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Should you require any further information from the company, please contact Steve Butterfield on email: steve.butterfield@sayfasystems.com
OUR CREDENTIALS
Working above ground level, be it in construction, refurbishment or maintenance, brings with it a level of risk, and a fall from any height can have serious consequences. Sayfa Systems’ objective is to use our expertise and product range to help you protect and safeguard your workforce on site.

Recent figures show that 45 people died and nearly four thousand suffered serious injury as the result of a fall from height in the workplace. Such falls remain the most common kind of accident.

Within the regulatory framework is the assertion that the duty holder should, firstly, avoid the need to work at height where they can. Where they cannot, they should use work equipment or other measures to prevent falls. Where the fall risk cannot be eliminated, measures should be taken to reduce the distance and consequence of any fall.

OUR EXPERTISE
It is within this work environment that Sayfa Systems operates - to meet these needs and to provide appropriate solutions.

Part of this vital role is the constant innovation and development of new techniques, products and ideas for working safely at height. Part also is to make sure that we are fully abreast of the regulations that governs these industries today and that we can act authoritatively in the guidance, advice, training and safety certification services that we offer to our customers.

Within this context, too, we are driven to develop safety systems with added value for our customers – putting safety first, and doing so in a way that helps to facilitate other aspects of construction and maintenance.

HISTORY
Sayfa Systems was founded in 2005, meeting a need for workforce fall protection – initially with fall arrest bags and later with Rhino Deck work platform systems. Progressive development saw the company add permanent safety systems to its range – notably Aviator static safety lines and Payload roof access systems.

We develop, design and manufacture all Sayfa products, supported by full CAD facilities and a large manufacturing and warehouse capacity. The company operates in accordance with all British and European standards. It gained ISO9001, OHSAS 14001 and ISO 18001 accreditation in 2012 and has CHAS, Safe Contractor and SMAS approvals.

Current investment sees the development of a new world-class test rig for the line-testing of roof profiles. Throughout, we source responsibly and are environmentally aware.

“… part of this vital role is our constant innovation of new techniques and ideas for safe working at height.”
SECURE AND TESTED WALKWAY, LADDER, PLATFORM AND HANDRAIL SYSTEMS FOR SAFE BUILDING ACCESS

“Combining safety during rooftop access for maintenance or cleaning with adaptability of design and aesthetic considerations.”

WALKWAYS
Sayfa Payload rooftop walkways come with a choice of three materials of construction. The PVC variant is quick to lay – and can be rolled out over PVC roofs to provide a non-slip walkway that is self-weighted so that it won’t blow away. The GRP option provides a strong and lightweight walkway, designed expressly for roof types such as composite panel and standing seam. Self-supporting over 500mm, it can be cut to fit the required area. Finally, the strongest of the three systems is the steel walkway. Designed for longer spans, it will also take heavier load ratings.

LADDERS
Permanent roof ladders cut workforce risks for both temporary and permanent access on site. The emphasis is very much on choice and adaptability. Apart from a choice of galvanised steel or aluminium construction, there are different styles to fit different roof profiles and to bridge obstacles. Payload ladders can incorporate standard handrails, safety lines or safety cages. For aesthetic consideration, there are powder-coating options, enabling the external building décor to be complemented.

PLATFORMS
The Sayfa range includes access platforms and gantries to give safe access for a variety of roof-based maintenance or cleaning purposes. Modularity is the key, with the system having the great flexibility of being bolted together to suit individual roof configurations – for example, spanning low-level roof obstructions. The elements include fixed or free-standing design, on non-slip PVC feet, and with GRP or steel mesh walkways.

HANDRAILS
Once again, safety is combined with versatility in the Payload handrail system. According to need, select from rails that are free-standing or attached to the host building structure. They can be specified as fixed upright handrails, or of a demountable design that enables them to be folded down for areas of less frequent use or where aesthetics are a consideration. Choice again extends to galvanised steel or aluminium, painted or powder coated to complement décor.
SAFETY LINES
Whatever type of roof design – from composite panel sheets to flat membrane roof – there will be a need to safely access all areas of the roof both for cleaning and for regular maintenance tasks. A well designed static safety line system ensures that all these tasks, from simple window cleaning through to air conditioning maintenance, are carried out in total security. With versatility very much to the fore, Sayfa’s Aviator concept offers the ideal solution.

The system consists of brackets that are adapted to suit both the roof type and the work need. These are either stand-alone anchor points or cable attachment points that accept a shuttle – enabling the operative to move safely along the roof line. The cable is securely attached by suaged end terminals. A key feature is a shock absorbing unit - fitted on both ends of a line - as well as the inherent shock absorbing capabilities of the bracket, to protect both worker and the roof in the event of a fall.

Compared with a handrail the Sayfa Aviator system has a very low visual impact and plays an important part in maintaining the visual integrity of the building. Additionally the fixing brackets can be colour-coded to match the roof finish and also can be PVC or TPO coated, so that roof membranes can be bonded to the post.

ABSEIL POINTS AND RAILS
Specialist Aviator abseil point fixings are provided to match different roof profiles. Single anchor points are fitted in pairs to either the roof or wall.

“With great adaptability in use, the Aviator concept puts safety first for maintenance and cleaning at height.”

The use of an abseil rail system – running along the edge of the building – offers not only unlimited access, but is also a particularly cost-effective way of keeping windows clean, compared with a platform and hoist.

The growing popularity of atria and high ceilinged areas, such as in shopping malls, brings its own challenges for safe maintenance and cleaning. An abseil rail, particularly if let into the ceiling, provides a practical as well as aesthetic solution to this particular problem.

Additionally davit base plates may be fitted and used in conjunction with a removable davit arm.

SAFETY INSPECTION & MAINTENANCE SERVICES
All safety equipment of this nature needs, by law, regular inspection and maintenance. Fixed line fall prevention and fall arrest systems need regular inspection and re-certification every twelve months. All abseil points and rails need inspection and re-certification every 6 months. As well as providing this service for our own products, we are available to carry out inspections of old or out of date systems and to make the necessary recommendations to make sure that your roof meets current safety legislation.
LOAD DECK
Sayfa Systems has used its long experience in on-site and building safety to design and develop the market-leading Rhino Load Deck work platform and the Rhino Trestle and Handrail system. This fast and easy-to-install system allows safe working at heights of up to 4 metres.

Rhino is all about design – design for safety, design for convenience, design for durability and ease of use. Consider for example how the minimum of material is used to achieve a lightweight structure which is nonetheless secure and stable, lightweight and durable. In use, it is quite unaffected by weather extremes and thanks to its compact design, it needs minimal site space for storage and is easy to transport from site to site.

But perhaps its greatest design benefit is the speed of installation – up to ten times faster than traditional scaffolding without the need for hand tools or special fasteners. There’s real versatility, too. For a start, the system is free-standing – it does not require standing walls for support. Its flexibility means that it can match irregular floor plans, without leaving gaps or voids. Moreover, it can be raised in height by building onto the legs and raising the framework and deck panels.

The Rhino Load Deck modular design demonstrates exceptional versatility. The Rhino Load Deck system will allow the initial construction of a trestle and handrail for low level use then, as the project progresses, it can be easily expanded into a full Load Deck working platform. Just one system responds to two different needs, avoiding the expense of a second product.

There’s no doubting its toughness, either. It can support loads rated at up to 600kg per square metre at a 3 metre platform height. For your added peace of mind, it is fully HSE compliant and has been tested to BS5975:1996 load ratings. Load Deck is out in front: there is no better or more versatile 3 in 1 solution for access, loading and working, both safely and productively, at height.
INFLATABLE OR PRE-FILLED
The beauty of AirDeck is its simple, fall-arrest concept, combined with its great adaptability on any site. You can choose from two AirDeck systems – light, easily inflatable airbags or pre-filled ones. Each forms a highly-effective fall-arrest cushion of 750mm thickness, a single layer of which is adequate to protect operatives working at first floor joist level.

A great benefit of these systems is their flexibility and speed of installation. Inflatable bags can be carried by hand to the work area and laid out, ready for inflation – an easy process that takes no more than 30-40 seconds per bag, using one of three types of blower. Robust non-return air valves – tested down to minus 25 degrees – ensures that Air Deck safety is never compromised.

Light, portable and tough, the bags are easy to move from site to site and easy to lay. They clip together – and a particular benefit is that they do not have to be tailored to fit irregular areas. They mould to fill small areas and gaps. Fire retardant options are available for use in timber frame buildings. After use, the bags are quickly deflated, simply by using the same blower in reverse.

Sayfa’s AirDeck pre-filled bags are equally light and tough, and just as easy to move and lay. They are pre-filled with encapsulated polyethylene film air pockets and arrive on site ready for instant use.

TOUGH AND COMPLIANT
Sayfa AirDeck products are robustly manufactured and – importantly – they comply with HSE requirements for fall-arrest systems. They have also been tested by NEL to the standards of PAS59:2004.

“… a highly-effective, fully-tested fall-arrest platform, designed to protect operatives working at first floor joist level”.

