

# Pre-Qualification Questionnaire



# General Information & Key Contacts

AFI group of companies ('AFI') was established 2nd April 1998 and has grown substantially over the years. Details of our growth can be found on our website [www.afi-rentals.co.uk](http://www.afi-rentals.co.uk)

<b>Supplier:</b>	AFI-Uplift Limited
<b>Trading Names:</b>	Wilson Access Hire, UTN Training, Facelift GB, Rapid Platforms, Afi Uplift, Afi-resale
<b>Address:</b>	Pope Street, Normanton , West Yorkshire
<b>Post Code:</b>	WF6 2TA
<b>Company Registration No:</b>	3539352
<b>VAT Registration No:</b>	890 5124 24

## Key AFI contacts

<b>Company Tel No:</b>	03303 115 105
<b>E-Mail:</b>	<a href="mailto:info@afi-rentals.co.uk">info@afi-rentals.co.uk</a>
<b>Credit Control Tel No:</b>	01924 234810
<b>E-Mail:</b>	<a href="mailto:creditcontrol@afi-rentals.co.uk">creditcontrol@afi-rentals.co.uk</a>
<b>HSEQ Tel Number:</b>	01332 855 375
<b>E-Mail:</b>	<a href="mailto:hseq@afi-rentals.co.uk">hseq@afi-rentals.co.uk</a>
<b>HSEQ:</b>	Ian Price
<b>Quality &amp; Environmental Contact:</b>	Ian Price

Qualifications for the above available by request

## Bank information

<b>Bank Name:</b>	Barclay's Bank PLC
<b>Address:</b>	1 Churchill Place, Canary Wharf, London, E14 5HP
<b>Sort Code:</b>	20-83-91
<b>Account No:</b>	20956104
<b>Standard Payment Terms</b>	30 Days of Month
<b>IBAN:</b>	GB46 BARC 20839120956104
<b>BIC/Swift:</b>	BUKBGB22
<b>D-U-N-S Number:</b>	23-540-7454

## Annual Turnover

(Last three years)

### 2021

<b>Turnover:</b>	£36,407,000
<b>Operating Profit:</b>	£1,994,000
<b>EBITDA:</b>	£13,280,000

### 2022

<b>Turnover:</b>	£44,875,000
<b>Operating Profit:</b>	£4,236,000
<b>EBITDA:</b>	£15,006,000

## 2023

**Turnover:** £49,440,000

**Operating Profit:** £2,645,000

**EBITDA:** £13,669,000

## Insurance

AFI's insurance document can be found in the attached supporting documents folder.



AFI is committed to the highest standards both in terms of Health & Safety and in terms of its operating systems and processes.

## **Health & Safety**

- AFI is committed to promoting good Health & Safety practice
- Team – AFI have experienced Health & Safety professionals who are active members on a number of committees.
- AFI is an active member of a number of industry forums and discussion groups committed to safe practice in the use of MEWPs
- Additional team members support training and audit functions.

## **Quality & Safety Audits**

- These are key in communicating the Health & Safety message internally
- Regular audits are undertaken in line with an agreed timetable.

## **Health & Safety Committee**

- Monthly meetings are held to review incidents, identify potential issues and to assign responsibility to improve, develop and implement systems and procedures where appropriate.

## Environmental

- At AFI we closely measure our carbon footprint, we have quarterly reviews which is reported to our directors. Over 90% of the carbon emissions are a result of the fleet of vehicles operated, vehicles are reviewed regularly and renewed to keep our fleet young and as environmentally friendly as possible
- AFI complied with ESOS (Energy Savings Opportunity Scheme) in 2015 and are complying again in 2019. As a result of this a number of opportunities were identified, reviewed with regards to feasibility and some were initiated and completed
- In 2019 100% of hazardous waste and 70% of other waste has been recycled.

## Policy Statements

A copy of the following policy statements can be found in the attached supporting documents

- Health, Safety and Welfare Policy
- Quality Policy
- Environmental Policy

## Risk Assessments & Method Statements

An example of these can be found in the attached supporting documents.

## Accreditations

A copy of the following Accreditations can be found in the attached supporting documents:

- ISO9001:2015
- ISO14001:2015
- OHSAS 18001:2007
- Achilles Building Confidence
- Construction Line
- Matrix Training Quality Standard
- IPAF Rental+
- Safe Hire
- ROSPA Gold
- Investors in People
- SAFE Contractor
- CHAS Advanced

### Awards-2019

- RoSPA Occupational Health & Safety Awards
- Gold award in the RoSPA Occupational Health and Safety Awards
- Hire Association of Europe Awards
- Hire Manager of the Year

## Accident Statistics

	2022	2023	2024
Average no. employees	335	344	322
Total no. accidents	107	121	97
No. work related injuries /accidents (PI)	10	2	4
No. man hours worked	1986089	1375503	1303071
No. RIDDOR accidents	3	4	2
Accident frequency rate (RIDDOR)	0.15	0.29	0.15
Lost time frequency rate	0.5	0.15	0.31
Accident frequency rate (PI)	5.43	9.42	7.68

**Total Number of accidents:** Total recorded Personal injury plus road traffic accidents + Own property damage and Third Party damage

**Accident Frequency Rate (RIDDOR):** No. reportable accidents\*100,000 / no. of man hours worked (An accident frequency rate indicates the number of accidents that occurred in a company per a certain number of hours worked by all employees).

**Accident Frequency Rate (PI):** All accident frequency rate indicates the number of accidents that occurred in a company per a certain number of hours worked by all employees.

## 2024 AFI-Group Incident Statistics

	January	February	March	April	May	June	July	August	September	October	November	December	Annual Total
Number of Incidents	6	12	7	5	6	9	7	11	16	4	9	5	97
Number of Incidents with Lost Time	0	0	0	0	1	0	0	0	1	0	0	2	4
RIDDOR Recordable Incidents	1	0	0	0	0	0	0	0	0	0	1	0	2
Worked Hours	115021	113275	113009	109955	108868	108583	104012	102051	105105	108231	105964	108997	1,303,071
Number of Employees	343	337	337	326	323	322	317	313	310	313	311	313	322.08
AAFR	5.22	10.59	6.19	4.55	5.51	8.29	6.73	10.78	15.22	3.70	8.49	4.59	7.68
Lost Time Frequency Rate	0.00	0.00	0.00	0.00	0.92	0.00	0.00	0.00	0.95	0.00	0.00	1.83	0.31
RIDDOR Frequency Rate	0.87	0	0.93	0	0	0	0	0	0	0	0.94	0	0.15

## AFI Group

AFI employ over 327 people; 14 Directors, 26 Managers, and over 90 Drivers/Operatives that have regular access to sites. These Driver/Operatives have CSCS cards and over 50 of them have CPC cards. We have 80 fully trained First Aiders across all sites. In our Apprentice scheme we have 16 employees training in many different roles.

## Selection Process for Hiring New Employees

Once a candidate has been selected, there is an initial telephone screening, followed by first stage interviews. An online test must then be completed, and reference gained from previous employers. If satisfactory a second interview with a Director will be offered.

## Induction Process & Training

At AFI we take the development of employees extremely seriously and continually monitor the skill sets of our people to ensure that they are always trained to the standards laid out within our role competency matrix. Please see attached copy of our Matrix. Furthermore we also monitor the wider environment to ensure that the requirements specified within our competency framework remains up to date and fit for purpose.

We regularly review our induction process and take onboard feedback from our employees to ensure that we are preparing people to deliver the best of service in the safest possible way and on an ongoing basis we manage to stay on top of our requirements as a result of the ongoing reporting delivered by learning management system.

## Policies & Statements

A copy of the following can be found in the attached supporting documents

- Gifts and Bribery Policy
- Equal Opportunities
- GDPR Policy (General)
- Ethical Sourcing Policy

- AFI Brexit Policy Statements
- AFI Modern Slavery Act Statement

## ICO

AFI are part of the ICO (information Commissioners Office) this is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

Our registration number is: Z6056800



## Terms and Conditions

AFI group of companies operate under the CPA terms & conditions, a copy of which can be found in supporting documents.

## References

We have a fleet of more than 7,500 powered access machines and provide training for more than 30,000 people each year. We have built a strong reputation in the market and have been involved in high profile projects such as at the Olympics London 2012, Goodwood Festival of Speed and on landmarks such as London Bridge and the O2 Arena.

References available on request.

# Business Compliance Overview

**AFI-UPLIFT LIMITED**



Smas Worksafe accreditation has been achieved following an assessment of the company's Health & Safety documentation, and compared against the SSIP Core Criteria, which set out the standards required to achieve accreditation.

This company has achieved certification by meeting the required standards on the below criteria:

- ✓ Health & Safety policy and organisation for Health & Safety
- ✓ Arrangements
- ✓ Competent advice - corporate and construction related
- ✓ Individual qualifications and experience
- ✓ Monitoring, audit and review
- ✓ Workforce involvement
- ✓ Accident reporting and enforcement action; follow up investigation
- ✓ Sub-contracting /consulting procedures (if applicable)
- ✓ Risk assessment leading to a safe system of work
- ✓ Co-operating with others and co-ordinating your work with that of other contractors
- ✓ Welfare provision

Some of our trusted clients:



As part of your Smas Worksafe accreditation your company details have been placed on the **Smas Worksafe Client Portal** which allows all client users to view your trade and contact details and contact you for tender opportunities as they see fit.





# SSIP Approved

## Smas Worksafe accreditation

### AFI-UPLIFT LIMITED

Has been checked and verified against the SSIP Core Criteria and UK Health & Safety legislation, and the company has been awarded Smas Worksafe accreditation.

### Contractor

**Assessment approval date:** 18/03/2025

**Certificate expiry date:** 18/03/2026

**Certificate number:** 164013

**Signed on behalf of:**

Smas Worksafe



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

Full validation of this certificate should be made  
via the SSIP Portal [www.ssiportal.org.uk](http://www.ssiportal.org.uk)



To Whom It May Concern,

24<sup>th</sup> April 2025

**Re: AFI Rentals Group Ltd, AFI-Uplift Ltd, A J Access Platforms Ltd, AFI-Uplift Ltd T/as Hampshire Plant & Access, AFI-Uplift Ltd T/as Rapid Platforms, AFI-Uplift Ltd T/as Facelift & Facelift GB Ltd and subsidiary companies as applicable**

We can confirm that we act as the Insurance Brokers on behalf of the above Insured and Insurance has been put in place on behalf of our client for the periods shown below plus any renewal subsequently agreed.

### Employers Liability

<b>Cover:</b>	Indemnity in respect of the Insured's legal liability, death or disease sustained by employees arising out of and during the course of their employment, subject to normal policy terms and conditions.
<b>Insurer:</b>	Aviva Insurance Limited
<b>Policy number:</b>	100814228CSI
<b>Cover period:</b>	20 <sup>th</sup> April 2025 to 19 <sup>th</sup> April 2026
<b>Indemnity limit:</b>	£25,000,000 any one occurrence

### Public & Products Liability

<b>Cover:</b>	Indemnity in respect of the insured's legal liability for accidental Third-Party property damage and/or Third Party personal injury arising out of and during the course of their business subject to the normal Policy Terms and Conditions.
<b>Insurer:</b>	Aviva Insurance Limited, QBE UK Limited & Manchester Underwriting Management Limited
<b>Policy number:</b>	100814228CSI
<b>Cover period:</b>	20 <sup>th</sup> April 2025 to 19 <sup>th</sup> April 2026
<b>Indemnity limit:</b>	£15,000,000 any one occurrence and/or series of occurrences arising out of one event and in the aggregate for any Products Liability claims.



