



Delta Balustrades

EXPERTISE YOU CAN LEAN ON

Contractor's Pack

Contents

Contents	Page No.
Our WHY and Values	3
Company Details	4
Company Organisational Structure	5
BSI Kitemark	6
AIS Installation Scheme	9
Health & Safety Policy Statement	10
Sample Method Statement	11
List of Risk Assessments	16
Sample Risk Assessment	17
Fitter's Report Form	18
Fitter's Sign-off Form	19
Accident Record	20
Health & Safety Cert and CV	21
Sample Training Record	23
NEBOSH/IOSH Certificate	24/25
CHAS Certificate	26
Constructionline Certificate	27
SMAS Certificate	28
Builder's Profile Certificate	29
ISO 14001	30
ISO 9001	31
CE Certificates	32/33
Maintenance Procedure	34/35
Insurance Details	36-38
VAT Certificate	39
Equal Opportunities Statement	40
Quality Policy	41
Environmental Policy	42
List of Recent Projects	44
CSR	45
CDM Design Requirements	46



AT THE CORE OF DELTA BALUSTRADES

> **WHY DO WE EXIST?**

We get satisfaction by helping people succeed.

> **HOW DO WE BEHAVE?**

Think win-win, be responsible and stay positive.

> **WHAT DO WE DO?**

We provide a professional, accredited and quality balustrade service.

Delta Balustrades Ltd - Company Detail Sheet

Registered in England & Wales

Holding Company:

Delta UK Holdings Ltd
Company No: 1207 0124

Tel: 01270 753 383

Email: info@deltabalustrades.com

Status: Limited Company

Registered Address:

Millbuck Way
Sandbach
CW11 3JA

Company No: 08904993

Website: www.deltabalustrades.com

VAT No: 182 0957 95

CIS: Gross

UTR: 23619 16074

PAYE Ref: 120/ZB01153

Trade:

Manufacture, design and installation of handrails and balustrades

Date Established: 01/08/1984

Date Incorporated: 20/02/2014

Contacts

Job Title:	Name:	DDI/Mobile:	Email Address:
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Health & Safety Manager/ Supply Chain Manager	Simon Ebbans	07557 668 678	simon.ebbans@deltabalustrades.com
O&M Manuals	Susan Hill	01270 753383	susan.hill@deltabalustrades.com

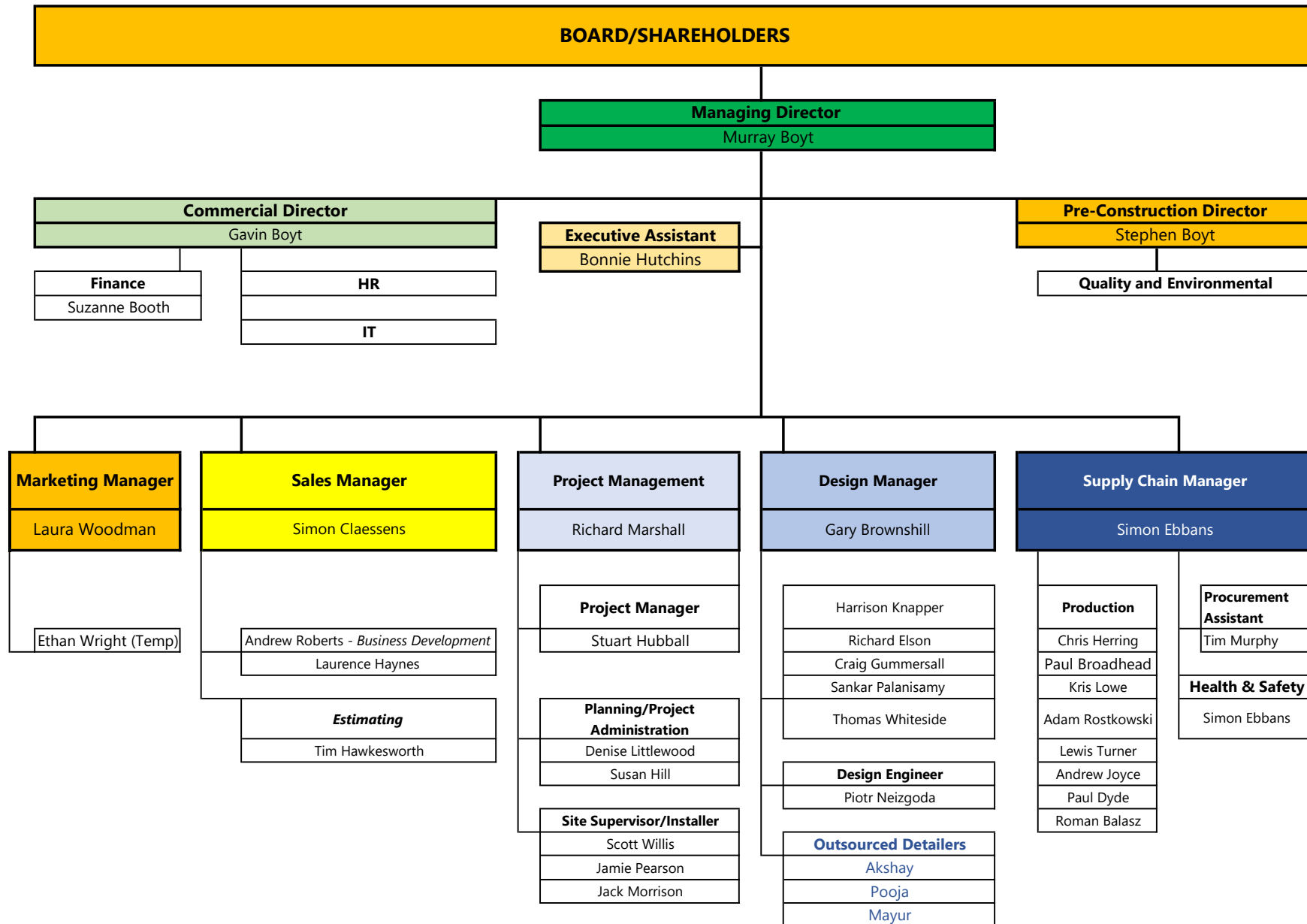
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Sort Code: 01 02 69

IBAN Number: GB30NWBK01026925693360





Delta Balustrades

www.deltabalustrades.com

OFFICIALLY RECOGNISED AND CERTIFIED

OFFICIALLY CERTIFIED ON THE BSI'S GLOBALLY RECOGNISED KITEMARK™ SCHEME



APPROVED BALUSTRADE SYSTEMS HAVE BEEN TESTED AND CERTIFIED TO COMPLY WITH BS6180

- The Kitemark™ certification is used within the safety industry, in various sectors.
- Falls from height are a very high cause of injury and death, and balustrades are a critical safety product.
- The New BSI Kitemark™ for Balustrade Systems: Delta were selected to join the pilot scheme.
- **Insist on a balustrade system carrying a Kitemark™ in addition to the CE mark for full assurance and peace of mind.**

For more information see www.deltabalustrades.com

Kitemark™ Certificate

This is to certify that:

Delta Balustrades Ltd
Millbuck Way
Sandbach
CW11 3JA
United Kingdom

Holds Certificate Number:

KM 660622

In respect of:

BS 6180-4: 2011
Protective Barrier Systems constructed from metal and glass

This issues the right and licence to use the Kitemark in accordance with the Kitemark Terms and Conditions governing the use of the Kitemark, as may be updated from time to time by BSI Assurance UK Ltd (the "Conditions"). All defined terms in this Certificate shall have the same meaning as in the Conditions.

The use of the Kitemark is authorized in respect of the Product(s) detailed on this Certificate provided at or from the above address.

