payments\) Regulations 1979 \(SSCPR\)](#), and if required, reported to the HSE under RIDDOR.

Efforts will be made to investigate fully any such occurrences, in the effort to understand why any such occurrence happened, how to reduce the likelihood and severity of it happening again, and as a way to improve any SSoW's moving forward.

All respective representatives / employees (and/or sub-contractors, if applicable) will be actively encouraged to report any and all such occurrences to Ultra Access for documenting purposes and with each of the above personnel being First-Aid trained, and having a reasonably stocked First-Aid Kit on their persons at all times whilst at the place of works as per one of the stipulations in the ULT.ACC Code of Conduct, we aim to provide as much help and support as possible in the event of an accident, incident and/or near-miss.

Ultra Access is responsible for the management of accident and incident policy, but each respective representative / employee (and/or sub-contractor, if applicable) being solely responsible for following said policy.

Ultra Access will closely monitor for any changes in legislation applicable to our operations and review this whenever required as part of our policy review process, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to this policies statement.

Signed on behalf of (and representing) Ultra Access:
Jason Gibbs

A handwritten signature in black ink, appearing to read "Jason Gibbs", written over a faint, illegible background.



Consistent Services and Production Policy Statement

Ultra Access makes it a priority to produce and provide consistent services, throughout its entire operating process, with any and all respective representatives / employees (and/or sub-contractors, if applicable) working to the stipulations within in the ULT.ACC Code of Conduct, as part of their agreement signature in our Ultra Access Personnel (and Sub-Contractor) Management System.

With this set of consistent values purposefully built into each operating, reporting or auditing system used by any and all personnel on behalf of Ultra Access and along with our priority of keeping our working services consistent, this also helps in maintaining that level of consistency in our quality assurance, and indirectly; training, support resolution and (if required) disciplinary procedures.

Any and all documents produced by Ultra Access will be maintained to a consistent level and detail, with all relevant information included as and when required, but reviewed periodically to keep us with the confines of the whatever respective law that applies to them.

All personnel will be expected to work to a standard and consistent manner, without bias, prejudice, or discrimination of any kind influencing their performance on site, focusing on the actual (and current) laws, legislations, regulations and ACoP's as and when required to, to influence the outcomes.

Ultra Access is responsible for the management of our consistent services policy, but each respective representative / employee (and/or sub-contractor, if applicable) being solely responsible for following said policy.

Ultra Access will closely monitor for any changes in legislation applicable to our operations and review this whenever required as part of our policy review process, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to this policies statement.

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UPDATED FOR - JANUARY 01 2026



Anti-Money Laundering (and Bribery) Policy Statement

Ultra Access is committed to following the law, with regards to the [Sanctions and Anti-Money Laundering Act 2018](#), taking a serious stand against any forms of money laundering and/or clear cases of bribery that might occur, be proscribed against or be claimed by any and all respective representatives / employees (and/or sub-contractors, if applicable) working under the “umbrella” of Ultra Access.

All fees and prices for services provided will be agreed-to via a signed and dated legal document / Pricing Fee Schedule, between Ultra Access as an organisation and their client (and/or customer), before any personnel working on behalf of Ultra Access commences any kind of works.

At no time will any cash incentives, or goods (to a correlative financial value to said service fees) change hands between Ultra Access or their client (and/or customer), nor will any respective representatives / employees (and/or sub-contractors, if applicable) be taking said incentives directly, in place of pre-agreed fees.

If any persons working on behalf of Ultra Access was to be found guilty of eliciting or receiving said incentives, they would be in directly contravention of their agreement of the ULT.ACC Code of Conduct, thus also being liable for disciplinary procedures and possible criminal actions levied against them.

Ultra Access is responsible for the management of our AML and bribery policy, but each respective representative / employee (and/or sub-contractor, if applicable) being solely responsible for following said policy.

Ultra Access will closely monitor for any changes in legislation applicable to our operations and review this whenever required as part of our policy review process, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to this policies statement.