## Public Liability & Products Liability (Islington Borough Council & Network Rail Contracts)

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<b>Insurer:</b>	QBE UK Limited
<b>Policy number:</b>	Y139865QBE0121A
<b>Cover period:</b>	20 <sup>th</sup> April 2025 to 19 <sup>th</sup> April 2026
<b>Indemnity limit:</b>	£10,000,000 any one occurrence and/or series of occurrences arising out of one event and in the aggregate for any Products Liability claims. This limit is in excess of the primary £15,000,000.

## Airside Public Liability

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<b>Cover:</b>	Indemnity in respect of the insured's legal liability for accidental Third-Party property damage and/or Third Party personal injury arising out of and during the course of their business whilst operating airside subject to the normal Policy Terms and Conditions.
<b>Insurer:</b>	Marsh Aviation
<b>Policy number:</b>	B0509AVNPQ2399691
<b>Cover period:</b>	20 <sup>th</sup> April 2025 to 19 <sup>th</sup> April 2026
<b>Indemnity limit:</b>	£50,000,000
<b>Excess:</b>	£1,000

## Contractors All Risk

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<b>Insurer:</b>	Aviva Insurance Limited
<b>Policy number:</b>	100673960ENG
<b>Cover period:</b>	20 <sup>th</sup> April 2025 to 19 <sup>th</sup> April 2026
<b>Indemnity limit:</b>	Own Plant - £3,000,000 any one occurrence/£500,000 any one item Hired in Plant - £3,000,000 any one occurrence/£500,000 any one item

## Professional Indemnity

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<b>Insurer:</b>	Royal & Sun Alliance Insurance Ltd
<b>Policy number:</b>	RTT307547
<b>Cover period:</b>	20 <sup>th</sup> April 2025 to 19 <sup>th</sup> April 2026
<b>Indemnity limit:</b>	£5,000,000 any one claim
<b>Excess:</b>	£1,000

## Motor Fleet Insurance

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<b>Insurer:</b>	Aviva Insurance Limited
<b>Policy number:</b>	100814230CMI
<b>Cover period:</b>	20 <sup>th</sup> April 2025 to 19 <sup>th</sup> April 2026
<b>Third party property damage limit:</b>	£5,000,000 any one claim



**Please Note:**

Cover is subject to Insurers Policy Terms, Conditions, Exclusions and Cancellation Policies.

The Information provided in this document has been based on the arrangements in place at the time of writing but please be aware that changes may occur during the policy period. The expiry date shown above is the standard policy expiry date and under certain circumstances cancellation could occur prior to this date.

Please note that this document is provided as an information summary only and does not extend or amend the cover provided by the relevant insurance policies.

If you have any specific queries in relation to our clients insurance arrangements please contact us via our client and we will be happy to assist.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Matt Weeks', with a stylized flourish at the end.

**Matt Weeks**

Account Executive

Email: [Matt.weeks@attisinsurancebrokers.com](mailto:Matt.weeks@attisinsurancebrokers.com)

# Data Protection Registration Certificate

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A F I UPLIFT LTD

2ND FLOOR WEST WING DIAMOND HOUSE  
DIAMOND BUSINESS PARK  
THORNES MOOR ROAD  
WAKEFIELD  
WF2 8PT

Registration reference: Z6056800

Date registered: 06 July 2004

Registration expires: 05 July 2025



Issued by: Information Commissioner's Office,  
Wycliffe House, Water Lane, Wilmslow, Cheshire  
SK9 5AF

Telephone: 0303 123 1113

Website: [ico.org.uk](https://ico.org.uk)

# **AFI Modern Slavery Act Statement 2024**

## **Supply Chain Transparency Statement 2024**

Modern Slavery Act 2015 (“MSA”)

## Introduction

This statement sets out the steps that the AFI Rentals ("AFI") have taken to ensure that there is no slavery or human trafficking taking place within its own businesses and within its supply chains. This statement relates to the actions and activities that have taken place during the financial year ending 31 December 2023.

As part of the international powered access sale, rental and services sector, AFI recognises that it has a responsibility to take a robust approach to slavery and human trafficking.

## Organisational structure and supply chains

AFI currently operates through a number of locations situated in the United Kingdom, the Kingdom of Saudi Arabia, Qatar, the Kingdom of Bahrain and the United Arab Emirates.

AFI's main activity is the rental of a modern and diversified fleet of mobile elevated working platforms ("MEWP's") along with truck and track mounted platforms from its 17 locations in the UK. A smaller operation in the Middle East runs from 6 locations.

As well as renting a wide range of MEWP's and other platforms we also sell new and used platforms, and deliver a wide range of training courses with a particular focus on Working at Height safety training.

In all of the countries where AFI operate it is our policy to directly employ our workforce and ensure that the workforce is employed in line with local labour regulations and pay standards.

The platforms that we purchase for our rental and sales activities are predominantly sourced from international manufacturers based in Europe and North America. Our contact with these companies is through their UK representatives or approved dealers. We constantly monitor these companies to assure ourselves that they have robust slavery and human trafficking policies in place.

Our smaller operation in the Middle East has a moderate slavery and human trafficking risk as some of the details of the local supply chain are difficult to confirm.

Whilst 75% of the value of the supply chain is represented by the same international manufacturers of platforms mentioned earlier the remaining 25% of the value of the supply chain is sourced locally. Our Managing Director in the Middle East is tasked with ascertaining whether these suppliers meet the MSA requirements and to source alternative suppliers where he feels that there may be an issue. Whilst we currently have no suspicions about the local Middle East supply chain we continue to monitor all suppliers closely.

## Responsibility for policies

The AFI Chairman is ultimately responsible for all policies but on a day to day basis the following directors are tasked with responsibility for ensuring that there is no slavery or human trafficking taking place within our supply chains:

- All direct employees (our workforce) and their conditions of employment are the responsibility of the HR Director;
- The UK supply chain is the responsibility of the Group Chief operating Officer
- The Middle East supply chain is the responsibility of the Managing Director, Middle East.

## Risk Assessment

All key AFI supply chain companies are required to complete a Supplier Approval form, which contains questions regarding ethical sourcing and MSA compliance. The completed forms are reviewed and any concerns regarding MSA compliance are resolved with the supplier before they are approved.

Some smaller companies are allowed onto the approved supplier list that would not be expected to provide the documentation required of our key suppliers in relation to the MSA. These smaller suppliers are reviewed by the Group Chief operating Officer or the Managing Director, Middle East and are only approved where it is felt appropriate.

## Investigations/due diligence

Investigations are carried out by the directors (see earlier) tasked with day to day responsibility for ensuring that there is no slavery or human trafficking taking place within our supply chains. Where necessary the directors confer as a team to investigate any concerns identified in relation to a specific supplier.

## Training

Key members of the AFI management team have been briefed on the implications of the MSA because of their direct responsibility for the supply chain. There are plans in place to roll out this briefing to all employees that have regular contact with the supply chain so that they fully understand the law and can raise any concerns that they may have about any supplier to the directors responsible for ensuring that there is no slavery or human trafficking taking place within our supply chains. The briefing includes:

- how to identify the warning signs of slavery and human trafficking;
- what initial steps should be taken if slavery or human trafficking is suspected;
- how to escalate potential slavery or human trafficking concerns to the responsible directors;
- the steps that AFI take if suppliers or contractors do not implement antislavery policies in high-risk scenarios (including their potential removal from the approved supplier list).

## Relevant policies

AFI operates the following ancillary policies that support its approach to the identification of modern slavery and human trafficking risks:

- **Whistleblowing policy** – AFI encourages its workers, customers and other third parties to report any concerns that they may have related to the direct activities of its own businesses and their supply chains. This includes any circumstances that may give rise to an enhanced risk of slavery or human trafficking. The organisation's whistleblowing procedure is designed to make it easy for workers to make disclosures without fear of retaliation. Employees, customers and other third parties with concerns can contact the HR or HSEQ departments in total confidence.
- **Employee code of conduct** – AFI's code of conduct makes it very clear what is expected of all employees when representing our businesses. AFI strives to maintain the highest standards of employee conduct and ethical behaviour when operating in the UK or overseas, particularly when dealing with our supply chains.
- **Supplier code of conduct** – AFI is committed to ensuring that its suppliers adhere to the highest ethical standards. Suppliers are required to demonstrate that they provide safe working conditions, treat their workers with dignity and respect, and act ethically and within the law at all times. AFI works constructively with its suppliers to ensure that they meet the standards of the code of conduct and improve their working conditions where necessary. Serious violations of the code of conduct lead to the termination of the business relationship with the supplier concerned.
- **Recruitment and agency workers policy** – AFI only use reputable employment agencies to source labour and always verify the practices of the agency before adding them to the approved supplier list.



## Due diligence

AFI undertakes appropriate due diligence before approving new suppliers and regularly reviews its existing suppliers. The due diligence and regular reviews include:

- assessing the potential slavery and human trafficking risks of the supplier;
- conducting on-site supplier audits with a particular focus on slavery and human trafficking where potential risks are identified;
- using publically available information (including information available on the internet) to assess a supplier's compliance with general labour standards and their approach to preventing modern slavery and human trafficking in particular.

## Board approval

This statement has been approved by AFI's Board of Directors, who will continue to review and update it on an annual basis.

**Geoff Gibson (HR Director) – Modern Slavery Representative**  
Helpline – 08000121700

D Shipman



Chairman

# Gifts and Bribery Policy

## Definition

Bribery is the accepting of gifts, money, hospitality or other favours in return for providing something of value to the briber. The purpose of this policy is to set out the rules that must be followed in this organisation to ensure that no bribery occurs.

## Unacceptable Behaviour

The following behaviour is unacceptable, and must not occur in this organisation

- Accepting any financial or other reward from any person in return for providing some favour
- Requesting a financial or other reward from any person in return for providing some favour
- Offering any financial or other reward to any person in return for providing some favour

## Business gifts

From time to time, customers, suppliers or other persons might offer a gift to an employee. This could be a small item or something of considerable value. All gifts, however small, must be reported to the head of department and recorded. No gifts with a value of more than £100 may be accepted. If a gift is offered and then refused because of its value, this must be reported to the head of department.

## Hospitality

From time to time, customers, suppliers or other persons might invite an employee to a hospitality event. All such invitations must be reported to the head of department. Permission must be given by the head of department before an employee accepts.

## Offering Gifts and Hospitality

It is this organisation's custom to offer small gifts (e.g. pens, diaries) to customers, suppliers or other persons. If a gift is authorised (by head of department) the employee is entitled to give it to the appropriate individuals.

This organisation occasionally runs hospitality events, primarily aimed at thanking customers and suppliers for their custom and loyalty. An employee must not organise any additional hospitality event without seeking authority from his or her head of department.

### **Responsibilities of the Head of Department**

Heads of Department are responsible for keeping a record of all gifts and hospitality that are offered and/or received by employees working in the head of department's area of responsibility.

If Heads of Department are concerned about any actions, they should contact the Managing Director immediately for advice.

Heads of Department are also responsible for ensuring that all their employees are aware of this policy, and fully understand the rules in relation to the acceptance of gifts and hospitality.

### **Expenses**

If Heads of Department are concerned about any actions, they should contact the Managing Director immediately for advice.

Any items of expenditure that give rise to concern should be fully investigated

### **Attempts to Bribe**

Any employee who is concerned that he or she is potentially being bribed should report this matter to his or her head of department immediately.