For and on behalf of BSI:

Gary Fenton, Global Product Certification Director

First Issued: 12/12/2016

Latest Issue: 12/12/2016



Kitemark™ Certificate

No. KM 660622

This certificate covers the following barrier systems:

Sigma 50 Series (S50G/FF) Floor Fix, 1200 mm Span (48 mm diameter 3 mm thick wall).

Sigma 50 Series (S50G/SF) Side Fix, 1200 mm Span (48 mm diameter 3 mm thick wall).

Sigma 60 Series (S60G/FF) Floor Fix, 1200 mm Span (60 mm diameter 3.9 mm thick wall).

Sigma 60 Series (S60G/SF) Side Fix, 1200 mm Span (60 mm diameter 3.9 mm thick wall).

The suitability of the systems covered in relation to BS 6180:2011 is detailed in the following document:

Lucideon test report 165105 (QT42907/2/JPS)/Ref. 1 dated 06 December, 2016.

First Issued: 12/12/2016

Latest Issue: 12/12/2016

Page: 2 of 2

This certificate has been issued by and remains the property of BSI Assurance UK Ltd, Kitemark Court, Davy Avenue, Knowlhill, Milton Keynes MK5 8PP, United Kingdom and should be returned immediately upon request.

To check its validity telephone +44-(0) 345 080 9000. An electronic certificate can be authenticated [online](#).

BSI Assurance UK Limited, registered in England under number 7805321 at 389 Chiswick High Road, London W4 4AL, UK.

A member of BSI Group of Companies.

Page 8



Delta Balustrades

www.deltabalustrades.com

APPROVED INSTALLER SCHEME

At Delta Balustrades we want our customers to have confidence in the ability, communication & performance of our installation teams. To ensure that all installations using our products are completed to the very highest standards and to underpin that commitment we have introduced our Approved Installer Scheme (AIS).

WHAT IS AIS?

AIS is a stringent, four-module assessment programme that incorporates the following:

- > A full audit of the installation team
- > Installer training
- > Reporting systems between the installers and our own team
- > A best practice approach to excellent quality standards and cost management.

SPECIFICATION OF QUALITY PRODUCTS HAS TO GO HAND IN HAND WITH QUALITY INSTALLATION AND THAT CAN ONLY BE ACHIEVED BY WORKING WITH A SPECIALIST THAT IS ACCOUNTABLE THROUGHOUT PROJECT DELIVERY.

HOW AIS WORKS

Our Approved Installers are fully audited and training is provided for each individual installer, including product training, a factory tour, a complete induction with our training manual and practical installation workshops.

Each installer then undergoes an examination to complete the training and verify that all technical points have been fully understood.

With training completed, our team carries out impromptu site audits to ensure that best practice is applied during installation.

Over a period of time all Delta Balustrades Approved Installers undergo a track record audit to ensure that our high standards are continuously delivered before final AIS accreditation is awarded.



Delta Balustrades
EXPERTISE YOU CAN LEAN ON

Delta Balustrades Ltd

Millbuck Way, Sandbach, Cheshire, CW11 3JA

Page 9 [Telephone 01270 753 383](tel:01270753383) [Email info@deltabalustrades.com](mailto:info@deltabalustrades.com)
[Visit www.deltabalustrades.com](http://www.deltabalustrades.com)

Delta Balustrades Ltd - Health & Safety Policy Statement

1.1 Delta Balustrades Ltd is committed to continuous improvement to the health, safety and welfare of its employees. We also fully accept our responsibility for other persons who may be affected by the company's activities. We will ensure, so far as is reasonably practicable, that statutory duties are met at all times.

1.2 To this end, the undersigned has committed the company to this documented Health & Safety Policy, which is designed to promote the health, safety and welfare at work of all our employees by achieving the following:

- Providing adequate information, instruction and training to employees to ensure their competence.
- The company will not compromise health and safety for other objectives
- Undertaking suitable and sufficient Risk Assessments and Safe Working Procedures for all work activities to ensure a safe place of work.
- Providing and maintaining safe plant, equipment and work place.
- Ensuring that adequate welfare facilities are provided, maintained, kept clean and serviceable.
- Ensuring that if it were applicable, Contractors are suitably vetted and monitored to ensure they are aware of any inherent dangers at their place of work and they do not adversely affect any employee.
-

1.3 The safety of the individual will be paramount and the Safety Policy will clearly reflect this requirement. No Manager should allow, condone or connive in any unsafe practices, nor should any employee intentionally commit or connive with others in any unsafe act.

1.4 The company will discuss and exchange ideas relating to Health & Safety at work with their employees. Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of Health & Safety with the company.

1.5 Every employee must co-operate to enable all statutory duties to be complied with. The successful implementation of this policy requires the whole-hearted support of all levels of management and employees and the acceptance by each individual of the responsibilities placed upon them.

1.6 The policy will be reviewed annually and if necessary revised to take into account any changes in the organisational structure or in the light of legislative changes. The overall and final responsibility for Health & Safety in the company is that of Peter Boyt, Director.

Stephen Boyt Director

Signed:



Reviewed: 20th November 2022

Job Sample
Location Sample
Revision 0

Ref 0000
Date 06/03/13

METHOD STATEMENT - SUMMARY 1 OF 5

Anticipated Date of Commencement of Works:

Duration of Works:

Delivery and Storage of Materials:

All components and glass to be delivered on pallets and stillages, to be off loaded by site fork lift where needed and by operatives otherwise and transported with trolleys if necessary for safe storage and redistribution to work areas as needed.

Mandatory Site PPE

Hard hats	<input checked="" type="checkbox"/>		Hi-vis	<input checked="" type="checkbox"/>	
Gloves	<input type="checkbox"/>	Task specific	Safety glasses	<input type="checkbox"/>	Mandatory
Safety footwear	<input checked="" type="checkbox"/>		Wet weather gear	<input type="checkbox"/>	
Overshoes	<input type="checkbox"/>		(to hand)		

Scope of works:

Installation of:

Manual Handling:

Maximum piece weight:

Method statement 2 of 4 describes methods to be used on the project for handling

Working at height:

The use of ladders is not required

Method statement 2 of 4 contains details of the methods and controls to be used for working at height

Access and egress in finished areas

Doorstops must be used in finished areas while transporting equipment to prevent damage to finishes and doors

Job Sample
 Location Sample
 Revision 0

Ref 0000
 Date 06/03/13

METHOD STATEMENT - SEQUENCE 2 OF 5

Sequence of Works:

1. All operatives to attend site induction upon arrival and sign in/out as required.
2. All operatives to report to relevant site personnel before commencing work - co-ordination of trades is essential.
3. Observe fire escape routes and procedures as set out in site induction in relation to work area.
4. Any deviation from this method statement and working drawings to be reported to contract Manager and site management before proceeding.
5. Work area to be kept safe and tidy at all times with attention to safe routing of trailing leads therefore resort to battery power as much as possible. Items should be stored only in designated areas, ensuring other trades are not obstructed, and waste removed to designated areas as quickly as possible.
6. The workplace environs and client interests to be fully respected at all times.
7. Ensure work area is left in a safe condition when leaving for shift/rest breaks.
8. All completed work to be signed off by site management as satisfactory and safe.

Deliveries:

1. Delivery vehicle to offload to designated area as directed by site management. Site forklift to assist where necessary.
2. Trolleys to be used where needed to transport glass and components.
3. Operatives should pre-walk the transport route to establish handling methods needed and any specific issues.