Signed on behalf of (and representing) Ultra Access:
Jason Gibbs



Anti-Slavery and “Right To Work” Policy Statement

Ultra Access is committed to following the law, with regards to [The Modern Slavery Act 2015](#), taking a serious stand against any forms of perceived slavery, victimisation and oppression whilst at the work place, with any and all respective representatives / employees (and/or sub-contractors, if applicable), being required to agree to adhere to all anti-slavery acts in place and all works carried out being of reasonably, decently and fairly financially compensated for, with wages paid far exceeding the current UK minimum wages and also whilst Ultra Access adhering to all working time regulations, and fair pay legislations.

To demonstrate our commitment to these principles we will;

- Ensure that all respective representatives / employees (and/or sub-contractors, if applicable) are paid for their time, experience and qualifications to the current “market rate” for their services and expertise, and paid within a fair timeframe, without monies being withheld, without fair justification, if required, etc.
- Only employ those personnel who are legally able to work in the UK (and/or other places), with strict background checks being made, legitimate identification check procedures followed, and those who can demonstrate the necessary competency to carry out the works required, by way of experience, training and knowledge, for whatever respective roles they are in, under the Ultra Access “umbrella”.

Ultra Access is responsible for the management of our “right to work” policy, but each respective representative / employee (and/or sub-contractor, if applicable) being solely responsible for following said policy.

Ultra Access will closely monitor for any changes in legislation applicable to our operations and review this whenever required as part of our policy review process, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to this policies statement.

Signed on behalf of (and representing) Ultra Access:
Jason Gibbs



Mental Health Support and Mental Wellbeing Management Policy Statement

Ultra Access values the importance of suitably managing mental health, and understands its potential impact on safety, reliability, quality, wellbeing and operations to the company.

Mental Health management is of the utmost importance to maintaining a high morale and quality consistency for any and all respective representatives / employees (and/or sub-contractors, if applicable), especially whilst working in potentially dangerous environments, and/or at height.

An "open door policy" and friendly management approach will be encouraged, as will honest, transparent and supportive dialogue (either verbally, or otherwise) between us and any personnel.

This will be employed by Ultra Access as a priority, with any potential feedback for improvements with regards to safety, operations, and procedures, etc., embraced, so that all parties have a chance to interact openly and freely, with all concerns being noted – but kept in complete confidentiality.

Mental Health monitoring (in the most suitably capacity chosen) will be carried out periodically, between Ultra Access and all personnel to help maintain good mental health for all.

Ultra Access is responsible for the management of our mental health management policy, but each respective representative / employee (and/or sub-contractor, if applicable) being solely responsible for following said policy.

Ultra Access will closely monitor for any changes in legislation applicable to our operations and review this whenever required as part of our policy review process, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to this policies statement.

Signed on behalf of (and representing) Ultra Access:
Jason Gibbs

JASON GIBBS (TRADING AS ULTRA ACCESS) - OWNS ALL RIGHTS TO THE SET UP AND WORDING OF THIS DOCUMENT

UPDATED FOR - JANUARY 01 2026



Drug and Alcohol (plus Testing) Policy Statement

Ultra Access will follow the guidelines as laid out in the [HASAW / Health and Safety at Work etc. Act 1974](#), which states therein;

“It is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.”

This could include any and all respective representatives / employees (and/or sub-contractors, if applicable), who may become harmfully dependent on various forms of drugs (prescription and/or illegal) or alcohol... that could lead to a detriment effect to their health, safety and wellbeing.

Any of the above persons who are deemed / suspected to be under the influence of such substances will be required to have a test, to ascertain their sobriety. With all of the above mentioned persons being within their rights to refuse said tests at any such time, and so any reason – with such refusals being noted in their personnel files (and/or) on their completed Ultra Access Personnel (and Sub-Contractor) Management System form.

The ULT.ACC Code of Conduct clearly defines the processes and steps taken in the event of any personnel being suspected of being on under the influence...

