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**MANUAL HANDLING
AND STORAGE GUIDE
FOR SKYLIGHTS**

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1. PERSONAL PROTECTIVE EQUIPMENT (PPE):

Ensure you are wearing the correct PPE, including gloves, safety shoes, and helmets. The gloves can help to get a better grip and prevent cuts, while safety shoes and helmets protect against dropped items.

2. INSPECTION:

Once you receive your skylight, inspect it for any sharp edges or damage that could pose a risk during handling. If any signs of damage, please return immediately with the driver.

3. LIFTING TECHNIQUE:

Use the correct lifting technique to prevent injury. Bend your knees and keep your back straight always facing the object being lifted. Try to hold the load as close to your body as possible.

4. TEAM LIFT:

Skylights can be large and heavy. Always use a team lift technique for heavy or awkward items. Communicate clearly with your partner when lifting, moving, and setting down the skylight.

5. USING EQUIPMENT:

If the skylight is too heavy to lift manually, use appropriate lifting equipment like a crane, telehandler or forklift. Make sure you're trained in the correct use of this equipment.

6. TRANSPORTATION

Secure the skylight properly during transportation. It should be also stored and transported in **VERTICAL** position and never laying flat unless being installed. Make sure it is strapped and secured, not loose to avoid movement that could cause damage. Do not leave the skylight on Kingspan or any insulating materials.

7. STORAGE:

All products should be inspected as soon as they are delivered and if there are any signs of damage, to be returned immediately with the driver. Please store skylights in their original packaging prior installation in a clean flat surface.



8. INSTALLATION:

Ensure the roof opening is prepared and the proper precautions have been taken to prevent falls. Always store the skylight VERTICAL on its side and not flat until the point of installation.

IMPORTANT: Skylights should not be stored or left over roof coverings and insulation during hot weather. The overheated surfaces can cause damage.

A structural glazing tape (foam rope) needs to be installed inbetween the skylight and timber batten on the inside of the upstand in order to distribute the skylight's load evenly onto its surface. When lifting the skylight onto the roof, it's recommended to use lifting equipment such as a forklift, crane or a telehandler to prevent injury and make the process easier and safer.

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