Preparation of work area:

1. Establish site box and set down area for components and glass.
2. Ensure preceding trades have completed their works and liaise with the relevant construction manager.
3. Site management to have exclusion zones and signage in place below fitting area.
4. Inspect edge protection and working platforms to ensure they are fit for purpose and a suitable height. Site to adjust as needed.
5. Set up narrow stair tower.
6. Site management to close off stair core if fire plan permits OR control use of stair.
7. Operatives to use suitable tool retention when working on stairs, platforms or over public areas.

Installation BC Channel, balustrade and handrail and outer wall handrail:

1. Installation as per working drawing setting out dimensions and information - liaise with Contracts Manager.
2. Ensure all fixings are complete and fully tightened on completion of each shift.
3. Ensure all parts are levelled and accurately aligned first fix in readiness for glazing.
4. Handrails stands to be used to support outer wall handrail to achieve accurate heights.
5. Ensure all handrail joints are squarely abutted and smooth to the hand.
6. Installation is progressed from the highest flight working downwards.
7. When drilling follow HAVS control measures detailed on later sheet.
8. Installation as per site preference.
9. Dispose of spent resin/sealant cartridges in correct waste bin or return to office for disposal.

Job Sample
Location Sample
Revision 0

Ref 0000
Date 06/03/13

METHOD STATEMENT - SEQUENCE 3 OF 5

Sequence of Works (Continued)

Glazing:

1. Kevlar gloves should be worn when handling glass.
2. Glazing to be installed as per glass schedule to eliminate rehandling.
3. Operatives to glaze from the stair side.
4. Pump-up suction lifters should be used to provide handholds when handling and installing glass using 2 operatives where necessary.
5. Ensure all glass fixings are complete and fully tightened,.
6. Ensure all glazing is levelled and aligned upon completion.

Sample

Job Sample
 Location Sample
 Revision 0

Ref 0000
 Date 06/03/13

METHOD STATEMENT - SITE CONDITIONS 4 OF 5

Personnel / Competence

All operatives hold a CSCS card. All supervisors have completed a ConstructionSkills Site Supervisors Safety course. Every installation team will contain a supervisor. All operatives have been assessed for competence by Delta Balustrades and are suitably experienced. Trainees will be subject to supervision.

Additional training or toolbox talks are given where necessary, such as new roles, processes or changes in legislation.

Operatives should be suitably attired, and act in a workmanlike manner at all times. Radios and smoking are not permitted, and operatives must not be under the influence of alcohol or drugs.

Pre start Assessment

The Contract Manager will check controls are in place and enforce the necessary regime at the commencement of the installation in accordance with the risk assessment, and the supervisor should assess the work area to ensure that -

- 1) The area is ready and safe for the work to proceed.
- 2) All control measures needed are in place.
- 3) All tools, materials, labour and fixings needed appear to be available.
- 4) He has read and understood the appropriate drawings, method statements, risk assessments and installation notes.
- 5) He is competent to carry out the works.

General Health and Safety

Safe working is essential, operatives should attend safety inductions where requested and should wear all appropriate and compulsory PPE as necessary and ensure relevant COSHH assessments are on site and personnel are aware of same and comply with any controls imposed.

The supervisor/fitter will constantly monitor safety of operatives and others and, if additional or unforeseen risks are noticed, work will be aborted until risks are re-assessed and any additional control measures required are put in place.

On completion of painting of specified areas, re-seal any containers and clean all brushes and rollers and lock away any flammable materials when not in use. Only the minimum amount of paints and solvents needed will be kept onsite. Aerosols should be capped when not in use and disposed of correctly

Restricted Access

In fitting the product, operatives will require part or all of the temporary handrail to be removed - any existing structure must be removed from the top down. This will pose a great risk to members of the public and other operatives who may not be aware of the dangers.

Arrangements will be made with the principle contractor to ensure that access is closed off when required, and that other contractors are made aware of this. Delta can provide suitable signs indicating that the exclusion zone is present. Work will not proceed unless this has been completed.

We cannot accept any responsibility for any injury sustained by any other personnel allowed onto or in the vicinity of the work area when we have advised of the need for an exclusion zone.

Progressing the installation

Installation will start from the setting out point identified in the installation notes, or where no start point is given, in a logical sequence as decided by the supervisor. Individual components will be temporarily supported in place using clamps/handrail struts, then secured using one or more temporary fixings. Once a number of components are installed in this way, final adjustments can be made and permanent fixings installed using the fixings supplied.

On completion of each work shift any loose components should be stored safely and any temporary control measures required put in place. Debris should be cleared to skips provided and work area left safe. The supervisor should report back to the Project Co-ordinator, who is responsible to re-programme any return visits required.

On completion of each phase of installation, any protective wrapping that forms part of the our contract should be re-instated, and where available, site management should indicate their acceptance of the works in form IR1.

Modifications

Should minor modifications or alternative fixings become necessary which can be achieved on site without detriment to the integrity or appearance of the balustrade, these may be carried out by installation supervisor and recorded on installation report together with suggested cause, after receiving approval from Contract Manager where necessary, as detailed in the fixing guide.

Waste Disposal

Waste disposal will take place in accordance with the site waste management plan, where present, or with any other site guidelines. Materials will be segregated and disposed of appropriately, and recycled where possible.

**INSTALLATION
HEALTH & SAFETY**

RISK ASSESSMENT - SUMMARY & CONTROL MEASURES

- (a) The following hazards have been identified and existing control measures identified
- (b) The resultant risks have been assessed in regard of likelihood and severity and are classified as low (L), medium (M) or high (H).
- (c) Where existing control measures are insufficient, further measures have been put in place