Ultra Access is responsible for the management of our drug and alcohol policy, but each respective representative / employee (and/or sub-contractor, if applicable) being solely responsible for following said policy.

Ultra Access will closely monitor for any changes in legislation applicable to our operations and review this whenever required as part of our policy review process, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to this policies statement.

Signed on behalf of (and representing) Ultra Access:
Jason Gibbs

A handwritten signature in black ink, appearing to read "Jason Gibbs".

JASON GIBBS (TRADING AS ULTRA ACCESS) - OWNS ALL RIGHTS TO THE SET UP AND WORDING OF THIS DOCUMENT

UPDATED FOR - JANUARY 01 2026



Bring Your Own Device / BYOD To Work Policy (including Cyber Security) Statement

Ultra Access is a 100% paperless organisation, and adhere to the statement, within the [2022 Uk.Gov press release on Paperless Trade for UK Business Growth](#).

Each respective representative / employee (and/or sub-contractor, if applicable) being required to utilise their own electronic devices, tablets and/or smart phones to conduct their required roles..., but will be issued Ultra Access official “Log-In’s” to the numerous and various digital online programs, auditing software, templates and risk assessments, etc that we use with all and any upkeep and maintenance of said devices being the sole responsibility of all working under the Ultra Access “umbrella”.

With regards to Cyber Security... Ultra Access will follow the guidelines set out by the [National Cyber Security Centre](#), under the principles within [The Data Protection Act 2018](#).

To demonstrate our commitment to these principles we will;

- Ensure to only make use of official programs, portals and platforms, etc, to conduct all of our respective services, each with controlled and authorised “Log-Ins”, to help manage/negate any potential data leaks.
- Review our Cyber Security procedures, to make sure that all security protocols are adhered to and all information only sent/received via official channels.

Ultra Access is responsible for the management of our BYOD policy, but each respective representative / employee (and/or sub-contractor, if applicable) being solely responsible for following said policy.

Ultra Access will closely monitor for any changes in legislation applicable to our operations and review this whenever required as part of our policy review process, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to this policies statement.

Signed on behalf of (and representing) Ultra Access:
Jason Gibbs

JASON GIBBS (TRADING AS ULTRA ACCESS) - OWNS ALL RIGHTS TO THE SET UP AND WORDING OF THIS DOCUMENT

UPDATED FOR - JANUARY 01 2026



Ultra Access – Final Closing Company Statement and Declaration

Ultra Access thanks you for taking the time to read and acknowledge all of the above policy statements, procedures, comments, etc and we would like to finish this section of the schedule by way of the following declaration:

“Ultra Access hereby declares, as an organisation that all of the above policy statements, procedures, comments, etc is/are true, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to this total combined policies schedule, and by way of employing the services of the aforementioned personnel, Ultra Access will, as an organisation ensure the following;

That each of the above persons are suitably experienced, trained, qualified and competent for their respective roles, that their *bona fides* are checked and verified, that their workplace is thoroughly risk assessed prior to the commencement of any works carried out with all safety precautions in place, that their data will be adequately protected from data breaches, within the confines of the current laws, legislations, regulations and ACoP’s, as and when applicable, their mental wellbeing will be considered, equally to their physical health and safety with all persons being treated with equality and respect, regardless of their identity, race, sexual orientation, etc and Ultra Access will do everything in their power to ensure that the day to day operations are carried out as morally and ethically correct as possible, without prejudice or bigotry.”