“SOFT LANDING: A FALL ARREST SYSTEM THAT COMBINES SAFETY WITH EASE OF USE ON SITE”
SAYFA INSPECTION AND MAINTENANCE SERVICES – INSPECTION, MAINTENANCE AND MUCH, MUCH, MORE....

Sayfa Inspection and Maintenance Services (SIMS) is the department within Sayfa Systems UK dedicated to the upkeep and maintenance of our Aviator and Payload products and to ensuring that our customers are fully up to date and can meet the statutory requirements of the law.

Aviator safety lines and access points need to be inspected and re-certified annually – by law. Additionally, abseil points and rails need similar inspection and recertification every six months. Given that Sayfa Inspection and Maintenance Services will need to be on your roof on a regular basis, why not use us for your other roof maintenance work?

Whatever the specific needs up on the roof, there are obvious value reasons for appointing Sayfa to carry out everything in a single visit. Whether it is gutter or roof-light cleaning; air-con maintenance or filter cleaning; PV or solar panel cleaning or maintenance; high-level window cleaning; green, brown or sedum roof maintenance; access ladder recertification; signage cleaning and maintenance – or any of the myriad other essential tasks that fall due on the roof of any industrial or commercial building – we’re already up there for you and can combine this work in a single visit.

It is all part of the constant innovation and development of new ideas for safe working at height with which Sayfa Systems has become synonymous. We have a commitment to make sure that we are fully abreast of the regulations that govern these industries today and can act authoritatively in the inspection and safety certification service that we offer to our customers. And a key part, too, is to combine roof maintenance and safety inspection into a single work programme - offering attractive cost benefits.

Safety is our trade, but is also very much our business as we strive continuously to raise standards – now combining regulatory roof inspection with a first-class and competitive roof maintenance service.

“Safety is our trade…. now combining regulatory safety-line inspection with a first-class and competitive roof maintenance service.”
What our customers say

“Just wanted to place on record with you how pleased we are with your product, the RhinoDeck Load Platform, which we are using on the Crossleas, Sacriston, Housing Development site.”

Construction Director

“The professionalism, procedures and controls that your team developed and employed when fitting the handrails over live lines is the best I have encountered since I have been involved in contracting; this is the standard that every safety critical specialist should aim for.”

Site Manager

“We do particularly like the durability of a steel structure. The design makes it lightweight and yet it can withstand building site conditions and can be left out in all weathers without fear of cracking through exposure to sunlight or embrittlement due to extremes of temperature.”

Quantity Surveyor

“I would just like to say Sayfa are a good company and have very good installation teams. I will of course recommend your services to anyone. The service was good and the installation efficient and trouble-free. The RAMS were issued in good time and the operatives were proficient in their installations and knowledge.”

Managing Estimator

“Further to your appointment at the New St project, MACE, our site team and myself have been impressed with your performance, attitude to safety and organisation during the project which, given that it is a Network Rail project, has its challenges.”

Operations Director
CASE STUDY
Emirates Cable Car
London

The Project
Both terminals of the Emirates cable car over the river Thames, required safe access onto an exposed flat roof to maintain both roof-lights and multiple banks of photo-voltaic cells generating power for both installations. Sayfa Systems Payload ladders provide access to the roof and Aviator Safety lines offer a fall prevention system to ensure maintenance can be carried out in complete security.
THE PROJECT

The Emirates Cable Car, as well as being a popular tourist attraction, providing spectacular views during a ten minute flight above the Thames, also provides a handy short cut from the O2 arena to the Excel exhibition centre, meaning that hotels on both sides of the river can be used for accommodation for both centres.

THE CHALLENGE

Both terminals of the Emirates cable car over the river Thames, required safe access onto an exposed flat roof to maintain both roof-lights and multiple banks of photo-voltaic cells generating power for both installations.

Sayfa Systems Payload ladders provide access to the roof and Aviator safety lines offer a fall prevention system to ensure maintenance can be carried out in complete security.

THE SOLUTION

Access on to the roof is via a Sayfa Payload ladder with fall protection and on the roof itself there is an Aviator fall prevention line in place to enable safe access to all working areas of the roof.

On exit from the safety hatch it is easy to clip on to the line and subsequently to fit on and clip to the Aviator running shuttle which moves easily along the line and over the brackets to give fall protection while carrying out maintenance work at height.

It is a legal requirement that all roof-safety installations are inspected at least every six months if an abseil installation and every year in the case of roof safety lines.

In line with our commitment to keep our customers both safe and legally compliant we offer through our Safety and Inspection Service (SIMS) a complete back-up service for the inspection and maintenance of all our safety equipment. A dedicated re-test team will maintain contact and visit to re-test and ensure that your system is maintained to the highest standards.

Safety Comes First.
CASE STUDY
Froomsgate House
Bristol

THE PROJECT
Comprising 438 student bedrooms, over as much as 14 floors, maintaining clean windows was an important part of the building design. Raptor Rail, originally developed in Sayfa Australia and with a proven track record over hundreds of installations, was selected to provide abseil access around the perimeter of the building.
An unattractive and unsightly 1970's office block in the centre of Bristol has been upgraded to 21st Century Student Accommodation - the result is a refreshed building with a much improved surrounding area with shops, bars and attractive landscaping opening up the area to form a pleasing and inviting central location for student living.

THE CHALLENGE

With two rolling carriages for fixing to during work, the operative can achieve a good area of work without having to constantly adjust the rope positions as would be the case with other fixed systems. The system is less tiring and as a consequence faster to use.

THE SOLUTION

The rail comes in 3m, 4m, and 6m sections with both curves and corner sections which cope with most architectural needs. Using a precisely engineered sleeve, two three metre spans can be combined to give a maximum of a 6 metre span if just one user requires access.

This is only reduced to 5.5 metres if two users require access. Raptor Rail is tested to be in excess of British standards.

A flush fitting option allows the rail to be discreetly installed where appearance is important, such as inside shopping malls and all parts can be powder coated to any specified RAL colour.

Raptor Rail joins the Aviator range of fall arrest and fall restraint safety lines, also used here at Froomsgate, as well as the new D300 and D400 Davit arms for both personnel and materials lifting.
Always keen to explore time saving possibilities, Site Manager Mark Lowes was open to the suggestion from Vision Access and Safety Solutions Ltd (vision-access.com) that the adoption of RhinoDeck was sure to save him time.
THE PROJECT

The Chase is a small development of 3, 4 and 5 bedroom homes built by Bellway homes in the village of Stokechurch well situated between Eastleigh and Winchester in the south of England. It is a small exclusive site in a beautiful setting being adjacent to Stoke Park Woods.

‘This is the first time I have used RhinoDeck but I have no reservations – I won’t be using anything else in the future.’ – Mark Lowes Site Manager Bellway Homes

THE CHALLENGE

There are always time pressures on a busy building site, but those pressures have been compounded this year by the extremely wet spring and summer.

THE SOLUTION

Always keen to explore time saving possibilities, Site manager Mark Lowes was open to the suggestion from Vision Access and Safety Solutions Ltd (vision-access.com) that the adoption of RhinoDeck was sure to save him time.

A big plus for Mark was that the system is self-supporting and has no contact with the walls. This means that unlike other decking systems the installation can take place before the mortar is fully set with no risk of damage to the structure. As a result, he can save up to two days/lift/house which over the duration of the build means a considerable time saving.

For Vision the new silver coating enables the system to fit together even more smoothly and means time savings on the installation. The silver coating additionally means that the material is now virtually self-cleaning, the components are better protected and so they can expect a longer working life from their new stock. Clear branding and part-coding ensures full traceability and guarantees that each part is genuine Rhino manufacture.

For ISI Joinery it was their first experience of working with RhinoDeck and they were amazed at how sturdy the system felt to walk on and just how quickly they got used to it being there. With the confidence of RhinoDeck underfoot they were able to work more quickly and accurately.

‘It’s amazing just how quickly you come to take it for granted. It’s really solid – I feel completely safe.’ Darren – ISI Joinery
CASE STUDY

Church View Gardens
Moorends – built by Expression Homes

As part of an ongoing supply relationship with Expression Homes, Sayfa Systems’ AirDeck fall arrest bags have been used on an exclusive development in the village of Moorends near Doncaster, South Yorkshire.
The fact that we can quickly move AirDeck ourselves means that we can seize opportunities, such as breaks in the weather, and get the job done.”

Chris Bramley, Site Manager, Expression Homes

THE PROJECT
Church View Gardens is a small development of 17 semi-detached and townhouse style homes being developed in the small village of Moorends near Doncaster by Expression Homes. The company focuses on matching the economies of scale of the major house-builders whilst offering greater speed and flexibility.

SAFETY IS THE KEY
Expression have been using AirDeck fall arrest airbags, from Sayfa, since June 2014. ‘For us, site safety is and always has been, at the top of our agenda’ says Expression Homes Managing Director John Heswall. ‘AirDeck offers us flexibility and economy with no compromise to safety on site.’