HAZARDS IDENTIFIED	WHO IS AT RISK?	WHAT IS THE RISK?	EXISTING CONTROL MEASURES	RATING	FURTHER CONTROLS
Transport & Deliveries					
Deliveries	<input checked="" type="checkbox"/> Operators taking delivery, other staff in area	Vehicle accidents, crushing accidents, injury by falling it	Follow site procedures	Medium	See Transport
Vehicle Movements	<input checked="" type="checkbox"/> All operatives in the area	Persons run over by vehicles	Segregate vehicles and pedestrians	Medium	See Transport
Parking	<input checked="" type="checkbox"/> Operatives travelling between site and parking	Persons run over by vehicles	Segregate vehicles and pedestrians	Medium	See Transport
Offload by FLT or crane	<input checked="" type="checkbox"/> All involved in unloading	Vehicle accidents, crushing accidents, injury by falling it	Trained site personnel to use own equipment	Medium	See Transport
Lifting and Handling					
Manual handling	<input checked="" type="checkbox"/> All operatives involved in lift at risk of injury	Musculoskeletal injuries	Avoid heavy parts	Medium	See Lifting
Manual handling - awkward loads	<input checked="" type="checkbox"/> All operatives involved in lift at risk of injury	Musculoskeletal injuries, cuts to hands	Use trolleys and 2 people	Medium	See Lifting
Manual handling - distance	<input checked="" type="checkbox"/> All operatives involved in lift at risk of injury	Musculoskeletal injuries, damage to item by dropping	Deliver close to work area	Medium	See Lifting
Mechanical lifting	<input checked="" type="checkbox"/> All persons in surrounding area	Falling item hitting people, crushing of hands	Isolate area during lift	Medium	See Lifting
Organisational					
Lone Working	<input checked="" type="checkbox"/> Lone worker at risk	Others may not be aware of accidents or incidents	Avoid lone working where possible	Medium	See Organisational
Occupied Work Area	<input checked="" type="checkbox"/> Members of public or other contractors	Injury to passers-by not aware of hazards	Segregate work areas	Medium	See Organisational
Chemical and Biological					
Asbestos	<input checked="" type="checkbox"/> All workers who may come into contact	Long term lung damage	Ensure information obtained	Medium	See Chemicals
Concrete dust	<input checked="" type="checkbox"/> Workers drilling or grinding	Long term lung damage, irritation, eye irritation	Minimise dust generation	Medium	See Chemicals
Anthrax in plaster	<input checked="" type="checkbox"/> Workers drilling or grinding old plaster	Lung damage though infection	Do not work on old plaster	Medium	See Chemicals
Leptospirosis	<input checked="" type="checkbox"/> Operatives in areas where there is evidence of verra	Staff contracting leptospirosis	Take adequate precautions	Medium	See Chemicals
Other hazards	<input checked="" type="checkbox"/>				See Chemicals
Mechanical Hazards					
Drilling	<input checked="" type="checkbox"/> All operatives using power drills	Skin abrasions and punctures by contact with drill	Follow safe working method	Medium	See Mechanical
Grinding required	<input checked="" type="checkbox"/> All operatives using grinders, other workers in area	Severe cuts, severing of digits, damage to other items	Only trained and competent operators	Medium	See Mechanical
Reciprocating saws	<input checked="" type="checkbox"/> Operatives using saws, others in nearby areas	Severe cuts, severing of digits, damage to other items	Only trained and competent operators	Medium	See Mechanical
Access					
Slips, trips and falls	<input checked="" type="checkbox"/> All persons	Injury to arms, hands, legs and head through falls	Maintain tidy work area	Medium	See Access
Falling or moving objects	<input checked="" type="checkbox"/> All persons	Injuries to head and upper body when struck by object	Use appropriate barriers	Medium	See Access
Obstructions / projections	<input checked="" type="checkbox"/> All persons	Injuries caused by collision with protruding objects	Barrier off as necessary	Medium	See Access
Use of MEWP & Scissor lift	<input checked="" type="checkbox"/> All persons	Risk of falling off, collision with others, and falling objects	Trained and competent operator (IPAF)	Medium	See Access
Use of Tower Scaffold	<input checked="" type="checkbox"/> All persons	Risk of falling off, collapse of poorly erected scaffold	Trained and competent erector (PASMA)	Medium	See Access
Use of ladders	<input checked="" type="checkbox"/> All persons	Risk of falling off and falling objects	In good condition and inspected	Medium	See Access
Working Overhead	<input checked="" type="checkbox"/> All persons	Risk of falling objects	Use edge protection / nets	Medium	See Access
Working at Height	<input checked="" type="checkbox"/> All persons	Risk of falling	Use edge protection / nets	Medium	See Access
Use of podium steps	<input checked="" type="checkbox"/> All persons	Risk of falling off and falling objects	Equipment in good condition	Medium	See Access

Risk Assessment 81067 General Manual Handling

Assessed By: P.N.Thompson

Date: May 2021

Review Date: May 2022

Who is at Risk: Employees

PPE mandatory requirements: Safety footwear EN ISO 20345:2011. Plus additional PPE deemed necessary

This Operation to be undertaken by a fully Trained or Supervised by a fully Trained and Authorised Person

HAZARD	RISKS	RISK (before)	CONTROL MEASURE	RISK (after)
1. Incorrect lifting techniques	Musculoskeletal disorder.	High	<p>Where at all possible, use mechanical means to lift and move items, try to avoid manual handling.</p> <p>Ensure that the area is well lit and clear of any items that could cause you to slip, trip or fall and clear up any spills immediately.</p> <p>Look on the item to be lifted for weight indications, do not lift more than you think you are capable of lifting and never take chances.</p> <p>If the item to be lifted or moved is heavy, large or bulky, get assistance.</p> <p>Persons under the age of 18 years are not to lift or move more than 15kgs at any one time.</p> <p>When lifting, keep your back and neck straight and use your legs to do the lifting; when you bend your back to lift, you put 10 times the load on the base of your spine to what you are lifting.</p> <p>Do not twist when lifting, move your feet and keep the load in front of you.</p> <p>As soon as you have lifted an item, hold it at waist height as close to your body as possible.</p> <p>When lifting partially full containers, brace yourself and be prepared for it to move to one side.</p> <p>When undertaking a two-person lift, one person is to take charge and give directions with regards to the grip, lifting, carrying and putting down of the load.</p> <p>See Manual handling assessments.</p> <p>Report all accidents and near misses to your Supervisor.</p>	Low

High; Operations, tooling or equipment that has a high degree of danger in its use, operation, maintenance or in its components or materials employed in its use.

Medium; Operations, tooling or equipment having some danger when carried out, operated, maintained or in the materials employed in its use.

Low; Operations, tooling or equipment that has little or no danger in its use, operation, maintenance or materials.

Any anomalies noted when carrying out the assessment must be entered onto the Risk Assessment Action Plan. Review this assessment when corrective actions done.

Job Ref:	-			
Section of Works:		Sub Job		
Delta Balustrades		Fitters Report Form Certificate of Conformity		
Install Status		<u>Installed</u>	<u>Part</u>	<u>Outstanding</u>
	Balustrades			
	Wall Rail			
	Infills			
		<u>Yes</u>	<u>No</u>	
	Foam protection correctly replaced and secure?			
	Level & Plumb			
	Spigot joins closed? (pinned if necessary)			
Outstanding Items (please give details of anything preventing complete install and where are remaining materials stored)		<u>FRF</u>	<u>Onsite</u>	<u>Van</u>
		<u>Yes</u>	<u>No</u>	
Does the installation meet the requirements of our Accredited Installers Scheme?				
Have all fixings been installed as per BS 8539?				
Is the installation compliant with Approved drawings?				
If "no" please provide details:				
Service Feedback		Poor	Average	Good
	Design			
	Delivery			
	Production			
	Infills			
Notes				
Sign Off	Installers Name			
	Signed			
	Date of inspection			
Percentage Complete	%	Remaining no. of days to complete?		

Job Ref:			
Section of Works:		SUB JOB:	
Delta Balustrades Ltd		Fitter's Sign-off Form	
Contact Details	<i>Senior Projects Manager</i>	<i>Howard Cooper</i>	<i>01270 757 981</i>
	<i>National Contracts Manager</i>	<i>Simon Ebbans</i>	<i>01270 753 383</i>
<p><i>I (the undersigned) confirm that I have read, understand, and will comply with the articles outlined in the company's Health & Safety Policy</i></p>			
<p><i>I also understand and agree to the site specific Risk Assessment and Method Statement and will carry out the said works as detailed therein.</i></p>			
<p><i>This completed and signed form is to returned within 24 hours either by fax 01270 753 207 or by email to info@deltabalustrades.com</i></p>			
Sign-off →	Installers Name:		
	Signed:		
	Date of Installation:		

Delta Balustrades Ltd - Accident Record

Has Delta been prosecuted for any HSE offences? **No**

Has Delta had any civil actions against them for HSE incidents? **No**

Details of any improvements/prohibition notices **N/A**

Details of any HSE visits **N/A**

Accidents in past years	2022	2021	2020	2019	2018
Fatalities	-	-	-	-	-
Major Injuries	-	-	-	-	-
3 Day Injuries	-	-	1	-	-
Total RIDDOR	0	0	1	0	0

Hours worked	<i>Employed</i>	80000	80000	100000	120000	129393
	<i>Sub-contract</i>	25000	25000	25000	25000	24192
Employees	<i>Employed</i>	34	34	37	41	45
	<i>Sub-contract</i>	25	25	25	25	24
Accident Incident Rate (AIR)		0.00	0.00	1612.90	0.00	0.00
Accident Frequency Rate (AFR)		0.00	0.00	0.80	0.00	0.00

Minor Accidents	1	0	2	3	5
Near misses	0	0	1	0	0
Dangerous occurrences	0	0	0	0	0
Reportable ill health	0	0	0	0	0

Details of accidents	
20/11/2020	<i>Production worker slipped which resulted in a fractured ankle</i>

Notes	
AIR =	$\frac{\text{No of reported injuries in a year} \times 100,000}{\text{Average number of employees in a year}}$
AFR =	$\frac{\text{No of reported injuries in a period}}{\text{No of hours worked in that period}}$

Updated	20/12/2022
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Hamilton Deed

IT IS CERTIFIED THAT

Delta Balustrades

In acknowledgement of its duties under sections 2 and 3 of the Health and Safety at Work etc Act 1974 and its responsibilities under regulation 7 the Management of Health and Safety at Work Regulations 1999, has appointed Hamilton Deed as competent advisor to enable it to take the measures needed to comply with the obligations imposed on it under the relevant statutory health and safety provisions.