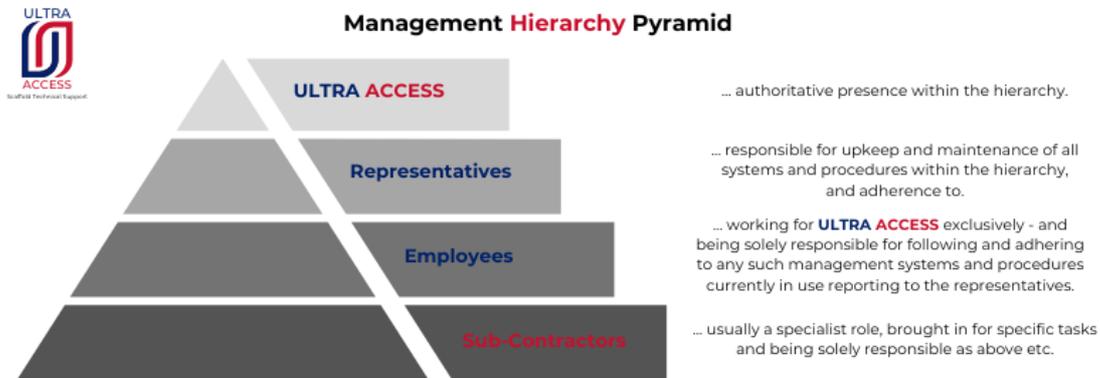
Signed on behalf of (and representing) Ultra Access:
Jason Gibbs

... with the above signature, as the official representative of Ultra Access, being responsible for ensuring that the overall management of said policy statements within this schedule is conducted suitably by Ultra Access, and the adherence of each therein by any other respective representatives / employees (and/or sub-contractors, if applicable) being followed.



(Operational Procedures and/or Systems)
Management Hierarchy

Ultra Access's management hierarchy is such;



Ultra Access being solely responsible for all management systems and procedures; created, devised, utilised and updated/replaced/removed (where required, based on personnel feedback) to meet with any and all moral, ethical and legal duties, whilst being the authoritative presence within the hierarchy.

Representatives (usually being of organisation director-level roles) being solely responsible for not only following all management systems and procedures, as above and for implementing changes, where required, etc, but also for ensuring that each is followed by the respective employees (and/or sub-contractors, if applicable).

Employees being solely responsible for following and adhering to any such management systems and procedures currently in use by Ultra Access as well as giving feedback to the above representatives, when required on the performance of each such system and procedure – with **Sub-Contractors** (usually a specialist role, brought in for specific tasks) adhering to also - all as above and both reporting directly to the Representatives.



(Operational Procedures and/or Systems)

ULT.ACC Code of Conduct (copy)

Ultra Access's Code of Conduct to be adhered to by all respective representatives / employees (and/or sub-contractors, if applicable) is as follows:

1. Before commencing any work on behalf of Ultra Access, all personnel will be fit for work (both physically and mentally), being of suitable dress, appearance and neatness, being polite, having generally good mannerisms, treating as they expect to be treated at all times to everyone encountered whilst either travelling to, from or whilst at the place of work, as one would expect from a professional consultant and to treat all of Ultra Access clients (and/or customers) with courteousness and respect.
2. To obey any legal, ethical and moral responsibilities, including all current laws, legislations, regulations and ACoP's, whilst either travelling to, from or whilst either travelling to, from or whilst at the place of work.
3. To adhere to, and follow any and all Ultra Access policies, statements, procedures and operating/management systems, providing feedback as and when required to aid Ultra Access in improving their currently offered services whilst at the place of work.
4. To carry out their role fully, and thoroughly, taking time to accurately conduct the required service, and assess each project attended equally, documenting the findings without bias or prejudice.
5. To adhere to any project working rules/site induction requirements, and wearing all required PPE, at all times (so long as those rules/PPE do not conflict with Ultra Access's Code of Conduct).
6. To keep all information gathered on all respective projects confidential, respecting the current GDPR laws, not sharing any photographic evidence of any possible issues with anyone other than other personnel working under the Ultra Access "umbrella".
7. To not take any direct payments for services rendered, no cash or favours, nor showing favouritism to any individual or organisation, client (and/or customers).
8. To refrain from making commentary about any said projects on social media.
9. To promote Ultra Access as often as possible, in the goal of increasing workload.
10. And finally, to generally conduct their selves in the most professional manner possible at all times, taking pride in their work.