AirDeck has been tested to, and the results exceed, the requirements of PAS 59: 2014 meaning that AirDeck can be used with confidence as part of any site safety strategy.

FLEXIBILITY AND SPEED
A major feature of the AirDeck product is that it is light and easy to move. This enables flexibility in the site programme making for a faster build.

SMALL FOOTPRINT
As a small company operating on a small site, storage space is at a premium. The fact that 60 AirDeck bags, capable of covering 90 square metres can be delivered on one pallet and inflated as required in situ, is a major advantage over pre-filled bags. This also means that at the end of the job the bags can be deflated and stored in minimal space in the main storage yard – where space is always at a premium.

TOUGH AND GREEN
The durability of AirDeck means that it can be used time and time again making for a very low cost in use and both the inner and the outer are made from fully recyclable materials.
LIST OF STAFF RESPONSIBILITIES AT SAYFA SYSTEMS UK LTD

DIRECTORS
Clive South and Roy South

MANAGEMENT
Roy South - General Manager

OPERATIONS TEAM
Justin Salmen - Senior Operations Manager
Sarah Pacey - Internal Operations Co-ordinator
James Storer - Internal Operation Co-ordinator

SALES & ESTIMATING TEAM
Kris Wilcox - Sales and Estimating Manager
Andy Read - Senior Area Sales Co-ordinator
Matt Mc Givern - Area Sales Co-ordinator
Kamisha McClarty - Area Sales Co-ordinator
Clayton McCroft - Area Sales Co-ordinator
Georgia Morris - Area Sales Co-ordinator
Oliver Grudgings - Estimator
Lazar Delchev - Estimator

MARKETING
Robert Hall - Marketing Manager

DESIGN TEAM
Mark Stuart - Design Manager
Cameron Scarle - CAD Technician/Estimator
Mark Walker - CAD Technician
Michael Bulford - CAD Technician
TRAINING

Adrian Stutterheim - Training & Recertification Manager

FINANCE

Rebecca Wilford - Finance Administrator
David Reith - Credit Controller

INTEGRATED MANAGEMENT/HEALTH & SAFETY

Steve Butterfield - Manager

WAREHOUSE OPERATIONS

Darren Stanyon - Warehouse Manager
Liam Cummings - Warehouse Assistant

OPERATIVES - SUB CONTRACTED

Skerdinant Dashi - Supervisor
Dan Prestidge - Supervisor
Anthony Smith - Supervisor
Ewan Rossington - Operative
Jake Murray - Operative
Aaron Coley - Operative
James Buckley - Operative
Nathan Smith - Operative
Olly Newcombe - Operative
Paul Mayes - Operative
Jordan Harkins - Operative

RETESTS - SUB CONTRACTED

Luke Whitmore - Retests Operative
Nick Newcombe - Retests Operative
CERTIFICATE OF INCORPORATION
OF A
PRIVATE LIMITED COMPANY

Company Number: 7982469

The Registrar of Companies for England and Wales, hereby certifies that

SAYFA SYSTEMS UK LIMITED

is this day incorporated under the Companies Act 2006 as a private company, that the company is limited by shares, and the situation of its registered office is in England and Wales.

Given at Companies House, Cardiff, on 8th March 2012.

Companies House
— for the record —

The above information was communicated by electronic means and authenticated by the Registrar of Companies under section 1115 of the Companies Act 2006
TO WHOM IT MAY CONCERN

26\(^{th}\) November 2018

Name of Insured: Propco (Derby), Sayfa Systems UK Limited, Rhino Deck Limited, Propco Developments (Derby) Limited, Kaydee Blinds Ltd & Kaydee Light Control Solutions Ltd. Principal Address: No.3 Gelders Hall Road, Shepshed,, Loughborough, LE12 9NH

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 Client’s insurance cover for your information as follows:

**Employers Liability**

**Insurer:** Aviva Insurance Limited  
**Policy Number:** 100572283CCI  
**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:** 12\(^{th}\) September 2018 to 11\(^{th}\) September 2019  
**Indemnity Limit:** £10,000,000 any one occurrence, costs inclusive

**Public Liability**

**Insurer:** Aviva Insurance Limited  
**Policy Number:** 100572283CCI  
**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:** 12\(^{th}\) September 2018 to 11\(^{th}\) September 2019  
**Indemnity Limit:** £5,000,000 any one occurrence
Contract Works (applying only to Kaydee Blinds Ltd & Kaydee Light Control Solutions Ltd)

**Insurer:** Aviva Insurance Limited  
**Policy Number:** 100572283CCI  
**Cover Basis:** All Risks of Physical Loss or Damage  
**Cover Period:** 26th November to 11th September 2019  
**Geographical Limits:** Contract Sites in the UK  
**Limit any one Contract:** £500,000

**Products Liability**

**Insurer:** Aviva Insurance Limited  
**Policy Number:** 100572283CCI  
**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:** 12th September 2018 to 11th September 2019  
**Indemnity Limit:** £5,000,000 in the aggregate

**Public and Products Liability (Excess Layer)**

**Insurer:** XL Catlin placed through David Oliver Associates  
**Policy Number:** DOA/EXOL/SS4531304  
**Cover Period:** 12th September 2018 to 11th September 2019  
**Excess layer:** £15,000,000  
**Primary indemnity limit:** £5,000,000  
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

Paula Sansom  
Account Handler  
**Milburn Insurance**  
Direct Dial: 01245 211807  
Email: paula.sansom@milburninsurance.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.
TO WHOM IT MAY CONCERN

11th January 2019

Name of Insured: Sayfa Systems UK and Sayfa Systems UK Ltd, Rhino Deck Limited
Principal Address: Jubilee House, Unit 3, Loughborough Motorway Trading Estate
Gelders Hall Road, Shepshed, Loughborough, LE12 9NH

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:

**Professional Indemnity**

**Insurer:** HCC International Insurance Company Plc placed through David Oliver Associates

**Policy Number:** PI12 529660

**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:** 15th December 2018 to 14th December 2019

**Indemnity Limit:** £5,000,000 any one claim, defence costs in addition

**Excess:** £2,500

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

Paula Sansom
Account Handler
Milburn Insurance Brokers
Direct Dial: 01245 211807
Email: paula.sansom@milburninsurance.co.uk
COMPANY DETAILS FOR COMPANY TRADING
AS SAYFA SYSTEMS UK LIMITED

Company Registration Number: 07982469
Limited Company UTR No: 1352222315
VAT Registration No: 838 0063 37
DUNS No: 21-828-0947

Insurance Details

Brokers Name: Milburn Insurance Services
Insurance Policy: Aviva Insurance Company Ltd
Policy No: 100572293CCI
Covers: Employers, Public and Products Liability

Brokers Name: Milburn Insurance Services
Insurance Policy: HCC International Insurance Company Ltd
Policy No: PI 12 529660
Covers: Professional Indemnity
CERTIFICATE OF REGISTRATION
FOR
VALUE ADDED TAX

HM Customs and Excise

SAYFA SYSTEMS UK LIMITED
JUBILEE HOUSE, UNIT 3
GELDERS HALL ROAD, SHEPSHD
LOUGHBOROUGH
LEICESTERSHIRE
LE12 9HN

REGISTRATION NUMBER 038 0003 37
EFFECTIVE DATE 1 JUNE 2004
AMENDED CERTIFICATE ISSUED ON 3 AUGUST 2012
RETURNS TO BE MADE IN RESPECT OF PERIOD ENDING 30 SEPTEMBER 2012 AND THREE MONTHLY THEREAFTER

BANK CODE NO. 60-14-10
BANK A/C NO. 52601892

LEGAL ENTITY INCORPORATED COMPANY
TRADE CLASSIFICATION 82990-
OTHER BUSINESS SUPPORT SERVICES

Please check the above details are correct. It is particularly important that your bank details are accurate as they will be used to make any repayment of tax that may be due to you.

You should inform the National Registration Service of any error or change in these details. Please refer to the supplement of notice 700/1 Should I be registered for VAT? or refer to the Customs and Excise website at www.hmce.gov.uk to find out which of the registration sites you should contact.

If you need further advice and help please ring the Customs and Excise National Advice Service on 0845 010 9000 between 8.00am and 8.00pm, Monday to Friday. If you have hearing difficulties, please ring the Textphone service on 0845 000 0200.

If you would like to speak to someone in Welsh, please ring 0845 010 0300, between 8.00am and 6.00pm, Monday to Friday.

VAT 4 RUN-NO 39940 REPRINT 000336 01 D2292 043/98020/000336
Construction Industry Scheme
Subcontractor registration - company

I can confirm that your application to register in the Construction Industry Scheme has been accepted.

If the company has applied to be paid after deduction within the Construction Industry Scheme then the current rate of deduction is 20%. Contractors will make deductions on account of relevant liabilities from all payments they make to the company.