Gavin Brown

Operations Director

HAMILTON DEED

**Valid
From:
To:**

**01 August 2023
31 July 2024**

Certificate number:

22178.23-24



Phillip Hinton

Consultant



+44 (0) 7305 799992



Phillip.hinton@hamiltondeed.co.uk



Phillip Hinton.HD

Qualifications

NEBOSH Fire

NEBOSH Construction

NEBOSH General

Maritime &
Coastguard Agency
CoC 11/2 - Unlimited

HND Nautical Science

Profile

Phillip has over 10 years of experience working in the construction and highways sectors including CAD design, consulting and contracting.

He has worked for the highway's agency and various small to medium construction contractors. His experience ranges from micro to large scale construction projects as contractor, supervisor and health & safety consultant.

Phillip also has health & safety experience from the operational side working in the maritime industry. This included working on various vessels types, across 5 continents in roles ranging from safety officer to 2nd officer or navigator.

Experience

Consultant

Phillip possesses commercial awareness and understanding of health and safety standards across multiple industries. His ability to tailor safety strategies to the unique needs of each client has earned him a reputation for pragmatic and reasonable advice.

His approach is to adeptly navigate complex regulations and effectively translate them into actionable recommendations that clients can implement seamlessly.

P&E Board

Working through Hamilton Deed, Phillip worked with P&E Board to improve general safety and arrangements for P&E Board. Their policies, method statements, review procedure and documentation have all been updated and re-written.

Improved standards for training and co-ordination were introduced culminating in an annual refresher-based system and the introduction of a bespoke employee site ID card. This reflects the company's commitment to what is projected to be an industry leading health & safety culture.

Hamilton Deed

Contractors Health and Safety Audits or “CHAS” Audits

Phillip has recently started conducting CHAS audits on behalf of Hamilton Deed. Working with the internal CHAS team he introduced a spreadsheet-based assessment tool that reduced the time needed to complete assessments by up to 50% in some cases. This tool has been fully adopted by the CHAS assessment team of Hamilton Deed and is currently in its third rendition.

Roseville Contracts – Pittville Student Campus

Before working as a Health and Safety consultant or independent advisor, Phillip’s last role as a construction supervisor. Working with exclusively foreign nationals he was tasked with co-ordinating on-site materials and labour allocation on-site for a large plasterboard contractor.

Northern Marine Management – Stena Maritime

Phillip worked at sea prior to health and safety. He trained at Warsash Maritime Academy and worked at sea as a safety officer and eventually navigator on chemical & oil tankers. He also has experience on sailing vessels and private yachts.

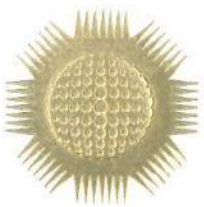
Mouchel Parkman– M25 Sphere

Phillip previously worked as junior CAD technician. He completed CAD drawings for Mouchel Parkman while attending a part-time degree course in civil engineering. Principally working for the Highways agency, the most prestigious project he was involved in was ongoing improvements to the M25. A highlight was while liaising with the highways agency he produced the road improvement and cross section plan for every metre, for the M25 between junction 16 and 17.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000
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SAMPLE

Data removed for GDPR purposes



nebosh

NEBOSH National Certificate in Construction Health and Safety

This is to certify that

Simon Ebbans

was awarded this qualification on
23 January 2018

Sir Bill Callaghan
Chair

Teresa Budworth
Chief Executive

Master log certificate No: 00343761/942172
SQA Ref: R110 04



The National Examination
Board in Occupational
Safety and Health
Registered in
England & Wales No. 2698100
A Charitable Company
Charity No. 1010444



Accreditation



This is a certificate awarded to

Stephen Boyt

on successfully completing

Directing Safely for Small to Medium Enterprises

a course approved and validated by the

Institution of Occupational Safety and Health

in association with

Handson Safety Services Limited

Signed on behalf of IOSH

Chief Executive

Course Organiser



Date: 04 December 2014

Cert No.: 11285

Possession of this certificate does not confer exemption from accredited qualifications which lead to membership of IOSH.



STANDARD



FOUNDER MEMBER

CERTIFICATE

OF

ACCREDITATION

This is to certify that

Delta Balustrades Ltd

Membership No.: CHAS-0010229
Contractor - Construction

has been awarded certification after demonstrating compliance with the CHAS standards in line with the requirement of SSIP Core Criteria and UK H&S Legislation.



Ian McKinnon
Managing Director



CERTIFICATE VALID UNTIL

11 APRIL 2024

0345 521 9111

CHAS.co.uk



Constructionline
Gold Member

CERTIFICATE OF MEMBERSHIP

Delta Balustrades Ltd

Registration No: **71404**

Date Issued: **01 February 2023**

This certifies that the member named above has met pre-qualification requirements appropriate to public and private sector procurement.

A supplier's verification status is dynamic, this certificate proves the Supplier was verified to the named level on the day stated only. For the current status please check the Constructionline platform.





Certificate of Builder's Profile Premium Membership

The standard in PQQ data Exchange

www.buildersprofile.co.uk

This is to certify that

DELTA BALUSTRADES LIMITED

.....

is a Premium Member of the Builder's Profile.

Account Registration Number: 41648	
Membership Commenced 14 April 2023	Membership Expires 15 April 2024

Steel Construction Certification Scheme

Certificate of Registration

This is to certify that the
Environmental Management System
of

Delta Balustrades Ltd
Millbuck Way, Sandbach, Cheshire, CW11 3JA

complies with the requirements of ISO 14001: 2015

The Scope of Registration is:

**Design, manufacture and installation of handrails and
balustrades**

Certificate number: E 292

Initial registration: 26 July 2017

Latest issue: 15 May 2023

Expiry date: 14 May 2026

To confirm the validity of this certificate, please click on the link at www.steelcertification.co.uk



Chairman:
Dr S Pike
MIMMM C.Eng



Director of Certification:
SL Blackman
Dip NEBOSH Env Dip NEBOSH CMIOSH ACQI

Steel Construction Certification Scheme

Certificate of Registration

This is to certify that the
Quality Management System
of

Delta Balustrades Ltd

Millbuck Way, Sandbach, Cheshire, CW11 3JA

complies with the requirements of ISO 9001:2015

The Scope of Registration is:

**Design, manufacture and installation of handrails and
balustrades**

Certificate number: Q 292
Initial registration: 17 June 2014
Latest issue: 15 May 2023
Expiry date: 14 May 2026

To confirm the validity of this certificate, please click on the link at www.steelcertification.co.uk



Chairman:
Dr S Pike
MIMMM C.Eng



Director of Certification:
SL Blackman
Dip NEBOSH Env Dip NEBOSH CMIOSH ACQI



Steel Construction Certification Scheme Limited

4 Whitehall Court, Westminster,
London SW1A 2ES

Tel: +44 (0) 20 7839 3980

Email: sccsinfo@steelconstruction.org

www.steelconstruction.org

Welding Certificate

2273 – CPR – 0186 – WC

In compliance with BS EN 1090-1:2009+A1:2011, table B.1, the following has been stated:

This Welding Certificate is an annex to the Certificate of the Factory Production Control (FPC) 2273 - CPR - 0186.