### **Donations to Organisations**

The organisation makes regular donations to charity. These are managed by the HR Director. No employee should make donations on behalf of the company to a charity without approval of his manager.

No donations should be made to charities, political parties or other organisations with the intention of gaining a business advantage.

### **Disciplinary Action**

Any employee found to have offered or accepted a bribe will face disciplinary action which could include dismissal for gross misconduct.

### **Raising Concerns**

If an employee is concerned that acts of bribery are occurring in the organisation they should inform the Managing Director in the first instance. If this course of action is inappropriate, the employee should inform the Chairman.

### **Nick Higgins – Group Chief Operating Officer**

Date: January 2025

CERTIFICATE

OF

COMPLIANCE

This is to certify that

**AFI-Uplift Ltd**

**Membership No.: CHAS-110200**

has been awarded certification after demonstrating compliance with the CHAS standards in line with the Common Assessment Standard.



**Ian McKinnon**  
Managing Director

MEMBERSHIP VALID UNTIL	13/11/2025
CERTIFICATE VALID UNTIL	18/03/2026
CERTIFICATE DATE OF ISSUE	18/03/2025
DATE OF INSPECTION	18/03/2025
CERTIFICATE NUMBER	326C26F7-600D-40A6-878E-29DF9E64BD32



0345 521 9111

**CHAS.co.uk**



**Constructionline**  
**Gold Member**

# **CERTIFICATE** **OF MEMBERSHIP**

**AFI Uplift Limited**

Registration No: **171720**

Date Issued: **30 August 2024**

*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.





# MODEL CONDITIONS FOR THE HIRING OF PLANT (With effect from October 2021)

These conditions are not to be used for consumer contracts.

A consumer contract is a contract entered into with a person acting in their own capacity and not for or on behalf of any business or trade entity.

## 1. DEFINITIONS

- (a) The "Contract" is the Contract between the Owner and the Hirer for the hire of Plant, which incorporates the Offer and is governed by these conditions.
- (b) The "Hire Period" shall commence when either the Plant leaves the Owner's depot or place where last employed; and shall continue until the Plant is received back at the Owner's named depot or other agreed location. For the avoidance of doubt the Hire Period includes any time the Plant is being transported to or from site; or is left on site during evenings, nights, weekends, or any Holiday Period.
- (c) The "Hirer" is the Company, firm, person, Corporation, or public authority taking the Owner's Plant on hire and includes their successors or personal representatives.
- (d) "Holiday Period" covers any cessation of work over Easter, Christmas, and the New Year, as well as any other Bank or Public holidays.
- (e) "Offer" is the Owner's offer to hire the Plant to the Hirer which will include details of the Plant to be hired, the Hire Period, relevant hire rates and charges and any supplementary conditions to be incorporated into the Contract.
- (f) The "Owner" is the Company, firm or person letting the Plant on hire and includes their successors, assignees, or personal representatives.
- (g) "Plant" covers all classes of Plant, or replacement Plant, machinery, vehicles, equipment, accessories, and any ancillary items, welfare units, accommodation, vehicles, or equipment therefor, which the Owner agrees to hire to the Hirer including any personnel, or anything which is supplied by the Owner to effect the hire, and anything supplied by the Owner for the safe operation and routine inspection and maintenance of the Plant.
- (h) A "Working Day" shall be from 8.00 am to 4.30 pm, Monday to Thursday, and 8.00 am to 3.30 pm, on Friday allowing a half-hour lunch break each day, unless otherwise specified in the Contract.
- (i) A "Working Week" covers the period from 8.00 am on Monday to 3.30 pm on Friday, unless otherwise specified in the Contract.

## 2. EXTENT OF CONTRACT

No terms, conditions, or warranties other than as specifically set forth in the Offer shall be deemed to be incorporated or to form part of the Contract or shall otherwise govern the relationship between the Owner and the Hirer in relation to the hire of any particular Plant pursuant to the Offer. This excludes all other terms or conditions which the Hirer may seek to apply under any order or acknowledgement or acceptance or similar document and supersedes all prior negotiations, representations, or agreements, whether written or oral unless and to the extent that they are expressly accepted in writing and signed by the Owner. The Owner and the Hirer do not intend that any of the terms of the Contract will be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person not a party to the Contract, except that a person who is a successor to or an assignee of the rights of the Owner is deemed to become a party to the Contract after the date of succession or assignment (as the case may be).

## 3. ACCEPTANCE OF PLANT

Acceptance of the Plant or any personnel supplied by the Owner on site implies acceptance of all terms and conditions herein unless otherwise previously agreed in writing.

## 4. UNLOADING AND LOADING

The Hirer shall be responsible for the unobstructed access and egress to the site, and where applicable any access road to the site and, unless otherwise agreed in writing, for unloading and loading of the Plant at the site or on the access road; and any personnel supplied by the Owner for such unloading and/or loading shall be deemed to be under the direction and control of the Hirer. Such personnel shall for all purposes in connection with their employment in the unloading and/or loading of the Plant be regarded as the servants or agents of the Hirer (but without prejudice to any of the provisions of clause 13) who shall be solely responsible for all claims arising in connection with unloading and/or loading of the Plant by, or with the assistance of, such personnel.

## 5. DELIVERY IN GOOD ORDER AND MAINTENANCE: INSPECTION REPORTS

- (a) Unless written notification is received by the Owner within 24 hours from the commencement of the Hire from the Hirer, the Plant shall be deemed to be in good order, save for either an inherent fault or a fault not ascertainable by reasonable examination, in accordance with terms of the Contract and to the Hirer's satisfaction, provided that where the Plant requires to be erected on site, the periods stated above shall be calculated from the date of completed erection of Plant. The Hirer shall be responsible for the safe keeping of the Plant, its use in a workmanlike manner within the manufacturer's rated capacity and in accordance with the manufacturer's and/or the Owner's recommendations, and its return on the completion of the Hire Period in equal good order (fair wear and tear excepted).
- (b) The Hirer shall at all times when hiring Plant without the Owner's operator or driver take all reasonable steps to keep themselves acquainted with the state and condition of the Plant. If such Plant is continued at work or in use in an unsafe and unsatisfactory state or environment, the Hirer shall be solely responsible for any damage, loss, cost, expense, or accidents whether directly or indirectly arising therefrom.
- (c) Any inspection report required under the relevant legislation, or a copy thereof, shall be supplied by the Owner, if requested by the Hirer, and returned on completion of the Hire Period.

## 6. SERVICING AND INSPECTION

The Hirer shall at all reasonable times allow the Owner, the Owner's agents, or insurers to have access to the Plant to inspect, test, adjust, repair, or replace the same. The Hirer shall allow such access during the Working Day. The Owner reserves the right

to charge the Hirer for any inspection or maintenance work carried out on the Plant during the Hire Period.

## 7. GROUND AND SITE CONDITIONS

- (a) The Hirer is deemed to have knowledge of the site, the site's access road, the property or land where the Plant is to be delivered or collected, loaded or unloaded, to work on, travel over, be transported over, be erected or dismantled on is suitable for the use of such Plant, and any electronic interference which may affect the Plant.
- (b) Subject to 7(a), if, in the opinion of the Hirer, the ground (including any private access road or track) is soft or unsuitable for the Plant, then the Hirer shall supply and lay suitable support in a suitable position for the Plant.
- (c) Any suitable support supplied by the Owner is provided solely to assist the Hirer under their duties within clause 7(b) and expressly not to relieve the Hirer of their legal, regulatory, or contractual obligations to ensure adequate stability of the Plant.
- (d) The Hirer is responsible for the protection of, and liable for any damage to, any underground, surface or above ground services and utilities including, but not limited to cables, ducts, water pipes and gas lines, and any pavements, bridges, tunnels, and roadways on or adjacent to the site and the Hirer shall liaise as necessary and comply with all requirements of the relevant statutory authority or similar body.

## 8. HANDLING OF PLANT

- (a) When a driver or operator or any person is supplied by the Owner with the Plant, the Owner shall supply a person competent in operating the Plant or for such purpose for which the person is supplied and such person shall be under the direction and control of the Hirer. Such drivers or operators or persons shall for all purposes in connection with their employment in the working of the Plant be regarded as the servants or agents of the Hirer (but without prejudice to any of the provisions of clause 13) and the Hirer shall be solely responsible for all site costs and claims arising in connection with the operation of the Plant by the said drivers/operators/persons.
- (b) The Hirer shall not allow any other person to operate such Plant without the Owner's prior written consent.
- (c) Such drivers or operators or persons shall not operate any other plant or machinery or undertake work other than that for which they are supplied by the Owner unless previously agreed in writing between the Owner and the Hirer.

## 9. BREAKDOWN, REPAIRS AND ADJUSTMENT

- (a) Any breakdown or the unsatisfactory working of or damage to any part of the Plant must be notified immediately to the Owner and confirmed in writing. Any claim for breakdown time will only be considered from the time and date at which written notification is received and acknowledged by the Owner.
- (b) Full allowance for the hire charges set out in the Offer will be made to the Hirer for any stoppage due to breakdown of the Plant caused by the development of either an inherent fault or a fault not ascertainable by reasonable examination or fair wear and tear and for all stoppages for normal running repairs in accordance with the terms of the Contract.
- (c) The Hirer shall not repair, modify, or alter the Plant without the prior written permission of the Owner (including without limitation the changing or repair of any tyre/puncture). The Hirer is responsible for all costs incurred in the changing or replacement of any tyre (which must be of an equivalent specification) as approved by the Owner and for the repair of any puncture.
- (d) The Hirer shall be responsible for all expense involved arising from any breakdown, unsatisfactory working of or damage to any part of the Plant due to the Hirer's negligence, misdirection, or misuse of the Plant, whether by the Hirer or their servants, and for the payment of hire at the idle time rate as defined in clause 25, during the period the Plant is necessarily idle due to such breakdown, unsatisfactory working or damage. The Hirer is responsible for the cost of spares and/or repairs due to theft, loss, or vandalism of the Plant. The Owner will be responsible for the cost of repairs, inclusive of the cost of spares, to the Plant involved in breakdown from all other causes.

## 10. OTHER STOPPAGES

No claims will be admitted (other than those allowed for under "Breakdown" (clause 9) or for "Idle Time" (clause 25), as herein provided), for stoppages through causes outside the Owner's control, including but not limited to adverse weather and/or ground conditions nor shall the Owner be responsible for the cost or expense of recovering any Plant from soft or unsuitable ground, or a hazardous environment. For the avoidance of doubt, the Hirer shall be responsible for the cost and expense of recovering any Plant from soft or unsuitable ground or a hazardous environment.

## 11. LOSS OF OTHER PLANT DUE TO BREAKDOWN

Each item of Plant specified in the Contract is hired as a separate unit and the breakdown or stoppage of one or more units or vehicles (whether the property of the Owner or otherwise) through any cause whatsoever, shall not entitle the Hirer to compensation or allowance for the loss of working time by any other unit or units of Plant working in conjunction therewith, provided that where two or more items of Plant are expressly hired together as a unit, such items shall be deemed to be one unit for the purpose of breakdown.