If the company's application was for gross payment you should be aware that we will carry out regular checks of the company's continued compliance with all of its tax obligations. These checks may also cover any relevant persons. Failure to meet these checks may result in the withdrawal of the company's gross payment status. Where this happens, contractors will be obliged to make deductions on account of relevant liabilities from all future payments they make to the company.

Before making any payments to you, each new contractor for whom you work must contact us to confirm the company's details and the deduction, if any, to be made. Please make sure you give each contractor the:

- company name  SAYFA SYSTEMS UK LIMITED
- company unique tax reference (UTR)  13522 22315
- company registration number (CRN)  7982469

If you do not give these details accurately to the contractor, they may be obliged to make deductions from your payments at a rate of 30%. You can show this letter to the contractor, but they will only be able to use it to take the company's details.

If you would have been an employee if you worked for your client directly and not through your company then the Introducers Legislation (also known as IR35) could be applicable. Information about this legislation is available at www.hmrc.gov.uk/ir35

CIS313(G)
An extract from a 420 page policy document

Prepared on behalf of: -
Sayfa Systems UK Ltd

By
Citation plc
Health and Safety Policy Statement

The following is a statement of the organisation’s health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Sayfa Systems UK Ltd to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the company and other persons who may be affected by our undertakings.

Sayfa Systems UK Ltd acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

Integrated Management Systems Administrator will implement the company’s health and safety policy and recommend any changes to meet new circumstances. Sayfa Systems UK Ltd recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of Sayfa Systems UK Ltd looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the organisation aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the organisation in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. Sayfa Systems UK Ltd will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The organisation will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment.

We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Signature: -

Date: - 06/06/18

Position: - MANAGING DIRECTOR

Review: - 05/06/19
Introduction

In compliance with the requirement of Section 2 of the Health and Safety at Work etc. Act 1974, Sayfa Systems UK Ltd are effectively discharging their statutory duties by preparing a written Health and Safety Policy. A copy of the policy and associated employee handbook, which outline our health and safety arrangements and organisational structure, are held at Sayfa Systems UK’s main place of business.

Sayfa Systems UK Ltd are aware that in order to ensure the health and safety policy is maintained effectively; it is essential that all references and information are up-to-date and accurate. Should any changes occur within the business e.g. introduction of new processes or systems etc. or, if changes occur that impact on the organisation of health and safety responsibilities, a nominated representative will liaise with Citation plc, whose Health and Safety Consultants will advise on any policy updates that are needed and arrange for such amendments to be forwarded.

The health and safety policy will be constantly monitored by management and reviewed at the time of annual inspection. In addition, arrangements within the policy will be reviewed if accident trends or the findings of any management inspections raise concerns.

In order for Sayfa Systems UK Ltd to discharge its statutory duties, employees are required by law, to co-operate with management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work. Sayfa Systems UK Ltd encourages all employees to inform management of any areas of the health and safety policy that they feel are inadequate or misrepresented to ensure that the policy is maintained as a true working document.
Health and safety management system

The Management of Health and Safety at Work Regulations (Regulation 5) requires the employer to have arrangements in place to cover health and safety. These arrangements should, where possible, be integrated within the management system that is already in place for the company. The arrangements when implemented however, will depend on the size and nature of the business and will require the following factors to be considered when integrating them into any management system:

- Planning.
- Organisation.
- Control.
- Monitoring and review.

This health and safety policy includes a management structure and arrangements developed for the company to ensure compliance with the law; its format enables it to be integrated with any existing management systems.

Guidance is provided to show how this policy can be used as part of an effective Health and Safety Management System to ensure compliance and control in a logical manner, by describing the service provided by Citation plc and the contributions required by the company.

The flow diagram above provides a pictorial representation of good management practices in line with the HSE's normative standards, each step is explained further overleaf.
1. Initial inspection/report – visit by consultant who will complete a questionnaire, inspect the premises and provide a written report. The report will identify the current practical, physical and procedural weaknesses in complying with regulations.

2. Policy – developed and installed to the client by a Citation plc, Health and Safety Consultant. The installation visit will include an explanation of the system, advice on how to comply with legislation and an introduction to risk assessments. The organisations ‘statements of intent’ contained within the policy should be signed and dated by the person with overall responsibility for health and safety.

3. Organising – the organisation structure, individual responsibilities and monitoring procedures that need to be undertaken. Management leading by example is essential to fostering a positive health and safety culture.

4. Planning and implementation – Sayfa Systems UK Ltd commit to adhering to the policy arrangements including the completion of risk assessments and implementation of safe working practices.

Planning should include: -

- Elimination or reduction of risks through selection of correct equipment, facilities and processes.
- Identifying the need, type and number of assessments to be carried out.
- Setting of objectives and timescales.
- Identifying personnel to be involved and level of competence.
- Safety procedures required.
- Implementation of control measures.

5. Review/measure performance – active monitoring of the organisation’s goals and objectives will provide a status of achievement and identify where efforts need to be concentrated.

Review process should include: -

- Training undertaken and further requirements.
- Assessments and safety procedures.
- Effectiveness of control measures.
- Compliance with current legislation.
- Complaints and hazard reports.
- Accident statistics.
- Effectiveness of monitoring lists in policy.
- Achievement of standards/objectives.
- Compliance with regulations.

6. Annual inspection – this will be carried out by a Citation plc, Health and Safety Consultant and includes a workplace inspection, review of documentation and arrangements in place and progress on assessments. On completion, a written report will be forwarded along with any required policy amendments.
Organisation

Safety management structure

Nominated responsibilities

- The Managing Directors
- The Directors
- The Contracts Manager
- The Sales Manager
- The Health and Safety Administrator

General responsibilities

- Employers
- Employees
- Sub contractors and self employed

Information for employees

Joint consultation

Working time Regulations

General Monitoring - these forms can be found on Citnet

- COSHH
- Electrical
- Fire
- Health and Safety Policy
- Ladders
- Office
- Storage areas and warehouse
- Transport
- Welfare

Site Monitoring - these forms can be found on Citnet

- Cartridge operated tools
- Confined spaces
- COSHH
- Cranes and lifting equipment
- Electricity
- Erection and sheeting of structures
- Fire and emergency plans
- First aid and welfare
- Hand arm vibration
- Housekeeping, waste disposal and pollution control
- Ladders and stepladders
- Manual handling
- Mobile plant
- Noise
- Personal awareness
- PPE
- Risk assessments, method statements and permits to work
- Roof works
- Safe access and egress
- Safety nets for fall arrest
- Scaffolding (mobile towers)
- Scaffolds
- Site offices cabins and compounds
- Site safety induction training
- Work equipment
- Working at height

Must Do's - these forms can be found on Citibet

- Cartridge operated tools
- Confined spaces
- COSHH
- Cranes and lifting equipment
- Electricity
- Erection and sheeting of structures
- Fire safety and emergency plans
- First aid and welfare
- Hand, arm vibration
- Housekeeping, waste disposal and pollution control
- Ladders and stepladders
- Manual handling
- Mobile plant
- Noise
- Personal awareness
- Personal protective equipment (PPE)
- Risk assessment, method statement and permit to work
- Roof works
- Safe access and egress
- Safety nets
- Scaffold
- Scaffolds (mobile towers)
- Site offices, cabins and compounds
- Site safety induction training
- Site set up
- Work equipment
- working at height
Arrangements

Access and egress
  • Access and egress checklist

Accident reporting
  • Accident reporting - incident record
  • Accident reporting - incident register

Alcohol and drugs misuse

Asbestos - for trades people or contractors who may come into contact with asbestos

Bomb threats

Cartridge operated fixing tools

CDM Responsibilities
  • CDM project flow chart
  • CDM Construction phase plan

Compressed gas cylinders

Confined spaces

Contractors
  • Approved suppliers
  • Sub contractors questionnaire

COSHH
  • COSHH assessment flow chart

Diabetes

Disciplinary rules

Display screen equipment
  • Display screen assessment

Doors

Driving at work

Electricity

Emergency plans

Epilepsy

Fire
  • Fire alarm weekly tests
  • Fire drills
  • Fire equipment servicing
  • Fire Officer visits
  • Fire risk assessment
  • Fire safety training

First aid provision
  • First aid risk assessment
  • First aid training

Forklift trucks
  • Forklift truck pre-use checklist

Gas safety

Hand protection - latex gloves

Hazard reporting
  • Hazard detection report
Health surveillance
  • Health screening questionnaire

Information, instruction and training
  • Induction checklist
  • Safety training register

Ladders and stepladders
  • Ladder register
  • Ladder - Stepladder inspection checklist
  • Ladder safety flowchart

Legionella

Lifting equipment

Lone working
  • Lone working checklists

Maintenance

Manual handling
  • Manual handling assessment

Method statement
  • Method statement

Mobile plant and equipment

Monitoring inspection and review

New and expectant mothers
  • New and expectant mothers risk assessment

Overhead power lines

Permit to work
  • Permit to work register
  • Permit to work

Personal protective equipment
  • Personal protective equipment issue

Personal safety - staying safe in your car

Portable electrical appliances
  • Portable electrical appliance checklist

Risk assessment
  • Risk assessment flow chart
  • Risk assessment process
  • Risk assessment form
  • Risk factor

Safety signs

Scaffolding

Smoking in the workplace

Stacking and storage

Stress

Traffic management

Vibrating tools

Violence and aggression in the workplace

Visit by Enforcement Officer

Waste disposal

Welfare
• Roof works
• Safe access and egress
• Safety nets
• Scaffold
• Scaffolds (mobile towers)
• Site offices, cabins and compounds
• Site safety induction training
• Site set up
• Work equipment
• working at height
OTHER STATEMENTS - ENVIRONMENTAL, QUALITY ASSUREDNESS
Environmental Statement

We are committed to preventing pollution and to complying with all relevant environmental legislation, regulations and other environmental requirements.