This Welding Certificate is only valid in conjunction with the aforementioned Certificate in the scope of the Regulation (UK) Statutory Instrument 2019 No 465 of the United Kingdom Parliament (The Construction Products (Amendment etc.) (EU Exit) Regulation 2019) and the Construction Products (Amendment etc.) (EU Exit) Regulations 2020.,

Manufacturer	Delta Balustrades Ltd
Facilities of the Manufacturer	Millbuck Way, Sandbach, Cheshire, CW11 3JA
Standard	BS EN 1090-2: 2018
Execution Class	up to EXC 2 according to BS EN 1090-2:2018
Welding Process(es)	135 – MAG welding with solid wire electrode 141 – TIG Tungsten Inert Gas
Base Material(s)	Up to grade or equivalent S275 & EN 316L according to BS EN 10025-2
Responsible Welding Coordinator	Darren Blakemore – EWT
Alternate	N/A
Attestation	This certificate attests that all procedures for the execution and surveillance of welding works in connection with BS EN 1090-1:2009+A1:2011 implemented.
Date of first issue	June 2014
Date of this issue	04 May 2021
Date of expiry	03 May 2024
Validity Period	This certificate will remain valid as long as neither the designated standard, the construction product, the AVCP methods, nor the manufacturing conditions in the plant are modified significantly, unless suspended or withdrawn by the approved factory production control certification body. This will be monitored regularly by Steel Construction Certification Scheme Ltd. Further clarification regarding the scope of this certificate and the applicability of the relevant UK designated standards requirements (see certificate of Factory Production Control) may be obtained by consulting Steel Construction Certification Scheme Ltd.

To confirm the validity of this certificate, please click on the link at www.steelcertification.co.uk

Chairman:
Dr S Pike
MIMMM C.Eng

Director of Certification:
SL Blackman
Dip NEBOSH Env Dip NEBOSH CMIOASH ACQI



Steel Construction Certification Scheme Limited

4 Whitehall Court, Westminster,
London SW1A 2ES

Tel: +44 (0) 20 7839 3980

Email: scsinfo@steelconstruction.org

www.steelconstruction.org

Certificate of Factory Production Control (FPC) 2273 – CPR – 0186

In compliance with Regulation (UK) Statutory Instrument 2019 No 465 of the United Kingdom Parliament (The Construction Products (Amendment etc.) (EU Exit) Regulation 2019) and the Construction Products (Amendment etc.) (EU Exit) Regulations 2020., this certificate applies to the construction product(s)

Structural Components for Steel Structures

UK Designated Standard	Type / Execution Class of the Construction Product	Declaration Method
BS EN 1090-1:2009+A1:2011	Load bearing and welded structural steel components up to EXC 2 according to BS EN 1090-2:2018	1, 2, 3a and 3b table A.1 of BS EN 1090-1:2009+A1:2011

placed on the market by

Delta Balustrades Ltd

Company Address

and produced in the factories
Millbuck Way, Sandbach, Cheshire, CW11 3JA

is submitted by the manufacturer to the initial type-testing of the product, a factory production control and to the further testing of samples taken at the factory in accordance with a prescribed test plan and that the Approved Body No. 2273 – Steel Construction Certification Scheme Ltd - has performed the initial inspection of the factory and of the factory production control and performs the continuous surveillance, assessment and approval of the factory production control.

Attestation

This certificate attests that all provisions concerning the attestation of factory production control described in Annex ZA of the designated standard: **BS EN 1090-1:2009+A1:2011** were applied.

Date of first issue

June 2014

Date of this issue

04 May 2021

Date of expiry

03 May 2024

Validity Period

This certificate will remain valid as long as neither the designated standard, the construction product, the AVCP methods, nor the manufacturing conditions in the plant are modified significantly, unless suspended or withdrawn by the approved factory production control certification body. This will be monitored regularly by Steel Construction Certification Scheme Ltd. Further clarification regarding the scope of this certificate and the applicability of the relevant UK designated standards requirements (see welding certificate) may be obtained by consulting Steel Construction Certification Scheme Ltd.

To confirm the validity of this certificate, please click on the following link www.steelcertification.co.uk

Chairman:
Dr S Pike
MIMMM C.Eng

Director of Certification:
SL Blackman
Dip NEBOSH Env Dip NEBOSH CMIOASH ACQI



Delta Balustrades

EXPERTISE YOU CAN LEAN ON

Maintenance Procedure

Builders Clean	<p>Balustrades arrive on site in heavy duty protection. This is left in place until all decorations etc., are complete, and then removed by Main Contractor. Care should be taken not to scratch the surface finish when removing.</p> <p>Where low tack protection tape has been used, it should be noted that if removal is significantly delayed, the tape can become difficult to remove and a slight residue may remain. This should be removed using a slow evaporating solvent system, which is compatible with water and exhibits low toxicity. Try a small inconspicuous area first. This should be followed promptly by a thorough clean with detergent, and a final rinse with clean warm water.</p>
Cleaning	<p>Cleaning of your balustrade <u>monthly</u> will help to maintain its quality appearance and may increase the life of any coating. Generally, mild household cleaners should be used, avoiding harsh abrasives. If in doubt, clean a small inconspicuous trial area first. Special cleaning instructions for some materials are given below.</p> <p>If cleaning is not carried out over a prolonged period, it is likely that deposits will build up on the surface which can cause corrosion.</p>
Maintenance	<p>It is important that any damage to any part of the installation, whether superficial or otherwise, is attended to promptly to prevent the problem getting worse. Special maintenance instructions for some materials are given below.</p>
Structural Integrity	<p>The balustrades and handrails have been installed for safety reasons and it is important that any fixings are not tampered with or allowed to become loose. A regular visual check by a competent person is recommended (this would normally be the person responsible for the maintenance of the building). Some deflection of the balustrade is acceptable, but any undue movement should be investigated and rectified promptly.</p> <p>Modifications to the balustrade or surrounding areas should ensure that current regulations are complied with.</p>
Stainless Steel	<p>Austenitic 300 series stainless steels are used with 316 grades recommended for corrosive atmospheres. Superficial damage can be repaired by sanding with emery paper (starting with 180 grit if needed and finishing with 400 grit) then polished with Hyfin on cotton mops for a bright finish, or scotchbrite pads for a satin finish. Care must be taken to avoid contact with ferrous particles or harsh or acid-based cleaners. Cleaning can be followed with a light polish. 'Baby Oil' applied lightly can help in avoiding finger marks.</p> <p>Some modern swimming pools' sterilisation systems can cause corrosion, particularly where</p>