(Operational Procedures and/or Systems)
Risk Assessment (and Method Statement / SSoW) Procedures ¹

Ultra Access carries out dynamic Risk Assessments as standard operating safety procedures before on-site services commence, these would usually be in the form of *documented pre built-in assessments, covering all possible hazards, with adequate controls implemented to provide as safe a working environment as possible.
 (*some Risk Assessments could be visual, instead of actual documented)

The below Risk Assessment table is what Ultra Access utilises in all our documented assessments.

		Risk Assessment Table					
Severity / Probability		Extreme Severity (Fatality)	High Severity (RIDDOF)	Medium Severity	Low Severity		
High Probability		High Risk	High Risk	Serious Risk	Medium Risk	"Lone Working" is automatically included in any Risk Assessment due to it being a constant (and mostly unavoidable) risk	
Medium Probability		High Risk	Serious Risk	Medium Risk	Low Risk	First Aid Kit always to be carried on persons (and with suitable training)	
Low Probability		Serious Risk	Medium Risk	Low Risk	Low Risk	Mandatory 3-Points of PPE (usually) worn as a minimum (with additional PPE being project / task specific)	
Negligible		Eliminated Risk - (all but, and within acceptable parameters)					

Very basic, but perfectly suitable for the nature of work carried out by all respective representatives / employees (and/or sub-contractors, if applicable), with all possible (and reasonable) hazards allowed for.



(Operational Procedures and/or Systems)

Risk Assessment (and Method Statement / SSoW) Procedures ²

Ultra Access has the following easy to adhere to methodology for all respective representatives / employees (and/or sub-contractors, if applicable) carrying out the broader majority of our services, whilst at the place of work.

Included here, verbatim...

“Method Statement Briefing:

...on completion of the Risk Assessment...

ULTRA ACCESS would usually carry out each SISAR in the same manner, that being;

To access the area (and/or scaffold) via whatever safe and designated access points were available at the time, and "walk the area" (ensuring all relevant PPE is worn), documenting their findings and working their way down the series of questions within this report, highlighting any issues seen, and photos taken, if required.

They would take their time to thoroughly inspect the area, keeping their own safety as priority, to be able to aid others, if so the occasion arises, with more details explained within the Risk Assessment NOTE section, if applicable.

All ULTRA ACCESS equipment in regular use would be tethered (not to be confused with Tool-Tethers), to their persons whenever the risk appears that said equipment could be dropped onto others below them.

Once finished - ULTRA ACCESS would leave the area in the safest means possible and complete their report.”

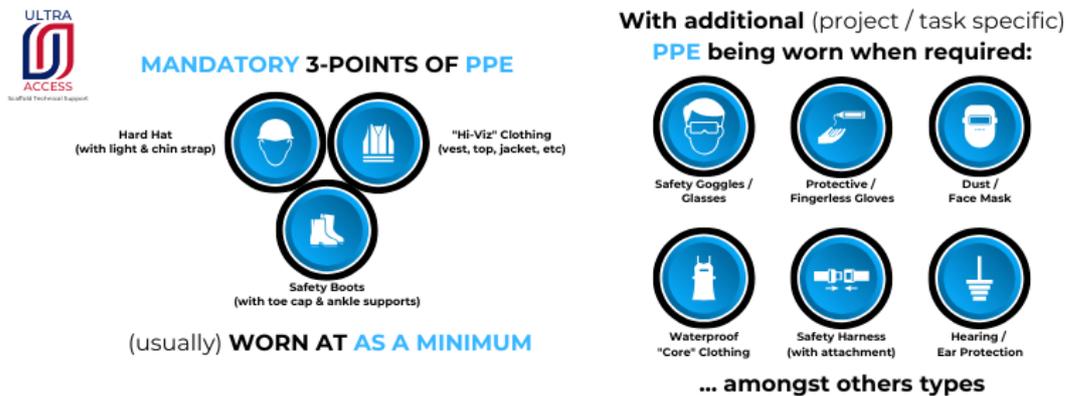
Using the above, and accompanied by the predeceasing Risk Assessment, suitable and adequate precautions have been made to protect each and every personnel working under the Ultra Access “umbrella”.