We will regularly evaluate the environmental impact of our activities, products and services and we will take action to continually improve our environmental performance.

It is our policy to:

- Minimise the use of energy, water and natural resources.
- Minimise waste through prevention, re-use and recycling where possible.
- Dispose of waste safely and legally.
- Avoid the use of hazardous materials, where practical.
- Work with environmentally responsible suppliers.
- Prevent environmental damage and minimise nuisance factors such as noise and air pollution.

We will define environmental objectives, targets and improvement actions that are related to this policy and to our significant environmental aspects. We will regularly evaluate progress.

We are committed to providing relevant environmental training and promoting environmental awareness to employees and, where appropriate, to suppliers and to communicating our environmental performance.

We will implement processes to prevent environmental nonconformities and to ensure that we are prepared to deal with potential environmental emergencies.

This policy will be regularly reviewed and updated to take account of organisational priorities and changes, environmental legislation and best practice.

__________________________
Signature: -

__________________________
Position: - MANAGING DIRECTOR

__________________________
Date: - 06/06/18

__________________________
Review: - 05/06/19

Copyright Citation Ltd

Version 1.5
INTEGRATED POLICY

Sayfa Systems UK Ltd specialises in the design, assembly, supply and provision of fall arrest, safety platform systems and equipment.

In order to ensure that we achieve excellence in all our activities we have implemented a formal integrated management system, which satisfies the requirements of BS EN ISO9001:2008, BS EN ISO14001:2004 and BS OHSAS18001:2007.

The company has identified the quality, environmental, safety and industry specific legislation and regulations relevant to the business. A Register of Legislation captures those requirements and the company ensures that all its activities are carried out in conformance with those obligations.

The management and all who work at Sayfa Systems UK Ltd are committed to:

- Providing the highest possible level of service in satisfying the requirements of our customers.
- The care of the environment and the prevention of pollution.
- Preventing injury and ill health to all its employees, its subcontractors, its customers and members of the public, including the establishment of emergency procedures.
- Continual improvement in performance and the effectiveness of the management system.

The objectives underpinning the management system are:

- Our customers' needs shall be fully understood.
- Adequate facilities and skills are provided to fulfil customers' needs, protect the environment and provide a safe workplace.
- We aim to minimise waste arisings, promote recycling, reduce energy consumption, reduce harmful emissions and, where possible, to encourage suppliers to adopt sound environment policies.
- All employees are required to work in a safe manner so that they do not endanger themselves or any other person, and do not damage equipment or take unnecessary risks.
- We provide appropriate training for our staff and others working on our behalf.
- Arrangements are also made for employees and management to consult on health and safety issues.
- The policy and management systems are reviewed and updated regularly to take account of changing circumstances, customer requirements, objectives and improvement opportunities.

The Policy and the requirements of the Integrated Quality, Environmental and Safety Management System have been communicated to all employees and persons working on behalf of the company.

A signed copy of this statement is available on request
Modern Slavery & Human Trafficking Policy

1. Structure, business and supply chain
Sayfa Systems UK Ltd is headquartered in Shepshed, Leics. UK and sells its products throughout the United Kingdom. Our product range makes use of the highest quality materials, which for the most part is sourced from Europe & the UK respectively. This allows us to focus our oversight and influence over two discrete geographic regions. We have over 20 employees within our organisation in addition to approximately 1,000 workers who are engaged through our supply chain. Where possible, we engage suppliers who have relationships with existing suppliers so that we can contain our supplier network and improve consistency in ethical practices throughout the supply chain.

Building on our existing Environmental Policy and our commitment to the Ethical Trading Initiative, we have embraced the requirement to provide an annual slavery and human trafficking statement. This will allow us to share our efforts against slavery and human trafficking and improve and measure our success each financial year. This past financial year ending 31 December 2016, we took the following key steps to ensure slavery and human trafficking did not occur within our organisation or supply chain.

2. Slavery and human trafficking policies
Notably, we developed this Modern Slavery Policy. We have clear objectives relating to the following themes:

- Relationships: Strengthening our supplier engagement process
- Feedback: Establishing grievance mechanisms and channels for individual worker feedback
- Knowledge: Improving our knowledge base by collecting relevant data and improving product traceability
- Measurable change: Developing verifiable KPIs to measure progress
- Supplier collaboration: Encouraging suppliers to collaborate to address slavery and human trafficking issues
- Incentivisation: Developing mechanisms to incentivise employees and suppliers to address slavery and human trafficking and improve labour standards
- Accountability: Establishing a framework for organisation accountability to allow for raising issues, making suggestions, voicing grievances and reporting slavery and human trafficking
3. Due diligence procedures
We understand that our biggest exposure to Modern Slavery is in our product supply chains, where we have undertaken activity over the last decade to minimise the risk of Modern Slavery. Within these areas, new suppliers and factories/sites are subject to due diligence checks in the form of ethical/compliance audits. Such audits are also regularly conducted for existing suppliers and factories/sites. These audits assess compliance with the Global Sourcing Principles and are, amongst other things, intended to identify any Modern Slavery practices. If issues are identified, appropriate investigative and remedial actions will be taken.

4. Identifying, assessing and managing risk
We set out to identify the extent of any slavery and human trafficking in our supply chains by:

- Conducting internal spot-checks at factories in Europe and the UK.
- Questioning 20 workers to discuss their conditions and their rights
- Instituting an annual review questionnaire for existing suppliers to understand suppliers’ self-assessment of slavery and human trafficking issues, allowing us to better identify slavery and human trafficking issues as they develop over time and to collect supplier-provided data to track improvement in suppliers’ attitudes.

5. Key performance indicators
In order to assess the effectiveness of our modern slavery measures we will be reviewing the following key performance indicators:

- Staff training levels
- Number of slavery incidents reported in the supply chain

About this statement
This statement is reviewed annually and amended to allow for any changes or improvements deemed necessary by the Directors.

Signed ________________________ (IMS Manager)

Name: Steve Butterfield Date 01/03/17

Modern Slavery Policy March 17
Corporate and Social Responsibility Statement

At Sayfa Systems we believe that our core values of Trust, Compliance, Quality, Integrity and Commitment takes us beyond our company and underpins the impact that we have on the wider world.

Our Mission is to provide systems to enable safe working at height in industry and construction but to do this in such a way as to improve the lives of our staff, our customers and the users of our systems both by example and approach.

It is the policy of Sayfa Systems UK Ltd to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the company and other persons who may be affected by our undertakings, is maintained or improved.

We act with due care for the environment and we constantly review our activities in order to find further improvements.

In order to ensure that we achieve excellence in all our activities we have implemented a formal integrated management system, which satisfies the requirement of BS ISO 9001: 2008, BS ISO 14001: 2004 and BS OHSAS 18001:2007

I hereby confirm that Sayfa Systems is compliant with regards to the statement above:

[Signature]

Roy South - Director Sayfa Systems U.K. Ltd
ISO 9001 REGISTERED

This document certifies that the quality management systems of

SAYFA SYSTEMS UK LTD
Jubilee House, 3 Gelders Hall Road, Shepshed, Loughborough, Leicestershire LE12 9NH

have been assessed and approved by QMS International Ltd to the following quality management systems, standards and guidelines:

ISO 9001: 2015

The approved quality management systems apply to the following:
THE DESIGN, ASSEMBLY, SUPPLY AND PROVISION OF FALL ARREST, SAFETY PLATFORM SYSTEMS AND EQUIPMENT

Original Approval: 26 January 2018

Current Certificate: 26 January 2018

Certificate Expiry: 25 January 2028

Certificate Number: 275832018

On behalf of QMS International Ltd

This Certificate remains valid while the holder maintains their management system in accordance with the published standard. To check the validity and status of this certificate please email certificates@qmsuk.com

This Certificate is the property of QMS International Ltd and must be returned in the event of cancellation.
ISO 14001 REGISTERED

This document certifies that the environmental management systems of

**SAYFA SYSTEMS UK LTD**
Jubilee House, 3 Gelders Hall Road, Shepshed, Loughborough, Leicestershire LE12 9NH

have been assessed and approved by QMS International Ltd to the following environmental management systems, standards and guidelines:-