## 12. LIMITATION OF LIABILITY

Except for liability on the part of the Owner which is expressly provided for in the Contract (including these clauses):

- (a) The Owner shall have no liability or responsibility for any loss, or damage of whatever nature due to or arising through any cause beyond the Owner's reasonable

control;

- (b) the Owner shall have no liability or responsibility, whether by way of indemnity or by reason of any breach of the Contract, breach of statutory duty or misrepresentation or by reason of the commission of any tort (including but not limited to negligence) in connection with the hire, for any of the Hirer's loss of profit, loss of use of the Plant or any other asset or facility, loss of production or productivity, loss of contracts with any third party, liabilities of whatever nature to any third party, and/or any other financial or economic loss or indirect or consequential loss or damage of whatever nature; and
- (c) whenever the Contract (including these clauses) provides that any allowance is to be made against hire charges, such allowance shall be the Hirer's sole and exclusive remedy in respect of the circumstances giving rise to the allowance, and such remedy shall be limited to the amount of hire charges which would otherwise be or become due if the allowance in question had not been made.
- (d) For the avoidance of doubt, nothing in these conditions limits or seeks to exclude the Owner's liability for claims of death or personal injury caused by the Owner's negligence, fraud or for any other liability for which it is not permitted to seek to limit or exclude by operation of law.

### **13. HIRER'S RESPONSIBILITY FOR LOSS AND DAMAGE**

- (a) For the avoidance of doubt, it is hereby declared and agreed that nothing in this clause affects the operation of clauses 4, 5, 8 and 9 of these conditions.
- (b) For the duration of the Hire Period (which for the avoidance of doubt includes the time Plant is left on site during a Holiday Period) the Hirer shall, subject to the provisions referred to in sub paragraph (a) be liable for all loss of or damage to the Plant, and shall also fully and completely indemnify the Owner and any personnel supplied by the Owner in respect of all claims by any person whatsoever for injury to person or property caused by or in connection with or arising out of the storage, transit, transport, unloading, loading or use of the Plant during the continuance of the Hire Period, and in connection therewith, whether arising under statute or common law. In the event of loss of or damage to the Plant, hire charges shall be continued at idle time rates as defined in clause 25 until the settlement has been agreed. Payment of the settlement must be made within 21 calendar days of the date of the agreement or idle time charges can be reinstated from the date of that agreement. Should idle time charges be re-instated, the agreed settlement figure remains payable in full.
- (c) For the avoidance of doubt, notwithstanding any agreement by the Owner to waive hire charges after any agreed period of use of the Plant, the Hirer's obligations specified under clause 13(b) shall continue for the duration of the Hire Period.
- (d) Notwithstanding the above the Hirer shall not be responsible for damage, loss, or injury, subject to clauses 1(b) and 7:
  - (i) prior to delivery of any Plant to the site (or, where the site is not immediately adjacent to a highway maintainable at the public expense, prior to its leaving such highway) where the Plant is in transit by transport of the Owner or as otherwise arranged by the Owner,
  - (ii) during the erection and/or dismantling of any Plant where such Plant requires to be completely physically erected/dismantled on site, provided always that such erection/dismantling is under the exclusive control of the Owner or their agent,
  - (iii) after the Plant has safely been removed from the site, and until it is in transit on a highway maintainable at the public expense (or where the site is not immediately adjacent to a highway maintainable at the public expense including the site's access road, after it has safely joined such highway) to the Owner by transport of the Owner or as otherwise arranged by the Owner (excluding always on such occasion that the Plant is on a Public Highway (or access road) during the currency of the hire and is being utilised by the Hirer)
  - (iv) where the Plant is travelling to or from a site on a highway maintainable at the public expense (or, where the site is not immediately adjacent to a highway maintainable at the public expense including the site's access road, prior to its leaving or after its joining such highway) under its own power with a driver supplied by the Owner (excluding always on such occasion that the Plant is on a Public Highway (or access road) during the currency of the hire and is being utilised by the Hirer).

### **14. NOTICE OF ACCIDENTS**

If the Plant is involved in any accident resulting in injury to persons or damage to property, immediate notification must be given by the Hirer to the Owner by telephone and confirmed in writing to the Owner no later than 24 hours after such telephone notification. In relation to any claim in respect of which the Hirer is not bound to fully indemnify the Owner, no admission of liability, offer, promise of payment or indemnity shall be made by the Hirer without the Owner's prior written permission.

### **15. RE-HIRING ETC.**

Neither the Plant nor any part thereof shall be re-hired, sub-let, or lent to any third party without the prior written permission of the Owner.

### **16. CHANGE OF SITE**

The Plant shall not be moved from the site to which it was delivered or consigned without the prior written permission of the Owner.

### **17. RETURN OF PLANT FOR REPAIRS**

If during the Hire Period the Owner decides that urgent repairs to the Plant are necessary then the Owner may arrange for such repairs to be carried out on site or at any location of the Owner's nomination. In the event that urgent repairs to the Plant are necessary the Owner shall be obliged to replace the Plant with similar Plant if available, the Owner (but without prejudice to any of the provisions of clauses 9 and/or 13) paying all transport charges involved. In the event of the Owner being unable to replace the Plant the Owner shall be entitled to terminate the Contract forthwith (but without prejudice to any of the provisions of clauses 9 and/or 13) by giving written notice to the Hirer. If such termination occurs:

- (a) within three months from the commencement of the Hire Period, the Owner (but without prejudice to any of the provisions of clauses 9 and/or 13) shall pay all transport charges involved, or,
- (b) more than three months from the commencement of the Hire Period, the Owner (but without prejudice to any of the provisions of clauses 9 and/or 13) shall be liable only for the cost of reloading and return transport.

### **18. BASIS OF CHARGING**

- (a) The Hirer shall render to the Owner for each Working Week an accurate statement of the number of hours the Plant has worked each day. When any personnel, operator or driver is supplied by the Owner, the Hirer shall sign their time record sheets. The signature of the Hirer's representative shall bind the Hirer to accept the hours shown on the time records sheets. Where applicable, the Plant's telematics may be checked against the Hirer's statement or operator's signed timesheet, should any conflict arise, then the telematics will take precedence over all other records. (If there is any conflict between the signed timesheet and any other record taken, then the signed timesheet takes precedence.)
- (b) The Hirer shall be charged for any toolbox talks, briefings, inductions, mandatory training which the Owner's personnel have to attend prior to or when working on the Hirer's site.
- (c) Full allowance will be made for breakdown periods resulting from mechanical or electrical faults or absence of driver or operator supplied by the Owner except where breakdown is due to acts or omissions of third parties and/or the Hirer's misuse, misdirection or negligence, subject however to the provisions of clause 8 of these conditions.
- (d) Breakdown time in respect of such periods shall be allowed for not more than the Working Day less the actual hours worked.
- (e) Plant shall be hired out either:
  - (i) for a stated minimum number of hours per Working Day or per Working Week or,
  - (ii) without any qualification as to minimum hours. Odd days at the beginning and at the end of the Hire Period shall be charged pro rata.
- (f) Stoppages due to changing of tyres and repairs to punctures will be chargeable as working time up to a maximum of 2 hours for any one stoppage and any excess will be charged for at the appropriate idle time rates.
- (g) In the case of Plant which is required to be dismantled for the purpose of transportation, if the Owner agrees to a modification of the hire charge for the period required for assembling on site and dismantling upon completion of the Hire Period, such modification of the hire charge and the Hire Period for which it shall apply shall be stated in the Offer/Contract.
- (h) The Hirer shall pay the Owner's invoice within 30 days net unless otherwise agreed.
- (i) Any query with the Owner's invoice must be raised in writing by the Hirer within 14 calendar days of receiving the invoice.
- (j) The Owner in their absolute discretion may agree to accept electronic records and data as an alternative to written statements of the number of hours, time record sheets and other information related to charging that the Hirer is required to provide to the Owner. Such electronic records and data may include but is not limited to telematics automatically generated by the plant and electronic log books.

### **19. PLANT HIRED ON A DAILY BASIS WITHOUT QUALIFICATION AS TO HOURS**

The full daily rate will be charged on a daily basis irrespective of the hours worked except in the case of breakdown for which the Owner is responsible, when the actual hours worked will be charged pro rata of the average Working Day. No hire charge shall be made for Saturday and/or Sunday unless at the Hirer's request, the Plant is actually worked or has been delivered to site or is on standby. The Hirer must inform the Owner if the Plant is going to be used at these times.

### **20. PLANT HIRED BY THE WEEK OR MONTH WITHOUT QUALIFICATION AS TO HOURS**

The weekly or monthly rate shall be charged irrespective of the number of hours worked, except in the case of breakdown for which the Owner is responsible when an allowance pro rata of the agreed weekly rate or pro rata of the agreed monthly rate will be made for each full Working Day broken down calculated to the nearest half Working Day.

### **21. PLANT HIRED BY THE WEEK OR MONTH WITH QUALIFICATION AS TO HOURS**

The full hire for the period in the Contract will be charged as per the Working Day or Working Week and an additional pro rata charge will be made for hours worked in excess of such period. An allowance will be made for breakdowns for up to the entirety of that Working Day providing always that where the actual hours worked are in excess of the breakdown time, the actual hours worked shall be chargeable. Idle time for this purpose shall be treated as actual working time. An allowance may be made for any Holiday Period that falls within the Working Day or Working Week, provided that the Plant is not available for the Hirer to use during that time.

### **22. "ALL-IN" RATES**

Where "All-In" rates are charged by agreement the minimum period shall be as defined in the Contract and in accordance with the hire rates and terms contained therein, subject to the provisions of clause 26.

### **23. PERIOD OF CHARGING**

- (a) Within the Hire Period, an allowance may be made of not more than 1 day's hire charge each way for travelling time. If the Plant is used on the day of travelling, full hire rates shall be paid for the period of use on that day. If more than 1 day is properly and unavoidably occupied in transporting the Plant, a hire charge at idle time rates shall be payable for such extra time, provided that where Plant is hired for a total period of less than one Working Week, the full hire rate shall be paid from the date of despatch to the date of return to the Owner's named depot or other agreed location.
- (b) Should the Hirer delay the commencement of the Hire Period for whatever reason, then the Owner reserves the right to charge the Hirer the idle time rate as defined in clause 25 for the intervening period
- (c) If the Plant is not made available for collection as agreed between the parties, such Plant shall be deemed with immediate effect to be placed back on hire. The Hirer shall be responsible for the safekeeping of the Plant in accordance with clause 13, and for all the reasonable costs and expenses incurred by the Owner in seeking to collect such Plant.
- (d) Upon the completion of the Hire Period, the Hirer shall clean and where necessary, decontaminate the Plant. All fuel and contaminants will be removed from bunds, storage tanks and bowsters. The Hirer shall be liable for any costs, liabilities and expenses incurred by the Owner should the Hirer fail to comply with this clause.



## **24. HIRER'S LIABILITY DURING THE NOTICE OF TERMINATION OF CONTRACT**

- a) Where the intended duration of the hire of the Plant is indeterminate or having been defined becomes indeterminate the Contract shall be terminable by 7 working days' notice in writing given by either party to the other except in cases where the Plant has been lost or damaged. Notwithstanding that the Owner may have agreed to accept less than 7 working days' notice of termination, the Hirer's obligations under clause 13 shall continue until the Plant is returned to the Owner in accordance with clause 31 or until the Owner has collected the Plant within the 7 working days following the acceptance of short notice. Oral notice given by the Hirer to the Owner's driver or operator shall not be deemed to constitute compliance with the provisions of this clause.
- b) Without prejudice to clause 24(a), should the Hirer fail to make the Plant available for collection by the Owner before the end of the 7 working days' notice, the Hirer's obligations under clause 13 shall continue for a further 3 working days or until such time as the Plant is made available for collection and the Owner has collected the Plant. For the avoidance of doubt, where the Hirer gives a notice pursuant to clause 24(a) but subsequently and with the consent of the Owner, withdraws such notice, the obligations of clause 13 shall continue to apply and the requirements of clause 24 will apply to any later termination of the Contract.
- c) If the Hirer terminates the Contract before the Hire Period commences, then the Hirer is liable for all reasonable costs and charges incurred by the Owner or to which the Owner is committed at the time of termination.
- d) Should the Hirer terminate the Contract once the Hire Period has commenced, the Owner reserves the right to charge the Hirer the balance of the Contract. Where the Hire Period has not commenced but insufficient notice of cancellation is provided by the Hirer to allow the Owner to mitigate the effects of late cancellation, the Owner reserves the right (at its absolute discretion) to charge the Hirer the full balance of the charges for the Hire Period.
- e) The Hirer may off-hire the Plant by written notification via an electronic device or application (app.). This off-hire will only be accepted by the Owner, provided the Owner issues an off-hire confirmation to the Hirer.