	<p>rails collect pool water which is allowed to evaporate. All stainless steel balustrades around the pool should be washed down using clean water <u>daily</u>. Items further away but still within the pool environs should be wiped down weekly. This cleaning should keep the steel clean and lustrous. If the steel starts to discolour, either the cleaning regime is inadequate, or the pool hall environment has been allowed to deteriorate. This cleaning regime needs to be recorded in a cleaning log which will be readily available to Delta should any queries arise.</p> <p>Stainless steel in external environments should be wiped down and cleaned regularly – at least monthly. If the steel starts to discolour, or a film can form on the surface, the cleaning regime is inadequate.</p> <p>Do not use any</p> <ul style="list-style-type: none"> • rough, gritty or abrasive cleaners • highly acidic or alkaline cleaners
Timber	<p>Timber is a natural material which is subject to some movement, particularly in extremes of temperature or humidity. This should be allowed to stabilise, then any defects/shakes can be filled with proprietary wood filler and any lacquer touched up. A natural variation of colour and grain pattern will occur, which can be quite marked on some timbers, i.e. cherry. Any work on French polished articles should be left to a specialist.</p>
Galvanised	<p>Any damage should be touched up with Galvfroid cold galvanising solution following the manufacturer's instructions. Galvanised items should be degreased and treated with a suitable primer before decorating – Follow paint manufacturers recommendations.</p>
Powder Coating	<p>Superficial damage to coating can be repaired using car paintwork techniques and a conventional colour matched paint system. Check compatibility inconspicuous area. On external powder coated installations, we recommend a visual inspection is made by a competent person (this would normally be the person responsible for the maintenance of the building) between 3 and 6 months after installation, with further checks annually – Any remedial action should be taken promptly.</p> <p>For powder coating in pool environments, see cleaning instructions above.</p>
Glass	<p>Glass is toughened to BS60206 Class A – use proprietary glass cleaner. Avoid any contact with hard/metal objects, particularly on edges. Replace any glass if it has significant scratched/chips, ensuring all washers and spacers are reused. Cream type cleaners are not suitable for use on acid etched glass.</p>
Primer	<p>Any assemblies supplied primed should be decorated promptly using a high-quality paint system. Follow paint manufacturers recommendations for maintenance.</p>
General Note	<p>Failure to adhere to these guidelines may jeopardise the warranty and longevity of the product. A maintenance/cleaning log should be held for all products for the duration of its lifetime.</p>



TO WHOM IT MAY CONCERN

27th July 2023

Name of Insured: Delta UK Holdings Ltd & Delta Balustrades Ltd
Principal Address: Millbuck Way, Springvale Industrial Estate, Sandbach, CW11 3JA
Business Description: Design, Manufacture and Installation (Also Supply Only) of Steel Balustrades, Handrails and Glass Panels

We can confirm that we act as insurance brokers on behalf of the above insured, and based on the information provided to us, we are writing to confirm, as at the date of this letter, brief details of our Clients' insurance cover for your information as follows:

Employers' Liability

Insurer:	Aviva Insurance Limited
Policy Number:	100757490CCI
Cover Basis:	Insurers will indemnify the above client in respect of their legal liability to pay compensation and claimants' costs and expenses in respect of death, bodily injury, illness or disease sustained by employees during the course of their employment in Insured's business.
Cover Period:	31 st July 2023 to 30 th July 2024
Indemnity Limit:	£10,000,000 any one occurrence, costs inclusive

Public Liability

Insurer:	Aviva Insurance Limited
Policy Number:	100564192CCI
Cover Basis:	Insurers will indemnify the above client in respect of their legal liability to pay compensation and claimants' costs and expenses in respect of death, injury, illness or disease and third party property damage arising out of their business.
Cover Period:	31 st July 2023 to 30 th July 2024
Indemnity Limit:	£5,000,000 any one occurrence
Excess:	£500

Towergate Insurance Brokers

5th Floor, 3 Hardman Square, Spinningfields, Manchester M3 3EB

Tel: **0161 443 0700**

Email: manchester.advisory@towergate.co.uk

www.towergate.com

Towergate Insurance Brokers is a trading name of Advisory Insurance Brokers Limited.
Registered in England No. 4043759. Authorised and regulated by the Financial Conduct Authority.
Registered address: 2 Minister Court, Mincing Lane, London EC3R 7PD.



Products Liability

Insurer:	Aviva Insurance Limited
Policy Number:	100564192CCI
Cover Basis:	Insurers will indemnify the above client in respect of their legal liability to pay compensation and claimants' costs and expenses in respect of death, injury, illness or disease and third party property damage arising out of their business for products sold or supplied.
Cover Period:	31 st July 2023 to 30 th July 2024
Indemnity Limit:	£5,000,000 in the aggregate
Excess:	£500

Public and Products Liability (Excess Layer)

Insurer:	Zurich Insurance Company Ltd
Policy Number:	PC009311
Cover Period:	31 st July 2023 to 30 th July 2024
Excess layer:	£5,000,000
Layer limit of indemnity:	£5,000,000

Professional Indemnity

Insurer:	Tokio Marine HCC
Policy Number:	PI21G556114
Cover Basis:	Insurers will indemnify the above client in respect of their legal liability arising out of their professional activities, as a direct result of negligence on the part of the Insured in the conduct and execution of their professional activities.
Cover Period:	31 st July 2023 to 30 th July 2024
Indemnity Limit:	£10,000,000 any one claim
Excess:	£2,500

Contract Works

Insurer:	Aviva Insurance Limited
Policy Number:	100564192CCI
Cover Basis:	Loss or damage to the permanent and temporary works, materials, construction plant, tools equipment, temporary buildings and other equipment used in connection with the contract, owned by the above client or for which they are responsible.
Cover Period:	31 st July 2023 to 30 th July 2024
Contract Works maximum value any one contract (£)	£300,000
Maximum hired-in Plant limit (£):	£250,000
Own Plant (£):	£5,000
Excess	£500

All cover is subject to Insurers policy terms and conditions.

We trust that you will find the above details to be acceptable. Please contact us in writing should you require any further information on this insurance cover, as we shall be pleased to assist if we can.

This letter is given without any liability to the writer or the company.

Yours faithfully



Annabelle Dorj

Towergate

Direct Dial: 0161 523 0394

Email: annabelle.dorj@towergate.co.uk

This document is for information only.

This document does not make you a party to the contract of insurance, nor does it alter the policy in any way. Any alteration can only be made by specific endorsement.



**HM Revenue
& Customs**

**CERTIFICATE OF REGISTRATION
FOR
VALUE ADDED TAX**

**DELTA BALUSTRADES LIMITED
MILLBUCK WAY
SANDBACH
CHESHIRE
CW11 3JA**

024/000000105

REGISTRATION NUMBER **182 0957 95**

EFFECTIVE DATE **1 APRIL 2014**

AMENDED
CERTIFICATE ISSUED ON **13 DECEMBER 2016**

RETURNS TO BE MADE IN RESPECT OF
PERIOD ENDING **31 DECEMBER 2016**
AND **THREE MONTHLY** THEREAFTER

BANK CODE NO. **01-02-69**
BANK A/C NO. **25693360**

LEGAL ENTITY **INCORPORATED COMPANY**

TRADE CLASSIFICATION **25120 -**
MANUF DOORS AND WINDOWS OF METAL

This certificate confirms that you are registered for VAT from the date shown above.

The details above include the end date of the next accounting period, the frequency of your VAT returns and the bank details HM Revenue & Customs (HMRC) will use to make any repayments of VAT to your business. These details only apply from the date on which this certificate is issued.

Please ensure that all the details are correct. If the information is incorrect or if it changes in the future then you must tell HMRC.

If you pay your VAT by Direct Debit, we record those bank account details separately. You will need to contact your bank if you have to change these details.

For help and information on VAT, including the deadlines for submitting your returns and paying any VAT due to HMRC, you can visit us online at www.hmrc.gov.uk/VAT

Delta Balustrades Ltd - Quality Policy

Delta Balustrades is a Company of people that understand the importance of providing its customers with products that meet or exceed the agreed requirements.

We recognise that this goal will only be achieved by our commitment to effective and efficient Quality Management and Good Business Practice at all levels and within every function within our organisation.