**ISO 14001 : 2015**

The approved environmental management systems apply to the following:-
THE DESIGN, ASSEMBLY, SUPPLY AND PROVISION OF FALL ARREST, SAFETY PLATFORM SYSTEMS AND EQUIPMENT

Original Approval: 26 January 2018

Current Certificate: 26 January 2018

Certificate Expiry: 25 January 2028

Certificate Number: 275842018

On behalf of QMS International Ltd
OHSAS 18001 REGISTERED

This document certifies that the occupational health and safety management systems of

SAYFA SYSTEMS UK LTD
Jubilee House, 3 Gelders Hall Road, Shepshed, Loughborough, Leicestershire LE12 9NH

have been assessed and approved by QMS International Ltd to the following occupational health and safety management systems, standards and guidelines:

OHSAS 18001 : 2007

The approved occupational health and safety management systems apply to the following:
THE DESIGN, ASSEMBLY, SUPPLY AND PROVISION OF FALL ARREST, SAFETY PLATFORM SYSTEMS AND EQUIPMENT

Original Approval: 26 January 2018

Current Certificate: 26 January 2018

Certificate Expiry: 25 January 2028

Certificate Number: 275852018

On behalf of QMS International Ltd

QMS International Ltd • Muspole Court • Muspole Street • Norwich NR3 1DJ • T: 01603 630 345
www.qmsuk.com • Registered in England No. 9512735
Sayfa Systems UK Ltd

is accredited as a contractor within the Contractors Health and Safety Assessment Scheme (CHAS) having demonstrated compliance with and sound management of current health and safety legislation.
Certificate of Accreditation

This is to certify that
Sayfa Systems UK Ltd

has achieved SafeContractor accreditation

Date: 1st February 2019
This certificate is valid until: 1st February 2020
Certificate number: SK5125

Signed:
Alyn Franklin
Alcumus CEO

This certificate is the property of Alcumus SafeContractor and must be returned on request
The Health and Safety Management System of

Sayfa Systems UK Ltd

has been assessed against the SSiP Core Criteria and the company has been awarded SMAS Worksafe accreditation as a

Contractor

Certificate expiry date 26/09/2019
Certificate number 74892

Signed on behalf of Safety Management Advisory Services Ltd.

A registered member scheme of Safety Schemes In Procurement (SSIP)

To check the validity of this certificate please contact SMAS Ltd directly by phone 01752 697370 or email info@smasltd.com
Certificate of membership

Sayfa Systems UK Ltd

Registration No: 133163

Expiry Date: 12/01/2020

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

John Edmunds
Chief Executive Officer
Certificate of
BSI Membership

This is to certify that

Sayfa Systems UK Ltd

Membership Number

47459059

is a BSI Subscribing Member

Start date: 1 February 2019   End date: 31 January 2020

For and on behalf of BSI:

[Signature]

Dr Scott Steedman CBE FREng, Director of Standards, BSI

The British Standards Institution is incorporated by Royal Charter and the rules relating to Subscribing Members are contained in its Bye-laws. This certificate remains the property of the Institution and is only valid for the period ending on the 'End date' specified above.

BSI Group, 389 Chiswick High Road, London, W4 4AL, UK. Tel: +44 345 086 9001
bsimembers.com

bsi.

...making excellence a habit...
This is the present list of operatives with CSCS Cards.

- Personnel on site

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Card Registration No.</th>
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<td>Senior Operations Manager</td>
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<tr>
<td>Kris Wilcox</td>
<td>Senior Sales</td>
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<tr>
<td>Mark Stuart</td>
<td>Senior CAD/Design</td>
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<td>Steve Butterfield</td>
<td>IMS Manager</td>
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<td>Managing Director</td>
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<td>Luke Whitmore</td>
<td>Retest Engineer</td>
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## OTHER QUALIFICATIONS/CERTIFICATES HELD BY OPERATIVES

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<th>Name</th>
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<tr>
<td>Roy South</td>
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<td>Refresher Course</td>
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<td>SMSTS</td>
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<td>• Justin Salmen</td>
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<td>• Adrian Stutterheim</td>
<td>Recertification</td>
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<td>Darren Stanyon</td>
<td>Warehouse Manager</td>
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## Personnel on site

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Qualification.</th>
</tr>
</thead>
</table>
| **Nathan Smith** | Senior Operative/Supervisor | UKAS Asbestos Awareness Class A1  
Anchor Devices (Independent Fixing Consultants)  
Height and Rescue Training  
B1 Diesel Fork Lift Truck Operating Safety Course  
Emergency First Aid At Work- Level 2 |
| **Jake Murray** | Operative                | Class A1 Anchor Devices (Independent Fixing Consultants)  
UKATA Asbestos Awareness  
Height and Rescue Training  
B1 Diesel Fork Lift Truck Operating Safety Course |
| **Aaron Coley** | Operative                | IPAF Operator Training Certificate  
Class A1 Anchor Devices (Independent Fixing Consultants)  
Height and Rescue Training  
B1 Diesel Fork Lift Truck Operating Safety Course  
UKATA Asbestos Awareness |
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Butterfield</td>
<td>IMS Manager</td>
<td>Emergency First Aid at Work</td>
</tr>
<tr>
<td>Justin Salmen</td>
<td>Senior Contracts Manager</td>
<td>Emergency First Aid at Work</td>
</tr>
<tr>
<td>Adrian Stutterheim</td>
<td>Traiing and Testing Manager</td>
<td>Emergency First Aid at Work</td>
</tr>
<tr>
<td>Sarah Pacey</td>
<td>Assistant Internal Operations Manager</td>
<td>Emergency First Aid at Work</td>
</tr>
<tr>
<td>Oliver Grudgings</td>
<td>Estimator</td>
<td>Auto CAD 2015 Essentials</td>
</tr>
<tr>
<td>Mark Stuart</td>
<td>Design Manager</td>
<td>Auto CAD 2015 Essentials</td>
</tr>
<tr>
<td>Steve Butterfield</td>
<td>IM &amp; H&amp;S Manager</td>
<td>IOSH Managing Safely</td>
</tr>
</tbody>
</table>
LIST OF TOOLBOX TALKS UNDERTAKEN AT SAYFA SYSTEMS UK LTD

FOR PERIOD January 2012- December 2015.

All staff at SSUK Ltd will receive TOOLBOX TALKS throughout the year. The company works on a rolling programme.

The Toolbox Talks are mainly prepared by our external H & S Consultancy, Citation plc, although we do create in-house toolbox talks geared to the needs of Sayfa Systems staff.

**ONSITE STAFF RECEIVE:**
- Asbestos Awareness - Classroom based
- WAH awareness and Harness Training
- Manual Handling
- Portable Electrical Appliances
- HAVS
- Sayfa System Technical Manual Awareness
- Environmental Awareness
- Contracts & Basic Administration
- Roof Work
- Head Protection
- Lifting Tackle
- High Visibility Clothing
- Lifting Equipment
- Use of Hand Tools, including Power Tools
- Working at Height - Ladders and Stepladders
- Site Transport Safety
- Noise
- Vibration
- Portable Electrical Equipment
- Site Welfare
LIST OF TOOLBOX TALKS UNDERTAKEN AT SAYFA SYSTEMS UK LTD

Safe Use of Chemicals
Dermatitis
Foot Protection
NASLOT (National Access & Safety Line Operator Training)
Eye Protection
IIF Awareness
Site Welfare
Good House-keeping on Site
Five Point PPE on Site

WAREHOUSE STAFF RECEIVE:

Manual Handling
Portable Electrical Appliances
Staff Stacking of Materials
Safe Use of Chemicals
Eye Protection
Foot Protection
Permit to Work
Lifting Equipment
Use of Hand Tools, including Power Tools
Working at Height - Ladders and Stepladders
Dermatitis
Hi Viz Clothing
Vibration
Noise
Portable Electrical Equipment
Waste Awareness
Site Welfare
LIST OF TOOLBOX TALKS UNDERTAKEN AT SAYFA SYSTEMS UK LTD

Customer Service
Fire Safety
Fuel Spillage
Refueling Fork Lift Truck
Medical Conditions - Health Surveillance
Unauthorised Access

OFFICE STAFF RECEIVE:
Manual Handling
Portable Electrical Appliances
Fire Precautions
Portable Electrical Appliances
Slips Trips and Falls
Alcohol and Drug Misuse
Site Welfare
First Aid and Accident Reporting Procedure
Display Screen Equipment
Health Surveillance
Working at Heights- Ladders
Fire Safety
Waste Awareness
Site Welfare
Unauthorised Access
Customer Care
Sayfa Systems UK Ltd completes a Risk Assessment and Method Statement for every Aviator installation project undertaken.

Please see an example of an actual site Risk Assessment enclosed (Client’s details have been removed for confidentiality reasons). Also in this section is an abridged version of a Method Statement. The first four pages only have been printed out (reference to client removed) to show some details as to how Sayfa Systems UK Ltd sets out its works methodology.
### Who is at risk?