(Operational Procedures and/or Systems)

PPE and Safety Equipment Usage Procedures

Ultra Access uses **mandatory 3-points of PPE**, as is expected on most construction projects, with additional PPE being project / task specific.



PPE as per the hierarchy of safety is a “last resort”, but in the nature of the services carried out by Ultra Access, must resort to the above basic PPE to suitably protect all respective representatives / employees (and/or sub-contractors, if applicable).

All safety equipment (if applicable) that does not come under the designation of PPE (including RPE) will be used correctly, safely as per any and all user manuals, manufacturers guidelines and/or training of the usage of said equipment. They are to be stored correctly, as instructed and maintained, cleaned, handled with the utmost care and consideration for the equipment at hand.

And, as per Ultra Access’s Quality Assurance Policy Statement:

“We intend to maintain our quality assurance process by adopting a total commitment to the provision (and use) of approved materials, equipment, items and/or other tangible services, as per the Construction Products Regulations / CPR, with UK Conformity Assessed (UKCA) or UK(NI) and CE / BSI Marking, etc of all products purchased by Ultra Access”



(Operational Procedures and/or Systems)

Emergency Response (and Lone Worker Safety) Procedures

Ultra Access, and all respective representatives / employees (and/or sub-contractors, if applicable) for the majority of (maybe 95%) of the time would be classed as “lone working”.

And controls would be implemented as standard regardless of risk assessed or not, as the risk / hazards are a constant whilst at the place of work.

Lone Working Safety training will be required for all personnel.

... ..

In the event of an emergency at the workplace, all personnel working under the Ultra Access “umbrella”, would follow all workplace evacuation procedures, as per all relevant site inductions, adhering to all local emergency service guidelines as and when applicable.

If said site inductions are not completed, with only the Ultra Access dynamic Risk Assessment conducted at the place of work, then all respective representatives / employees (and/or sub-contractors, if applicable), would evacuate the immediate area in as safe and orderly manner, making their location known to the relevant authorities, clients (and/or customers), and will remain until further instructions are given.

If any respective representative / employee (and/or sub-contractor, if applicable) has suitable and adequate training and experience to aid in the safety and well-being of others during this time, they will be solely responsible for their own actions, and act at their own discretion, with Ultra Access as an organisation being in no way responsible or liable for any injuries to persons (and/or to animals/wildlife) or damage caused to property by said actions in any way whatsoever.



(Operational Procedures and/or Systems)

***Works Completion and Quality Checking Processes**

***works - would be any task carried out whilst representing Ultra Access in any capacity, including Risk Assessments.**

At certain points within the reporting / auditing / inspecting processes - a safety gate keeping system will be in place within all software used as a way to minimise the risks posed to any and all respective representatives / employees (and/or sub-contractors, if applicable) with clear proceed infographics shown below:



SAFE TO PROCEED



**COMMENCING
RISK ASSESSMENT**

A dynamic **Risk** Assessment will now be carried out, with all relevant and foreseen hazards identified, and suitable controls implemented, reducing the probability and severity of risk as a result.

ULTRA ACCESS will still continue to monitor the situation as they conduct their service.

All completed software reliant reporting / auditing / inspecting tasks will require mandatory signatures, time and date stamped for evidential transparency.

Quality checking will involve techniques used to maintain and improve procedural standards, including that of any inspections, auditing, testing, statistical process control, control charts, audits, and customer feedback analysis to ensure consistency and meet client (and/or customer) expectations.

Ultra Access will closely monitor for any changes in legislation applicable to our operations and review this whenever required as part of our policy review process, with any respective representatives / employees (and/or sub-contractors, if applicable) following and adhering to our processes and procedures, as per our Ultra Access Management Hierarchy Pyramid structure.