## **25. IDLE TIME**

When the Plant is prevented from working for a complete Working Week, the hire charges shall be two thirds of the hire rate or such other idle time rate as is agreed in writing by the Owner for the period during which the Plant is not in use. If the Plant works for any time during the Working Day, then the whole of that Working Day shall be charged as working time. In any case no period less than one Working Day shall be reckoned as idle time save for as provided for in clause 18(f). Where an "All-In" rate is charged, idle time is calculated on the machine element only. Full rate will be charged for the operator.

## **26. WAGES AND OTHER CHARGEABLE ITEMS RELATING TO DRIVERS AND OPERATORS OF PLANT**

All chargeable items shall be paid by the Hirer at the rates set out in the Contract save that any subsequent increases before and/or during the Hire Period arising from awards under any wage agreements and/or from increases in the Owner's statutory contribution shall be charged as additions at cost by the Owner and shall be admitted and paid by the Hirer.

## **27. TRAVELLING TIME AND FARES**

Travelling time, fares and similar expenses for drivers, operators and any person supplied by the Owner, incurred at the beginning and end of the Hire Period and where appropriate return fare of the driver, operator and any person supplied by the Owner to their home may be chargeable at cost. No charge shall be made by the Owner for any such expenses incurred by other employees of the Owner for the purpose of servicing, repair, or maintenance of Plant, unless necessitated by the Hirer's negligence, misdirection, or misuse of the Plant.

## **28. FUEL, OIL AND POWER**

- (a) Fuel, fuel additives or power shall when supplied by the Hirer and where instructed or specified by the Owner, be of a grade and type specified. The Hirer shall be solely responsible for all damages, losses, costs, and expenses incurred by the Owner if the Hirer fails to supply, maintain, or use the wrong/contaminated fuel, fuel additives or power rating. Fuel, fuel additives or power when supplied by the Owner, to be charged at an agreed cost.
- (b) If the Plant requires an electrical supply to either safely operate or recharge, then the Hirer will be responsible for the cost of providing the correct electrical supply, which will be available prior to the Plant's delivery, and continue until the Plant has left the site. The Hirer shall ensure that all current Health and Safety and other applicable legislation and industry guidance is complied with including fitting, testing and inspection of the supply. The Hirer will indemnify the Owner against any and all damages, losses, or claims should the Hirer fail to do so.

## **29. SHARPENING OF DRILLS/STEELS ETC.**

The cost of re-sharpening or replacement of drill bits, blades, bucket teeth and other ancillary items shall be borne by the Hirer.

## **30. OWNER'S NAME PLATES**

The Hirer shall not remove, deface, or cover up the Owner's name plate or mark on the Plant indicating that it is the Hirer's property, without the prior written permission of the Owner.

## **31. TRANSPORT**

The Hirer shall pay the cost of and if required by the Owner, arrange transport of the Plant from the Owner's depot or other agreed location to the site and return to the Owner's named depot or other agreed location on completion of the Hire Period.

## **32. GOVERNMENT REGULATIONS**

- a) The Hirer will be responsible for compliance with all relevant legislation, regulations, instructions, or guidance issued by the Government, Government Agencies, Local Authorities, statutory regulators, and Public/Corporate Bodies established by Parliament/Government including (without limitation) regulations under the Bribery Act, the Civil Aviation Act, the Construction (Design and Management) Regulations, the Environmental Acts, Factories Acts, the General Data Protection Regulation (GDPR), the Health and Safety at Work, etc. Act and observance of the Road Traffic Acts should they apply, including the cost of road

fund licences and any insurances made necessary thereby, save that if and during such time as the Plant is travelling, whether for full or part journey from Owner to site and site to Owner under its own power with a driver supplied by the Owner, the Owner and not the Hirer shall be responsible as aforesaid.

- b) For the avoidance of doubt, the Hirer shall indemnify the Owner against any and all charges, fines, or losses that the Owner may become liable for as a result of the Hirer utilising the Plant during the Hire Period.

## **33. PROTECTION OF OWNER'S RIGHTS**

The Hirer shall not re-hire, sell, mortgage, charge, pledge, part with possession of or otherwise deal with the Plant except as provided under clause 15 and shall protect the same against distress, execution or seizure and shall indemnify the Owner against all losses, damage, costs, charges, and expenses arising as a direct result of any failure to observe and perform this condition except in the event of Government requisition.

## **34. TERMINATION AND SUSPENSION**

- (a) The Owner may terminate the Contract forthwith by written notice to the Hirer if one or more of the following events occur:
  - (i) The Hirer defaults in punctual payment of any sum due to the Owner for hire of Plant or other charges payable pursuant to these conditions and fails to remedy such default within 10 working days or such other period as might be considered reasonable under the circumstances upon receiving written notice requiring it to do so;
  - (ii) The Hirer fails to observe and perform the terms and conditions of the Contract and fails to remedy such default within 10 working days of receiving written notice requiring it to do so;
  - (iii) The Hirer suffers, or the Owner reasonably believes that the Hirer shall suffer, any distress or execution to be levied against them;
  - (iv) The Hirer makes or proposes to make any arrangement with their creditors or becomes insolvent within the meaning of Section 113 of the Housing Grants, Construction and Regeneration Act 1996 or any amendment or re-enactment thereof for the time being in force; or
  - (v) The Hirer does or causes to be done or permit or suffer any act or thing whereby the Owner's rights in the Plant may be prejudiced or put into jeopardy.
- (b) In the event of termination under sub-paragraph (a) above:
  - (i) The Hirer must give the Owner or the Owner's agents, immediate unobstructed access to recover the Plant.
  - (ii) The Owner shall be entitled to claim the hire charges outstanding as at the date of termination of the hire under this clause and return transport charges under clause 31.
- (c) The rights under sub-paragraph (a) and (b) above:
  - (i) May be exercised notwithstanding that the Owner may have waived some previous default or matter of the same or a like nature.
  - (ii) Shall not affect the Owner's right to claim damages for breach of Contract or recover any sums due under the Contract as a debt.
- (d) If the Hirer does not make payment of a sum by the final date on which payment is due to be made, the Owner has the right to suspend performance of its obligations under the Contract. The right to suspend may not be exercised without first giving to the Hirer at least 7 working days' notice in writing of the Owner's intention to suspend performance, stating the ground or grounds on which the Owner intends to suspend performance. The right to suspend performance will cease when the Hirer makes payment in full of the amount due.

## **35. CHANGES IN NORMAL WORKING WEEK**

The foregoing provisions have been framed upon the basis of the Hirer working a 5-day week of 39 hours; it is hereby agreed that in the event of:

- (a) there being any agreed change in the normal weekly hours in the industry in which the Hirer is engaged or,
- (b) the Contract being made with reference to a 5-day week of other than 39 hours. Clauses 1(h) and (i), 18(d) and (e), 20 and (in regard to breakdown allowance and reduction for statutory holidays) 21 shall be deemed to be modified conformably and in the event of an alteration in the normal weekly working hours in the said industry the "Hire Rates and Terms" of Plant hired for a minimum weekly or daily period shall be varied pro rata.

## **36. DISPUTE RESOLUTION**

- (a) The Owner will determine which court will have exclusive jurisdiction and interpretation of the law for this Contract be it governed by the country where the Owner's Head Office or site is located.
- (b) Both parties to the Contract have a right to refer any difference or dispute arising under or in connection with the Contract to adjudication and the procedure set out in Part 1 of the Scheme for Construction Contracts (England and Wales) Regulations 1998 or such equivalent legislation which confers on the parties the statutory right to adjudicate within the relevant jurisdiction (or any amendment or re-enactment thereof for the time being in force) will apply. The person (if any) specified in the Contract to act as adjudicator may be named in the Offer. The specified nominating body to select adjudicators shall be the Construction Plant-hire Association acting by its President or Chief Executive for the time being.
- (c) The Owner and the Hirer shall comply forthwith with any decision of the adjudicator; and shall submit to summary judgment and enforcement (and/or, under Scots law, shall consent to a motion for summary decree and submit to enforcement) in respect of all such decisions; in each case, without any defence, set-off, counterclaim, abatement, or deduction. Where, under Scots law, the Owner, the Hirer, or the adjudicator, wishes to register a decision of the adjudicator for execution in the Books of Council and Session, any other party shall, on being requested to do so, forthwith consent to such registration by subscribing the decision before a witness.

## **37. LATE PAYMENTS**

The Owner reserves the right to charge the Hirer for the late payment of any outstanding invoices under the Late Payment of Commercial Debts (Interest) Act 1998, or any subsequent legislation.

## **38. SEVERABILITY**

If any of these clauses are held to be unlawful, void, or unenforceable, then that clause will be deemed severable and will not affect the validity and enforceability of the remaining clauses, to the extent permitted by law.

# **SUPPLEMENTARY CONDITIONS APPLICABLE TO HOISTS 2021**

## **TO BE READ IN CONJUNCTION WITH THE CPA MODEL CONDITIONS FOR THE HIRING OF PLANT (2021)**

**EXPLANATORY NOTE:** The purpose of these Supplementary Conditions is, both partly, to raise awareness of the Hirer's responsibilities for the Safe Use of Hoists and partly to define contractually the extent of the Owner's and Hirer's responsibilities as between themselves.

For the avoidance of doubt, when the hire is subject to the CPA's Model Conditions for the Hiring of Plant 2021 ("CPA Model Conditions"), the Owner is not a specialist sub-contractor and/or sub-contractor of the Hirer. The Owner will supply Plant pursuant to the CPA Model Conditions together with these Supplementary Conditions to form the Contract between the Owner and the Hirer.

### **1. DEFINITIONS AND INTERPRETATIONS**

- 1.1 These Supplementary Conditions are applicable to Hoists and Transport Platforms only and shall be referred to as "hoists" in the "Supplementary Conditions".
- 1.2 Unless the context suggests otherwise words and terms in the Supplementary Conditions shall have the same meaning as in the CPA Model Conditions.
- 1.3 If any conflict shall appear between any provisions of the Supplementary Conditions and the provisions of the CPA Model Conditions then the former shall prevail.