Sayfa Systems UK Operatives

### Work activity - Working at height

<table>
<thead>
<tr>
<th>Work Activity</th>
<th>Identified Hazards</th>
<th>Risk Level</th>
<th>Risk Factor ( (P \times S) )</th>
<th>How is Risk Controlled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falling from height. Hazards include:</td>
<td>Falling from roof, Falling through fragile surface, near or through skylight</td>
<td>2 ( \times ) 9 = 18</td>
<td>Work activities have been properly assessed, planned and organised, that being by supervisor or site manager. Risk Assessments and Method Statements are generated for each project undertaken.</td>
<td>1 ( \times ) 6 = 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>The company operates a Safety at Work policy as stipulated within the Health and Safety Policy Document.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Only fully trained, qualified and authorised staff allowed to undertake this activity, given they follow safe systems of work, training, instruction etc. Induction Talks, Toolbox Talks or whatever advice the supervisor considers necessary in written and or verbal form must. All temporary edge protection to be in place prior to any workmen being allowed access to the roof area.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Lifting Operations. Hazards include:**  
  • Back injury  
  • Other bodily injury,  
  • Poor manual lifting procedures in place. | **1 x 6 = 6** |   |
| **No carrying of equipment up ladders.**  
  **Only goods less than 20 kg may be carried up stairs. Operatives should break down components’ size where practical.**  
  **The MEWP should be used for any site handling and lifting equipment to roof line. Do not exceed SWL (Self Working Load).**  
  **All operatives must have received Manual Handling Training such as appropriate Toolbox Talks.** | **1 x 4 = 4** |   |
<table>
<thead>
<tr>
<th></th>
<th>Moving Plant and Machinery on site. Hazards Include: • Bodily injury • Entanglement with clothes or hair</th>
<th>2 x 5 = 10</th>
<th>• Obey all site designated walkway plans. Ask site manager if in doubt. • Do not walk behind any working machinery.</th>
<th>1 x 5 = 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Use of hand tools. Hazards include: • Contact with moving parts during use or maintenance • Impact Injury by ejected materials • Entanglement with clothes or hair. • Exposure to high noise levels</td>
<td>2 x 5= 10</td>
<td>• Use battery power equipment whenever possible. All equipment for site use to 110v and must be PAT tested. • Pre-use check by operators to verify electrical cables and plugs in good order. Major repairs undertaken by competent external contractor, with regular checks on power tools by competent electrician. • Suitable hearing protection provided. Noise assessment undertaken. Company policy in place concerning Health Surveillance for the effects of noise exposure.</td>
<td>1 x 4 = 4</td>
</tr>
<tr>
<td>5</td>
<td>Cutting / Grinding and light Fabrication. Hazards: • Bodily injury, particularly of eye or back injury • Trapping of fingers • Entanglement</td>
<td>4 x 5= 20</td>
<td>• Only use equipment if authorised and competent. • Wear correct PPE, which consists of required standard gloves and goggles at all times. • Hot Works permits must be obtained. • PASMA certified personnel only to change abrasive discs.</td>
<td>2 x 4 = 8</td>
</tr>
<tr>
<td>Hazard No.</td>
<td>List of Further Action is necessary to control the risk</td>
<td>Person Responsible</td>
<td>Completion Date</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------------------------------</td>
<td>--------------------</td>
<td>-----------------</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>VISUALLY INSPECT ALL ACCESS LADDERS AND HANDRAIL BEFORE WORK COMMENCES</td>
<td>SITE SUPERVISOR</td>
<td>TBC</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>OBEY ALL MANUAL HANDLING RULES. HAVE TOOLBOX TALK IF NECESSARY.</td>
<td>SITE SUPERVISOR OTHER WORKMEN</td>
<td>TBC</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>OBEY ALL SITE RULES</td>
<td>ALL WORKMEN</td>
<td>TBC</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CHECK PAT TESTING RECORDS ARE UP TO DATE. DO NOT ALLOW USE OF ANY OUT OF DATE EQUIPMENT OR EQUIPMENT THAT IS NOT VISUALLY CORRECT</td>
<td>SITE SUPERVISOR</td>
<td>TBC</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>INSIST ALL CORRECT PPE IS WORN AND ALL GUARDS ON CUTTING EQUIPMENT ARE IN PLACE AND CORRECTLY USED. ALL PPE TO COMPLY (89/686/EEC). GLOVES TO BE EN388 4131. GOGGLES TO COMPLY WITH EN166 (89/886/EEC)</td>
<td>SITE SUPERVISOR</td>
<td>TBC</td>
<td></td>
</tr>
</tbody>
</table>

**Assessment compiled by:** [NAME]  
**Date of Assessment:**

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date to view further actions:</th>
<th>On completion of contract.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Assessment review date:</td>
<td>On completion of contract.</td>
</tr>
</tbody>
</table>
METHOD STATEMENT

(NAME)

DATE:

REV 003

SAYFA SYSTEMS UK

Installation of Aviator Systems and Permanent Guardrails to (NAME)

An extract from a 15 page Method Statement
METHOD STATEMENT  REV 3  [DATE]

This document is the Method Statement for the installation of Aviator Systems and permanent Guardrails to (NAME).

1.0 Scope of Works

The following document is to assist with the fitting of a safety line system fixed to the roof cladding surface and a permanent handrail/guard rail fixed to the roof cladding surface between GL E-G and 4-7 to waste transfer station at (NAME). The elements of the works consist of: Fitting Aviator System and Permanent Guardrail to elevation 7 GL E-G [roof].

2.0 Site Accommodation

We propose that our staff will use the toilet, washroom and canteen facilities on site provided by (NAME). Requirements may vary as the project progresses and this will be monitored and appropriate notification/action given as necessary.

(NAME) will provide a supply of drinking water, means of boiling water and all waste bins for green waste.

All Sayfa Systems operatives will respect the use of these facilities and will leave in a fit state after use. Abuse of these facilities will result in disciplinary proceedings.

No hazardous substances have been identified and none have been allowed for. Should any substances be found on site, work in the vicinity will cease at once and the client advised of their presence.

3.0 Schedule of Works

The site work is due to start on [DATE]

The work should take approximately 1 day to complete, depending on weather and site conditions.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>[NAME]</td>
<td>Contracts Manager</td>
<td>[NUMBER]</td>
<td></td>
</tr>
<tr>
<td>[NAME]</td>
<td>Health &amp; Safety Advisor</td>
<td>[NUMBER]</td>
<td></td>
</tr>
<tr>
<td>[NAME]</td>
<td>Site Supervisor</td>
<td>[NUMBER]</td>
<td></td>
</tr>
<tr>
<td>[NAME]</td>
<td>Site Supervisor</td>
<td>[NUMBER]</td>
<td></td>
</tr>
<tr>
<td>[NAME]</td>
<td>Site Manager</td>
<td>[NUMBER]</td>
<td></td>
</tr>
</tbody>
</table>
There will be one squad full time for the fitting of the Aviator and Guardrail, in order to maintain the construction programme. Additional squads will be used when demand and programme requires. Each squad will be made up of 2-3 operatives. All tools used on site will be fit for the purpose. Tools will include rivetor, tech screw power tools.

**Plant consists of MEWP’S generator (MEWP supplied by [NAME]).**

- All plant will be certified and copies provided with all equipment delivered to site. Plant that is hired will also be required to comply with all statutory needs and provisions.
- When plant is delivered to site and the month examination certificate produced.
- Where roof works are required, a permit will be applied for with site management. The permit will be followed and returned when works are complete for that permit.

<table>
<thead>
<tr>
<th>Plant Description</th>
<th>Serial number</th>
<th>6 or 12 month examination Certificate (tick)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**5.0 Induction and Site Considerations**

All site operatives must attend [NAME] site office prior to any commencement of work on site and be inducted by the main Contractor’s Site Safety team. During this induction each operative must produce their CSCS/CPCS Card and copies of all competence training for the use of appropriate plant and equipment. Where squad members change, new operatives will undergo this procedure prior to them starting any work on site.

Where operatives present themselves for induction without evidence of H & S Touch Screen Test, they will be refused induction as to such a time as they can provide the same. Operatives must not operate or undertake specified tasks which require competence training and a certificate of proof of such training until that certificate has been presented and recorded by [NAME].

The man anchor and guardrail installation will be carried out with interaction of the [NAME] site personnel.

Regular site visits for the purpose of inspections will be carried out by the Project Manager. All operatives will observe and ensure compliance with the rules for PPE.

An exclusion zone will be required around the installation area prior to works starting on site.

**6.0 Delivery of Site Materials**

- All deliveries will be notified to [NAME] Site Management prior to delivery.
- All loads should be despatched to site in pallets.
- Pallets will be split upon arrival on site and will be broken into manageable pieces.
- All parts will be checked by the Site Supervisor.
- Parts will be placed in the MEWP [Scissor type]. The capacity of the MEWP will not be exceeded.