To support these aims, the Company:

- Has implemented a Quality Management System which complies with the requirements of BS EN ISO 9001:2015,
- Is committed to establishing and reviewing quality objectives, and will provide the necessary training, financial resources and staff resources to achieve set objectives
- Is committed to the process of continual improvement in all parts of its operations.

Profits are necessary to sustain the company, allow re-investment, and provide a measure of our performance in satisfying our customers' needs.

We recognise that our personnel are our ultimate strength and we are committed to their continual development and training. We are committed to never compromising on quality or integrity as to do so would mean to fail in our aims laid out above.

This policy is signed and approved by the **Directors** and supported by all personnel.

The contents of the Quality Manual are mandatory, and it is the responsibility of all personnel to ensure that procedures and process charts are followed

This quality policy will be reviewed at each management review and revised as necessary.

The **Quality Assurance Manager** will be responsible for ensuring that this system is understood, accepted and implemented throughout the organisation.

Signed

Stephen Boyt

Managing Director

Signed

Gavin Boyt

Director

Reviewed: 20th November 2022

Delta Balustrades Ltd - Environmental Policy

Policy Statement

Our policy is to meet or exceed all environmental regulations, laws and codes of practice. We are committed to the prevention of pollution and to minimising the impact of our operations on the environment. This environmental policy is the company's statement of environmental goals which outline our commitment to continual environmental improvement.

Communication to Staff

To be successful, the environmental policy statement needs to be company-wide and therefore commitment is required from the whole workforce. Managing Director has specific responsibility for policy development, coordination and evaluation of performance. He will be supported by the new senior management team who have been charged with delivering policies and strategies.

Senior managers have an important role to play in helping employees to understand and implement the relevant aspects of this policy in their day-to-day work through the regular communication of objectives, action plans and achievements, these will be reviewed through internal audits and management review and information will be distributed through ongoing environment awareness communications.

Goals

- Energy Use
We will use environmentally safe and sustainable energy sources to meet our needs.
- Resources
We will improve our environmental performance by conserving energy, water, wood, paper and other resources, particularly those which are scarce or non-renewable, through efficient use and careful planning.
- Products
We will consider the environmental impacts of our products at all stages of their life cycle to finally disposal.
- Recycling
We will promote recycling and the use of recycled and refurbished products and materials where such alternatives are economical and suitable, while reducing consumption of materials wherever possible.
- Waste Disposal
We will minimise waste, especially hazardous waste, in all our operations and product development and will dispose of all waste through safe and responsible methods
- Wildlife

We will ensure that where possible any products used or derived from wildlife, such as timber and plant life.

- Suppliers and Sub-Contractors

We will work with our suppliers to ensure they recognise and reduce the environmental impact of their products and transportation through a quality purchasing policy.

- Transportation

Through coordinating route planning and delivery schedules we will seek to realise the dual benefits of reduced fuel consumption and lower exhaust emissions.

- Pollution

We will monitor relevant discharges and emissions to air, land and water to assess what action is necessary to reduce pollution or the risk of pollution. We will phase out, where practical, ozone depleting substances and minimize the release of greenhouse gases, volatile organic compounds, vehicle emissions and other substances that are damaging to health and the environment.

Buildings

We will ensure, where practicable, that buildings occupied by us are designed, constructed and operated to optimise their environmental performance.

Training

We include environmental issues in all company training programs and encourage the implementation by all company staff of sound environmental practices.

POLICY REVIEW

This environmental policy will be reviewed regularly and, if necessary, revised to reflect the latest developments. We will conduct an annual self-evaluation of our performance in implementing these principles and in complying with all applicable laws and regulations.

Signed

Stephen Boyt

Signed

Gavin Boyt

Reviewed: 20th November 2022

LIST OF RECENT/CURRENT PROJECTS

Contract: Manchester Airport T2 Extension

Contractor: Laing O'Rourke Ltd

Contact: David Linderman

Order Value: £1,500,000

Contract: MANCHESTER Cornbrook Residential Development 6806

Contractor: Graham Construction

Contact: Peter Flynn

Order Value: £850,000

Contract: ROMFORD Leisure Centre

Contractor: Willmott Dixon Construction Ltd

Order Value: £270,000

Contract: COLWYN BAY Conwy County Borough Council OAS

Contractor: Bowmer & Kirkland Ltd

Order Value: £270,000

Contract: SLOUGH Ice Arena

Contractor: Morgan Sindall

Order Value: £110,000

Contract: Alperton Community School, Wembley

Contractor: Kier Construction

Contact: Peter Dixon

Order Value: £135,000

Contract: Eastbourne College

Contractor: Vinci Construction UK Ltd

Contact: Roy Franklin

Order Value: £190,000

Reviewed: July 2021

Delta Balustrades Ltd – Corporate Social Responsibility Statement

At Delta Balustrades we take corporate social responsibility (**CSR**) very seriously.

We partner with local schools and provide work **placements for students** under a Career Advantage Program (CAP). In addition to this we currently employ and train **2 apprentices** at our premises in Sandbach.

In 2017 we set up our own **Delta Academy** to demonstrate our commitment to education and training and we currently have over 10 employees obtaining **NVQ qualifications** up to level 5. This also enabled us to take on additional employees during this period.

Our site installers are accredited through the academy **AIS scheme** which is used for training and to keep them updated with developments and changes in the industry. Where possible, **local teams** used to reduce our environmental impact.

Since the Academy's inception in May 2017, over 100 customers, suppliers, students and employees have benefitted from our **training and networking events**. The facilities have also been made available for other charitable and community help organisations to use.

We are dedicated to the local **community** and have donated large sums of money to **charities** in the last 12 months.

As a valued customer, we believe our CSR contribution will be valuable to you on your projects and will continue to help you impress your clients.

Our WHY is **that we get satisfaction from helping people succeed** – we believe that this makes us go above and beyond what is merely acceptable.



Stephen Boyt – Managing Director

DELTA BALUSTRADES Ltd - CDM DESIGN REQUIREMENTS


Set out below are the Designers Responsibilities and Duties as laid down in the CDM Regulations.

Delta Balustrades Competent Designers carry out their work in accordance with Parts 2 and 3 of the CDM Regulations 2015:

- No design work should be carried out unless the client is aware of their duties under the regulations.
 - Designers must ensure so far as is reasonably practicable that their designs avoid foreseeable health and safety risks to anyone who is:
 - carrying out the construction work
 - liable to be affected by the construction work
 - cleaning any window or other transparent or translucent surfaces - maintaining the permanent fixtures and fittings
 - using the structure as a place of work
 - Designers must so far as is reasonably practicable:
 - eliminate hazards that give rise to risk, and
 - reduce the risk from any hazards that remain
 - give collective protection measures priority over individual protective measures.
 - Designers must co-ordinate their work with others as necessary to manage risk
 - Designers must co-operate with the CDM Designer
- Designers must provide relevant information to Project Team:
- Client
 - other designers
 - CDM Designer
 - Contractors
- Designers should highlight significant, "not obvious", risks and those that are difficult to manage
 - Designers should provide the right information to the right people at the right time by:
 - Notes on drawings
 - Written information with design
 - Suggested sequence of construction if not obvious
 - Designers to pass on all relevant information needed for the Health and Safety File.
 - Information for Health and Safety File will include consideration how the work can be maintained and repaired in a safe manner once installed

Delta Balustrades aims for continual improvement and will ensure their designers are kept competent by extra training where needs arise.

Signed:



Reviewed on: 17th November 2022



Delta Balustrades

EXPERTISE YOU CAN LEAN ON

Delta Balustrades Ltd

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Tel: 01270 753 383

Email: info@deltabalustrades.com

www.deltabalustrades.com