### **RESPONSIBILITIES OF THE HIRER**

#### **2. MANAGEMENT**

- 2.1 In order to comply with the requirements of legislation, which includes the Management of Health and Safety at Work Regulations 1999 (SI 1999 No. 3242); the Provision and Use of Work Equipment Regulations 1998 (SI 1998 No. 2306) and the Lifting Operations and Lifting Equipment Regulations 1998 (SI 1998 No. 2307), furthermore, to follow the guidelines established under the 'Inspection, Thorough Examination and Maintenance' Best Practice Guide, the Hirer has overall responsibility for the management and use of the hoist(s). The Hirer will be responsible for provision of emergency rescue of personnel from the hoist in accordance with industry Good Practice.
- 2.2 If advice or information is sought from and given by any person supplied by the Owner, the Hirer understands and accepts that such advice or information is given without responsibility and does not relieve or reduce the Hirer's requirement to make their own independent assessment as outlined above.
- 2.3 The Hirer is responsible for providing at their own cost a competent hoist operative who may be responsible for the daily/weekly checks to the hoist and also for providing an appointed person to arrange to remedy any defects and to retain records and to comply with all Health and Safety and other applicable legislation and regulations at all times.
- 2.4 The Hirer is responsible for using the Plant in the manner prescribed in the hoist manufacturer's manual.
- 2.5 The hoist(s) shall not be modified or have additional equipment fitted to it without the express written permission of the Owner.
- 2.6 The Hirer must inform the Owner in writing if the hoist is going to be used in any way other than in accordance with the scope of the Reported Thorough Examination and other than in accordance with the manufacturer's operating instructions.
- 2.7 The Hirer must inform the Owner in writing if the Hirer is carrying out any third-party inspections or operator training, copies will be given to the Owner as well.

#### **3. EXCLUSION ZONES**

- 3.1 The Hirer should receive written confirmation of the exclusion zone from the Owner, within a reasonable period prior to the hoist being erected, serviced, examined, adjusted, modified or dismantled. For the avoidance of doubt, the exclusion zone

may extend beyond the boundary of the site and include any relevant airspace. Such exclusion zone remains the responsibility of the Hirer.

- 3.2 The Hirer will create and maintain an exclusion zone (including any relevant airspace) at no cost to the Owner, whilst the hoist is either being erected, serviced, examined, adjusted, modified or dismantled. During this time, the Hirer will be solely responsible for preventing any unauthorised personnel from entering the exclusion zone. Should the Hirer fail to comply with this requirement, the Hirer will be solely liable for any loss or damage or injury to persons or property and to costs sustained by the Owner as a result of suspension of works arising from the failure to maintain the area.

#### **4. POWER SUPPLY**

- 4.1 If an electric hoist is required, the Hirer will be responsible for the cost in providing the correct power supply for the type of hoist being hired to the base of the hoist or close by, prior to the arrival of the hoist. The power supply will remain available until the hoist has been completely dismantled.
- 4.2 At the Hirer's cost, the Hirer will arrange the power supply will terminate in a suitably sized electrical isolator switch (EIS) that is capable of being padlocked in the off position and will be in close proximity to the base of the hoist to prevent unauthorised or inadvertent use when the hoist is out of service. This power supply will remain available until the hoist has been completely dismantled.
- 4.3 The Hirer will be responsible for connecting the power supply to the hoist and testing it. When the hoist is not in use, the Hirer will ensure that the power supply is properly isolated, except when an ancillary power supply is needed for the hoist at all other times. The Hirer will be responsible for disconnecting the power supply at the end of the Hire Period once the hoist has been completely dismantled.

#### **5. GROUND AND SITE CONDITIONS, BASES AND TIES**

Without prejudice to Clause 7 of the CPA Model Conditions:

- 5.1 The Hirer shall be fully liable to the Owner for any damage to the hoist or any Plant required for the erection, servicing, adjusting, modifying and dismantling of the hoist or any associated equipment for the hoist caused by ground and site conditions and shall indemnify the Owner and hold the Owner harmless against any liability, expense, loss or damage caused by ground and/or site conditions.
- 5.2 The Owner will provide sufficient written technical information that will allow the Hirer to prepare a suitable base/foundation which may include embedment frames/sockets, and where applicable, the mast-ties fixing points back to the structure, that can withstand all of the forces the hoist exerts in all configurations and circumstances.
- 5.3 The Hirer will confirm in writing that the base/foundation is compliant with the written technical information by the Owner, and with all current legislation, Approved Code of Practice (ACOP) and industry good practice, including but not limited to BS 5975. The Hirer will indemnify the Owner should the Hirer not comply with this requirement and will also be liable for all hire charges and/or costs that would apply if this non-compliance had not arisen.
- 5.4 The Hirer will ensure that any structure (temporary or permanent works) to which the hoist will be mounted or attached can withstand all of the forces applied from the operation and testing of the hoist in the hired/agreed configurations and in all circumstances. The Hirer will be responsible for any damage caused to the structure as a result of any use of the hoist.
- 5.5 The Hirer shall ensure that the base of the hoist is kept free of surface water, which may require the installation of surface water drains or pumped systems. Where any part of the hoist is below the ground's surface, the Hirer at their own cost will install and maintain a pump system to keep the area free of water. The Hirer will be liable for any damage as per clause 13 of the Model Conditions if the Hirer fails to comply.

#### **6. ERECTION, MODIFICATION AND DISMANTLING**

- 6.1 The Hirer must give a minimum of four week's (28 calendar days') notice, unless

otherwise agreed by the Owner, of the dates upon which the Owner will erect, or modify, or dismantle the hoist.

- 6.2 Insofar as the Hirer's use of the hoist will require any licence, permission or authorisation which may include but not limited to 'oversailing', from any private or public body or government or Local Authority or the giving of notice for any such licence, permission or authorisation, the giving of any such notice shall be the entire responsibility of the Hirer, who must ensure that sufficient notice is given to the Owner to guarantee compliance with the relevant regulations. This responsibility extends to ensure that the site is kept clear of all obstructions and that if required, traffic management arrangements are set up and operated correctly. Where the Owner is required to obtain a licence, permission or authorisation to supply traffic management on the Hirer's behalf the Hirer shall indemnify the Owner against any costs and/or expenses incurred by the Owner in doing so.
- 6.3 If the hoist is to be secured to a structure, then the Hirer must obtain permission to attach to the structure prior to the hoist arriving on site, so as to secure the hoist into position. Any damage caused to the structure will be the responsibility of the Hirer.
- 6.4 The Hirer will ensure that the structure to which the hoist will be attached can withstand the forces imparted from the operation and testing of the hoist. The Hirer will be responsible for any damage caused to the structure as a result of any use of the hoist.
- 6.5 The Hirer will clear all debris and site rubbish from the hoist platform and equipment prior to any modification or dismantling of the hoist, as per the Owner's Risk Assessment/Method Statement. Any reasonable cost incurred by the Owner due to the default of the Hirer in failing to clear all debris and site rubbish will be chargeable to the Hirer.
- 6.6 The Hirer will provide without charge to the Owner, a suitable working area which will be subject to clause 3 (Exclusion Zones), where the hoist can be erected, tested, commissioned, modified, adjusted, moved, and includes during re-testing, in-service inspections or Thorough Examination(s), for the duration of the Contract.
- 6.7 The Owner will charge the Hirer for any time spent erecting, dismantling, modifying, adjusting, or moving the hoist including re-testing at the rate specified in the Contract or if no rate is specified, at a fair and reasonable rate. The Hirer shall also allow the Owner, or any representative of the Owner, free and unrestricted access to the hoist and any associated Plant and to all areas of their operation. The Owner reserves the right to recover the costs of inspecting and maintaining the hoist if access can not be provided on weekdays during normal working hours as defined in clause 1(h) of the CPA Model Conditions.
- 6.8 The hire charge will begin from the date of delivery unless otherwise agreed in writing by the Owner prior to delivery; and will continue daily until the hoist has been completely dismantled and removed from site.
- 6.9 The Hirer will not attempt to adjust or modify the hoist or the attachments thereto without the express written permission of the Owner. If there is a need for the Owner's representative to ensure safe adjustment, modification or movement of the hoist, any reasonable costs incurred by the Owner will be charged to the Hirer.
- 6.10 Any additional duties which the Hirer requires the Owner to perform which may include, but not be limited to the drafting of Lift Plans, Temporary Works Drawings, calculations, site visits, may be charged to the Hirer.
- 6.11 Any costs incurred by the Owner as a result of delays or cancellation by any cause beyond the Owner's reasonable control including but not limited to adverse weather, aborted road closures, ground conditions, route to/from as well as access/egress in the planned area of operations, or industrial action on site during the erection, modification, or dismantling of the hoist and associated equipment will be charged in full to the Hirer. Where applicable, clause 23(b) of the CPA Model Conditions will also take effect.
- 6.12 Subject to Clause 25 of the CPA Model Conditions, the Hirer shall be liable to the Owner for the agreed fees and charges regardless of any change in the Hirer's



circumstances or the circumstances affecting the use to which the Hirer intends or intended to put the hoist to and any decision to accept a cancellation or variation of the Contract in any respect shall be at the Owner's full and entire discretion.

## **7. LIGHTNING PROTECTION**

It is the responsibility of the Hirer to ensure that the hoist is provided with an adequate conducting path to earth, in accordance with BS EN 62305 and any subsequent amendments. The Hirer is responsible for carrying out the 'continuity test'. The Hirer will be liable for any damage as per clause 13 of the Model Conditions.

## **8. SUPPLY OF ALTERNATIVE HOIST**

In the event that the Contract specifies a particular type of hoist, the Owner reserves the right to supply a suitable alternative hoist to that specified subject to prior written acceptance by the Hirer, and the Owner shall have no liability to the Hirer for any additional costs in respect of that variation.

## **9. PROVISION OF HOIST ACCESSORIES**

If requested and specified by the Hirer in advance, the hoist will be provided with specific certified accessories, subject to availability and at additional cost. The Owner accepts no responsibility for any costs, losses or expenses incurred or delay caused should the accessories prove unsuitable.

## **10. SCAFFOLDING**

- 10.1 If the hoist is to be tied to scaffold (which must be constructed in compliance with BS EN 12811-1:2003 and with a suitable design criteria to accommodate load factors as applied by this hoist) the Hirer is to supply all tubes and fittings required for the installation of landing gates, tie assemblies, and the base surround, unless otherwise expressly stated by the Owner.
- 10.2 The Hirer will supply a competent scaffolder, free of any charge to the Owner, to assist with the installation of mast tie assemblies, landing gates and any interfacing together with any associated Health and Safety equipment used near or on the hoist.
- 10.3 If special ties are required by the Hirer (over and above the standard ties provided) these will be charged for by the Owner.
- 10.4 Whilst the scaffolding is being progressively dismantled, the scaffolding must not be removed below any hoist tie. The Hirer will be held liable for all costs incurred by the Owner if this requirement is breached.

## **11. MINIMUM HIRE PERIOD**

The Hirer will hire the hoist for the minimum period as stated on the Contract. The Owner reserves the right (at its absolute discretion) to charge the Hirer up to the balance of the Contract, should the hire be terminated earlier than contractually agreed. Any changes levied will be subject to the duty to mitigate.

## **12. EXTENDING THE HIRE PERIOD**

- 12.1 The Owner shall consider any written request from the Hirer to extend the Hire Period in the Contract. Should the Owner decline the Hirer's request, then the Owner shall not be liable for any of the Hirer's losses as stipulated in clause 12(b) of the Model Conditions.
- 12.2 Any extension of the Hire Period beyond the Minimum Hire Period or previously agreed Hire Period is subject to renegotiation of the Offer between the Owner and Hirer, unless otherwise explicitly agreed in writing by the Owner.
- 12.3 The Hirer is responsible for ensuring that any and all permits, which may include but are not limited to those within clause 6.2, are renewed for the extended Hire Period, and at the Hirer's cost.