A hard level site suitable for additional material storage is assumed. [NAME] must provide a hard cored site.
7.0 Installation Specific Procedures

Sayfa Guard Fixed Guardrail Systems:

- Refer to drawings.
- Site Supervisor to check all drilling positions will not clash with any services below the roof deck. This should be co-ordinated with (NAME) Site Manager.
- Site Supervisor to mark drilling positions through the seating plates for each post plate locations.
- Place butyl mastic strips underneath the hole positions on the plates.
- A drill (110v or cordless) will drill 8-8.5 mm diameter holes through the plates.
- All drilling swarf will be removed from the roof surface.
- Guard rail standards will be screw/ rivet fixed to the roof surface.
- The rail component parts will be fixed to the standards and all connections tightened with the appropriate tightening tool.

Aviator Systems:

- Refer to the drawings.
- Site Supervisor to check all drilling positions will not clash with any services below the roof deck. This should be co-ordinated with (NAME) Site Manager.
- Site Supervisor to mark drilling positions through the seating plates for the 12 mounting holes.
- Place butyl mastic strips underneath the hole positions on the plates.
- A drill (110v or cordless) will drill the 8-8.5mm diameter holes through the plates.
- All drilling swarf will be removed from the roof surface.
- Place Gesipa rivets into each hole drilled making sure the top of the rivet is touching the plate and is ready to be riveted.
- Using the riveter, rivet each Gesipa rivets until the rivet stem breaks off and the plate is fixed tight to the roof.
- Repeat this sequence for all plates on the working roof.
- Starting at one end of the post, roll out the wire threading it through all intermediate/45%/90% posts that have been positioned eventually reaching the last post.
- Cut line at starting post ensuring it is the correct length using the wire cutters.
- Undo components for shock absorber and swage end, and place onto end post.
- Thread line into the swage end and using the swager tool, put four swages onto the swage end starting from inner edge of swage end to outer edge.
- Undo the tensioner components and place the cut line into the end and again swage four times starting from inwards to outwards.
- Check all lock nuts.
- Fix tensioner onto post and tension line to a tight/top standard.
- Fix all necessary signage.
- Remove all debris and waste from the area and place in the Main Contractors skips provided.
- Instruct (NAME) site manager on the correct use of the system and sign off the system.
In the event of an accident at work, all accidents are recorded and investigated, and appropriate action taken to prevent recurrence.

We look at the training of the staff, equipment and procedures used within that working activity. Any issues will then be resolved speedily and effectively.

All accidents/ incidents are then recorded in an Accident Book. An example of an actual incident is recorded on our Accident Form within this section.

We are instructed to report all accidents to our external Health & Safety consultancy, Citation plc, and follow the procedure on the flow chart enclosed.

Sayfa Systems had also introduced a system in March 2012 for recording Near Misses. All accidents/ Near Misses etc are recorded as Non- Conformities to be resolved in accordance with ISO OHSAS 18001 measures.

The company also has 3 trained First Aid Appointed persons based at our office. We also have several operatives on site who hold First Aid qualifications.
Accident or assault

- Notify the senior person present
- Administer first aid and call emergency services, if required
- Complete the accident book, investigate and document the findings

Dangerous occurrence

- Notify the senior person present
- Take appropriate action to make the area safe
- Investigate the incident and document the findings

Work related illness or disease

- Employee to notify management
- Identify causative factors and control further exposure
- Complete the accident book, investigate and document the findings

If reportable (contact Citation plc’s advice line if unsure), complete the relevant online HSE RIDDOR reporting form.*

Review risk assessments to ensure they are adequate and take into account the cause of the incident

Discuss at management level and communicate to employees any additional controls or limitations

To prevent a recurrence, implement actions and monitor

*Note the Incident Contact Centre telephone reporting service is only available for major injuries and fatalities on 0845 300 9923.
# ACCIDENT REPORTING FORM

**Report No: 00002**

## 1. About the person who had the accident

Name xxxxxxx  
Address & Post Code xxxxxx  
Occupation: Warehouse Operative on contract

## 2. About the person filling in this form

If you did not have the accident, write your address and occupation  
Name xxxxxxx  
Address & Post Code xxxxxx  
Occupation: Administrator for Sayfa Systems UK Ltd

## 3. About the accident

**When did it happen?** Tuesday afternoon, 26th February 2013  
**Where did it happen?** In the Warehouse at Sayfa Systems, Shepshed  
**How did it happen?** Operative using Cut Off saw, cutting up pieces of Unistrut metal.  
**Give the cause if possible:** Saw blade appears to have become ‘jammed’, forcing operative’s left hand up, knocking it against the machine, damaging index finger and nail. On inspection by xxxxxx, Senior Warehouse Operative, blade was worn. All PPE kit was being worn at the time. xxxxxx has been trained in basic use of the machine. The blade was replaced immediately, and the machine checked, the task was then completed by xxxxxx. Checked with xxxxx & xxxxxx that details of accident are correct.  
**If the person who had the accident suffered an injury, what was it?**  
Cut sides of upper joint of first finger on left hand. Most likely will loose nail on that finger.  
**What were the consequences of the injury?**  
Operative visited casualty dept of local hospital. The finger was not fractured, nor did it need stitches. Antiseptic wipes applied to finger and bandaged by medical staff. xxxxxx is to return to hospital for bandages to be changed on Monday 4th March, on pain killers after incident. xxxxxx given lighter duties in the warehouse- cleaning and TIG weld etc. (TIG Training & Assessment already completed). Recommend: 1. To monitor xxxxx’s recovery & to ensure duties fit around the injury at present. 2. To carry out Risk Assessment for this activity.

Sign the record and date it.  
Signature.............................................................................................................  
Date: 28 2 2013

## 4. For the employee only

I give my consent to my employer to disclose my personal information which appear on this form to safety representatives and representatives of employee safety for them to carry out the health & safety functions given to them by law. Tick this box if you give your consent. [ ]

Signature.............................................................................................................  
Date: 28 2 2013

## 5. For the employer only

Complete this box if the accident is reportable under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)  
**How was this reported?**  
**Date reported ........................................ Signature.........................................................

ALL Accident Records should be returned to the H & S Administrator for filing.
Sayfa Systems UK Ltd has limited design responsibility, but undertakes to adhere to CDM as stipulated in our Health & Safety Policy. We are sub-contracted to design, supply and install Aviator Systems, working at height.

Our Estimating/Design Team consists of two estimators, one who operates the latest CAD package.

The client will draw up the initial plans which are forwarded to Sayfa Systems UK Ltd for estimating. Health & Safety should have been addressed by the client at this stage.

The client’s Project Manager or CDM Co-ordinator should make the client fully aware of their responsibilities.

Identified risks are reduced to a minimum by communicating effectively with all parties including site managers, architects, engineers, our Contracts Manager etc. Using the latest working drawings and intelligence available, any risks in the construction and future use of the structure should be controlled. At times it is necessary for the Managing Director or the Field Operations Manager to visit the site, and in co-ordination with the site managers, agree to any specific alterations in the installation. This is reported back to the Estimating/Design team, and any necessary adjustments are then made to the design.

Hazard elimination is achieved through investigation in drawings at the estimation stage. A Risk Assessment for design work is enclosed within this section.

Sayfa Systems UK Ltd provides an Operations & Maintenance Manual, which covers design aspects, maintenance and safety. Training is provided for clients concerning the Aviator installation on completion of the project.

Sayfa Systems has a small team concerned with the design and technical aspects and installation process. It consists of the two estimators, the Contracts Manager and the Managing Director. The team are in constant contact and communication with each other, have a solid methodology, and a wide range of experience between them in order to resolve any risks that may occur.

Sayfa Systems also employs the services of Peter Eaton & Associates, who specialise in architectural, civil and structural engineering design solutions. The company profile and insurance details available on request.
Key requirements

- Work needs to be well planned and regularly monitored.
- Risks need to be assessed, principles of prevention applied.
- Appointees have the skills, knowledge, experience and organisational capabilities (if an organisation).
- Demonstrate good communication, coordination and cooperation.
- Provide adequate information induction, training and supervision.

For projects which involve only one Contractor

Duty holders include:

- Clients (Including Domestic clients)
- Designers
- Contractors
- Workers

Documents needed:

- Construction Phase Plan
- Pre-Construction information.
- Risk assessments/safe systems of work.

For projects which involve more than one Contractor

Duty holders include:

- Clients (Including Domestic clients)
- Principal Designers
- Designers
- Principal Contractors
- Contractors
- Workers

Documents needed:

- Construction Phase Plan
- Pre-Construction information.
- Risk assessments/safe systems of work.
- Health and Safety File.
## Accident or assault

<table>
<thead>
<tr>
<th>Potential Hazard Identified:</th>
<th>Worst Case Scenario:</th>
<th>Mitigating Solution</th>
</tr>
</thead>
</table>
| • Fall from height due to lack of operative knowledge | Personal injury, death | Appropriate operator training and certification  
Correct use of adjustable lanyard |
| • Access to edges of roof to clean gutter | Possible fall, personal injury | Install anti-pendulum posts at roof corners to ensure fall cannot occur with 2m lanyard.  
Appropriate operator training and certification. |