## **13. HOLIDAY PERIODS**

It is the responsibility of the Hirer to ensure the safekeeping of all Plant hired which is not returned to the Owner before the start of any Holiday Period. This Plant will be deemed to be in use during the Holiday Period and will be charged in accordance with the terms of the Contract.

## **14. INSURANCE**

The Hirer shall have adequate insurance to comply with its liabilities under the Contract. The Owner reserves the right at any reasonable time to require confirmation and evidence that the Hirer is complying with its insurance obligations.

## **RESPONSIBILITIES OF THE OWNER**

### **15. LIMITATIONS OF LIABILITY**

Without prejudice to the terms of Clause 12 of the CPA Model Conditions, the Owner shall have no liability to the Hirer in respect of any damage, including but not limited, to:

- 15.1 any goods or other items being moved by the hoist,
- 15.2 any surface or subsurface features such as underground services,
- 15.3 any above ground structures, including any overhead cables, overhanging, or protruding things, which might result from the travelling, positioning or working of the hoist or any associated equipment,
- 15.4 any delays in erecting, testing, commissioning, modifying, adjusting, repositioning, or dismantling the hoist due to adverse weather conditions, including during re-testing, in-service inspections and Thorough Examinations nor the effect this has on their or their client(s) work schedules.

### **16. OPERATING INSTRUCTIONS**

The Owner will ensure that the Hirer receives operating instructions for the type of hoist being supplied.



# Hoist Cancellation Policy

**The following cancellation rules are to apply for all construction hoist orders:**

## **For goods only hoists up to 500KG covered by our 7 Day Service Level Pledge**

1. Orders cancelled more than 24hrs before hire start shall not incur any charges.
2. Orders cancelled before 12pm the day before hire start will be charged 50% of the first day's installation costs or £520, whichever is the greater.
3. Orders cancelled between 12pm and 5pm the day before hire start will be charged the first day's installation costs plus 2/3<sup>rd</sup> of the first week's hire rate.
4. Orders cancelled after 5pm the day before hire start will be charged 1 week's hire plus full installation and transport costs, including any associated costs (pull tests, ties, test weights, contract lifts etc).
5. For hires aborted on the day of install, due to site not meeting installation requirements as detailed in the site survey report. If safe to do so, hoist will be positioned (based out) and all equipment stored on site ready for the rescheduled installation date, initial installation costs will be charged in full at this time. The hoist will be placed on 2/3<sup>rd</sup> hire rate until the rescheduled installation and handover has been completed. Rescheduled installations will be deemed as an additional day's labour cost to the hire. If the hoist cannot be left on site, the hirer will be charged 1 week's hire in full plus full installation, transport, and any associated costs (pull tests, ties, test weights, contract lifts etc).
6. If the hire start is delayed or rescheduled and notice has been given in line with the above timeframes, the hoist can be placed on 2/3<sup>rd</sup> hire rate, from the date of the original hire to secure the booking. Failing to secure the machine on 2/3<sup>rd</sup> hire rate may mean that it becomes unavailable at the time of the rescheduled installation.
7. For hires due to start on a Monday, Friday will be deemed as the day before hire start. For hires due to start after a public holiday, the last working day prior will be deemed as the day before hire starts.

## **For transport platforms up to 2000KG covered by our 14 Day Service Level Pledge**

1. A purchase order or email confirmation is required prior to production of hoist drawings. Once produced the cost of the hoist drawings is chargeable regardless of notice period of cancellation of hire.
2. Orders cancelled more than 24hrs before hire start shall not incur any hire or installation charges. As per point 1, the cost of hoist drawings will be chargeable, along with the costs for any lift plans and RAMS produced as part of the installation process.
3. Orders cancelled before 12pm the day before hire start will be charged 50% of the first day's installation costs or £520, whichever is the greater.
4. Orders cancelled between 12pm and 5pm the day before hire start will be charged the first day's installation costs plus 2/3<sup>rd</sup> of the first week's hire rate.

5. Orders cancelled after 5pm the day before hire start will be charged 1 week's hire plus full installation and transport costs, including any associated costs (pull tests, ties, test weights, contract lifts etc).
6. For hires aborted on the day of install, due to site not meeting installation requirements as detailed in the site survey report. If safe to do so, hoist will be positioned (based out) and all equipment stored on site ready for the rescheduled installation date, initial installation costs will be charged in full at this time. The hoist will be placed on 2/3<sup>rd</sup> hire rate until the rescheduled installation and handover has been completed. Rescheduled installations will be deemed as an additional day's labour cost to the hire. If the hoist cannot be left on site, the hirer will be charged 1 week's hire in full plus full installation, transport, and any associated costs (pull tests, ties, test weights, contract lifts etc).
7. If the hire start is delayed or rescheduled and notice has been given in line with the above timeframes, the hoist can be placed on 2/3<sup>rd</sup> hire rate, from the date of the original hire to secure the booking. Failing to secure the machine on 2/3<sup>rd</sup> hire rate may mean that it becomes unavailable at the time of the rescheduled installation.
8. For hires due to start on a Monday, Friday will be deemed as the day before hire start. For hires due to start after a public holiday, the last working day prior will be deemed as the day before hire starts.

### **For goods & passenger hoists up to 2400KG**

1. A purchase order or email confirmation is required prior to production of hoist drawings. Once produced the cost of the hoist drawings is chargeable regardless of notice period of cancellation of hire. This also applies to lift plans and RAMS associated with the installation.
2. Orders cancelled one-week before the day before hire start shall not incur any hire or installation charges. As per point 1, the cost of hoist drawings will be chargeable, along with the costs for any lift plans and RAMS produced as part of the installation process.
3. Orders cancelled between one-week and 48hrs before hire start will be charged 50% of the first day's installation costs or £520, whichever is the greater.
4. Orders cancelled less than 48hrs before hire start will be charged 4 weeks' hire plus full installation and transport costs, including any associated costs (pull tests, ties, test weights, contract lifts etc).
5. For hires aborted on the day of install, due to site not meeting installation requirements as detailed in the site survey report. If safe to do so, hoist will be positioned (based out) and all equipment stored on site ready for the rescheduled installation date, initial installation costs will be charged in full at this time. The hoist will be placed on 2/3<sup>rd</sup> hire rate until the rescheduled installation and handover has been completed. Rescheduled installations will be deemed as an additional day's labour cost to the hire. If the hoist cannot be left on site, the hirer will be charged 1 week's hire in full plus full installation, transport, and any associated costs (pull tests, ties, test weights, contract lifts etc).
6. If the hire start is delayed or rescheduled and notice has been given in line with the above timeframes, the hoist WILL be placed on 2/3<sup>rd</sup> hire rate, from the date of the original hire to secure the booking.
7. The above timeframes are exclusive of weekends or public holidays.

## Self-Drive Terms & Conditions

Please note that AFI-Uplift Limited operate under CPA Model Conditions for the Hiring of Plant (with effect from Oct 2021) ("CPA") which are a recognised industry standard. As such all orders received by AFI-Uplift Limited are accepted under CPA Terms & Conditions which for the avoidance of doubt take precedence over all others. Should you require a copy of the CPA Terms & Conditions please use the following link: <https://www.afi-rentals.co.uk/pdf/afi/CPATandC.pdf>

The following terms are to be considered supplemental to CPA in order to specifically address the area of self-drive equipment. To the extent it is interpreted that there is a discrepancy between the two, then CPA shall take priority.

1. **"We" are the company named as the Lessor overleaf and "you" are the company or person named as the Hirer overleaf. In this agreement the following terms shall have the meanings hereby respectively assigned to them:**
  1. Hirer: The company or person named as such overleaf.
  2. Driver: The Hirer and/or persons named as such overleaf or any other person previously approved by the Lessor to drive the vehicle.
  3. Vehicle: The original vehicle described overleaf or any replacement vehicle.
  4. Accessories: The spare wheel, tools, manual, parcel shelf, child seats, Satellite Navigation equipment and other items with which the vehicle is supplied and any replacement thereof.
  5. Rental Period: the period from the date and time out stated overleaf until the return of the vehicle into the physical custody of the Lessor.
  6. Rental Charges: The hire period for the rental period calculated in accordance with the Lessor's current tariff.
2. **If you have indicated overleaf that you do not have Hired in Plant insurance then you must take our damage waiver cover (10% or 20%). See AFI Damage waiver all risk T's and C's and please note this applies to the Boom section only. The vehicle is covered by your own motor / fleet insurance policy.**

**For the avoidance of doubt: Any damage sustained to the boom due to a road traffic accident will be subject to a claim under your fleet/motor policy and will not be covered under the damage waiver or All Risk waiver scheme.**

3. **You must provide your own road fleet insurance for the vehicle, the following terms will apply:**

1. It is your responsibility to insure the Vehicle from the moment you take it until the time it is returned to us. The vehicle will remain on hire until it is physically in our possession and re-inspected at our premises. If the return condition of the Vehicle is not the same as supplied, the Vehicle will remain on hire until such time as we receive a satisfactory settlement from you/your insurance company.
2. You must insure it to its full value, against loss or damage (including windscreen damage) by accident, fire or theft, under a comprehensive insurance policy with a reputable insurance company. You must supply us with full details of the insurance cover upon request and you must tell the insurance company to note our interest on the policy. If you do not insure the entire Vehicle comprehensively (including the boom element), and we suffer loss as a result, you must compensate us for that loss.
3. You must not use or permit the vehicle to be used in breach of the insurance policy. If any money is paid out under the policy which relates to the Vehicle then you must ensure that the money is paid direct to us.
4. You hereby authorize your insurer to communicate directly with us and give us any information we require in respect of validating insurance cover on the Vehicle. You also authorize us to take over any claim which you may have which relates to the Vehicle, and to negotiate and settle that directly with your insurer.

4. **The Vehicle must not:**

1. Be taken outside England, Wales, or Scotland without obtaining prior permission in writing from us.
2. Be used to carry passengers for hire or reward or for any driving tuition, unless you obtain our written permission and you must provide your own insurance, as detailed under clause 3 of this Agreement.
3. Be used otherwise than on a public highway or a suitably paved area which is designed to carry motor vehicles.

4. Be used to propel or tow any vehicle, trailer or other object, unless it is equipped for the purpose and we have given our written permission.
5. Be used for any unlawful purpose, or for racing, pace making, competitions or speed testing, nor must it be used in any unlawful manner.
6. Be used in such a manner that it is overloaded (whether in total or in respect of any axle or other part) or is carrying more passengers or goods than it was designed to carry or may lawfully carry. (Please note 3.5 Tonne vehicles safe working load is 250KG + 2 average people.)
7. Be used in any manner which may make the insurance on the Vehicle invalid.
8. Be used for any illegal purpose or in contravention of any legislation affecting the Vehicle, its use or construction.
9. Be used by any person who:
  - a. has not been approved as a driver by us and completed a driving Licence check/IPAF license check.
  - b. has given a false name, age, address, or other driver licensing details,
  - c. is not licensed and insured to use it, including persons aged under 21 or over 75 years of age,
  - d. is under the influence of drugs or alcohol,
  - e. has been convicted of a motoring offence the details of which are not disclosed overleaf.
10. Be used in the event of a mechanical, electrical or structural failure or damage, if further damage might be caused as a result.
11. Be altered or added to in any way whatsoever.
12. Be used for a purpose for which you require an operator's license if you do not possess one
13. Not be sublet

5. **You, the Hirer, must:**

1. Ensure compliance with the terms, conditions and limitations of the insurance policy, which shall be deemed to be included in this agreement as if the same were fully set out herein.
2. Complete a handover with the Lessor in the agreed collection/ return location at the beginning of the hire and at hire completion.
3. Pay the hiring charges as agreed at point of hire.

4. Return the Vehicle with an equivalent amount of fuel to that which was in the Vehicle on the date out, as recorded overleaf. Failure will require you to reimburse us for any reasonable and proper charges incurred in filling the Vehicle with fuel up to the level recorded overleaf.
5. Pay for any accessories, tyres, tools, or equipment which are lost, stolen or damaged other than that which can be identified as lessor's negligence or breach of contract.
6. Pay any fines, penalties or court costs incurred in the use of the Vehicle during the Rental Period inc a £25 admin fee.
7. Indemnify the Lessor against any loss incurred by reason of any breach of the Agreement by the Hirer or any other driver.
8. In so far as you are able to and as soon as possible, safeguard our interests (including the interests of our insurers) in the event of any accident involving the Vehicle by obtaining the names and addresses of all relevant drivers and witnesses, including registration numbers of any other vehicles involved, securing the Vehicle and ,where appropriate, notifying the police.
9. Ensure that the correct tyre pressures, engine oil level, coolant level and screen wash level are maintained throughout the period of the hire.
10. Ensure that the Vehicle is always locked when unattended, and take all reasonable steps to prevent loss of or damage to the Vehicle, or its tyres, tools, accessories, equipment or contents.
11. Inform us at the earliest opportunity if the Vehicle is damaged, lost, stolen or develops any faults or requires servicing and allow us to carry out essential repairs or servicing.
12. Return the Vehicle (together with all its accessories, tyres, tools and equipment) during our business hours. The Vehicle must be returned to our representatives at the place where it was hired, unless a different place is agreed at point of hire and a return handover completed. Failure to do so will incur a £150 charge for us to relocate the equipment to the correct location. If we have agreed to allow you to return the Vehicle outside of our opening hours, you will stay responsible for the Vehicle and its condition until our staff have checked it.
13. Return the Vehicle in the same condition as when you hired it (fair wear and tear accepted) and it must be clean and tidy and free of debris. Failure will require you to reimburse us up to £250 cleaning/skip charges.
14. You must NOT smoke inside the vehicle as this will incur a £100 Valet charge on its return.

6. **The maximum period for which you are allowed to keep the Vehicle under this Agreement is from the Date and Time out (recorded overleaf as Date of 'Actual Pickup') to the Date and Time Due Back (recorded overleaf). However:**
1. We are entitled to terminate this Agreement if you break any of its terms and will do so if a material breach occurs. If so advised, you must then return the Vehicle immediately.
  2. If as a result of reasonable Health and Safety concerns we require the return of the vehicle earlier than the due back date, even if you have not broken any of the terms and conditions of this Agreement, we shall provide you with a reasonable replacement vehicle, and collect from you the current Vehicle. We are entitled to collect the Vehicle at a time and place convenient to both parties and the replacement Vehicle, minus defects, shall then be the "Vehicle" for the purposes of this Agreement
7. **If you keep the Vehicle beyond the dates and times referred to overleaf then where it is fair and proper for us to do so, you will continue to be liable for and to pay the charges in accordance with the then current tariff, together with any reasonable costs and expenses that we incur as a result of a breach of clause 5 above. A copy of our current tariffs can be inspected at our offices.**
8. **You are not entitled to carry out any repairs to the Vehicle (or let anyone else do so) unless you obtain our prior permission in writing.**
9. **We are not liable to you for any loss or damage to any property which is carried in the Vehicle, or any property that you leave in the Vehicle when you return it to us, except to the extent that such part of the liability or total liability is as a result of our negligence, or breach of the terms of these conditions. If any Third Party brings a claim against us for property that is carried or left in the Vehicle and you are liable for it, you must reimburse us for our reasonable costs and expenses incurred**
10. **Should the equipment breakdown down and it is located further than 35 miles away from an AFI depot then the hirer must return it to an agreed AFI depot for inspection.**



11. **You are liable for certain charges as if you were the owner of the Vehicle inc a £25 admin fee. Those charges are:**
  1. Any fixed penalty offence committed in respect of that Vehicle under Part III of the Road Traffic Offenders Act 1988 or the Road Traffic Act 1991, as amended or replaced by any subsequent legislation or orders and under the equivalent legislation applicable to Scotland, Northern Ireland or other British Isle.
  2. Any excess charge which may be incurred in respect of that Vehicle in pursuance of an Order under section 45 and 46 of the Road Traffic Regulation Act 1991, as amended or replaced by any subsequent legislation or orders and under the equivalent legislation applicable to Scotland, Northern Ireland or other British Isle.
  3. Any financial penalty or charge which may be demanded by a third party as a result of the vehicle having been parked or left upon land which is not a public road.
  4. Any charges, costs and expenses as a result of you using the Vehicle, including any reasonable additional administrative charges, arising from or incidental to any person, firm, company or regulatory body impounding or taking possession of the Vehicle, save to the extent that any insurance policy covers such costs and expenses.
  5. Any reasonable administrative expenses for the handling of charges specified above (clause 10, a-d) by us or another company supplying the Vehicle to us.
12. **If there is any material breach of the terms of this Agreement and we treat the Agreement as terminated, we reserve the right to repossess the Vehicle from you and you agree that we may enter such parts of your property to retrieve the Vehicle provided that we do not use any force, nor cause any damage to your property.**
13. **Any addition to or alteration of the terms and conditions of this Agreement shall be null and void unless agreed upon in writing by the parties.**
14. **Any dispute concerning the interpretation of the terms, exceptions or conditions of the Agreement shall be resolved in any local court or competent jurisdiction in accordance with the law of the country in which this Agreement was signed.**



**15. Telemetry**

The hire vehicle is fitted with a telemetry device which we may use to track its location, to verify its mileage is within agreed terms, monitor driver behaviour and for maintenance purposes. If the Vehicle is not returned to the agreed time and place, we will use the data from the device to recover the Vehicle. Tampering with the device may render the hire vehicle inoperable.

The hire vehicle is a connected vehicle and if you connect your personal phone to the hire vehicle it could result in the transfer of your personal data to the Vehicle and the Vehicle manufacturer's cloud servers. It will be the hirer's sole responsibility to erase any personal information that is stored in the Vehicle before returning it, and we can assist with this (at the hirer's request).

# Traffic Management Terms & Conditions

All prices quoted are exclusive of V.A.T & Damage Waiver

All council liaison and relevant administration are included within our prices.

All rates quoted are subject to our standard terms and conditions, a copy of which can be made available on request. The quotation is valid for a 30 day period from the above date. All loss and damage of equipment is chargeable unless otherwise agreed. All charges incurred will have a further 15% added to cover our overhead costs. All sites are the full responsibility of all customers.

Parking Cones can only be used as a visual deterrent, however, they are not enforceable and as such Wilson Access cannot be held responsible if a job is required to be aborted due to lack of access. A separate TTRO can be applied for but this will increase the costs and lead time, please request if required.

Please note that if for any reason the above job is aborted, cancelled or pushed back, due to council restrictions or non attendance of 3rd parties, costs may still be incurred.

# Cancellation Policy

## **Operated Hires (truck mounted and tracked machines)**

1. 2/3rds of the full daily hire charge is due if the hire is cancelled after 1.00pm on the day prior to hire commencement. For any hires due to commence on a Saturday, Sunday, or Monday, the hire must be canceled on Friday prior, before 1.00 pm.
2. The full daily hire rate is due if the hire is cancelled on the day the hire is due to commence.
3. The full daily hire rate is due if the hire is aborted on arrival at site and the work cannot be completed for reasons beyond the control of Wilson Access.

## **Self Drive Trucks**

Terms of cancellation as per items 1) and 2) above.

## **Self Operated Tracked Machines**

1. 2/3rds of the full 3 day hire rate is due if this hire is cancelled after 1.00pm on the day prior to hire commencement. For any hires due to commence on a Saturday, Sunday or Monday, the hire must be cancelled on the Friday prior, before 1.00pm.
2. The full 3 day hire rate is due if the hire is cancelled on the day the hire is due to commence.

In the event of cancellation, please contact the depot that has raised the contract.

# Cancellation Policy

The following cancellation rules are to apply for all underbridge orders:

1. If the notice period is the same as the hire days or shorter, 100% of the order value will be charged. Clear working days notice is required.
2. If the notice period is up to double the hire days, 50% of the order value will be charged. Clear working days notice is required.
3. If rebooked at the time of cancellation, the cancellation charges will be reduced by 50%.
4. Additional rebooking discounts will be deducted at the end of the completed hire.
5. Cancellation charges apply to the full value of the order.
6. Cancellation notice days are Monday to Friday, 8:00 am to 5:30 pm only.
7. For hires of 28 days or more, cancellation charges will vary and will be advised at the time of booking.

Example 1: A 4-day hire with 5 days' notice of cancellation would incur a cancellation fee of 50% of the 4-day hire charge. By rebooking, these charges would be reduced by 50%, so only 25% of the original order charges would be applicable. The reduced cancellation charges would be deducted from the rebooked dates.

Example 2: A 1-day hire on a Saturday night must be cancelled by the close of business on Wednesday for no charges to apply. Cancellation on a Thursday would result in 50% charges. Cancellation on Friday or Saturday would incur 100% charges, given that clear working days notice is required.

Please refer to the following cancellation matrix for further detail:

Days hire	1	2	3	4	5	6	7	2 Weeks	3 Weeks	4 Weeks
Days notice										
1	100	100	100	100	100	100	100	100	100	100
2	50	100	100	100	100	100	100	100	100	100
3	0	50	100	100	100	100	100	100	100	100
4	0	50	50	100	100	100	100	100	100	100
5	0	0	50	50	100	100	100	100	100	100
6	0	0	50	50	50	100	100	100	100	100
7	0	0	0	50	50	50	100	100	100	100
8	0	0	0	50	50	50	50	100	100	100
9	0	0	0	0	50	50	50	100	100	100
10	0	0	0	0	50	50	50	100	100	100
11	0	0	0	0	0	50	50	100	100	100
12	0	0	0	0	0	50	50	100	100	100
13	0	0	0	0	0	0	50	100	100	100
14	0	0	0	0	0	0	50	100	100	100
15-21 Days	0	0	0	0	0	0	0	50	100	100
22-28 Days	0	0	0	0	0	0	0	50	50	100
29-35 Days	0	0	0	0	0	0	0	0	50	50
36-42 Days	0	0	0	0	0	0	0	0	50	50
43-48 Days	0	0	0	0	0	0	0	0	0	50
49-56 Days	0	0	0	0	0	0	0	0	0	50
56+ Days	0	0	0	0	0	0	0	0	0	0

# Terms and Conditions

**Terms and Conditions of Business for the supply of training by AFI Training (a trading style of AFI-Uplift Limited), (hereinafter called "The Company") are deemed to be accepted by the Client by virtue of a booking or engagement of the services of The Company.**

1. The Client accepts responsibility under the various provisions in that behalf contained in the Health and Safety at Work act 1974 and will ensure that all trainees will not contravene any 'duty' or instruction imposed by law.
2. Where instructors supplied by the Company operate on the Client's premises or under the Client's control, it is the Client's responsibility to ensure that they are protected by adequate insurance against employer's liability and third party risks arising during or related to the supply of training requirements of the Client.
3. The Company reserves the right to sub-contract the provision of training to its subsidiaries or associates, and such contractors shall for the purposes of the performance of this contract be in the same position as The Company.
4. We reserve the right not to admit or to expel delegates without liability if in our absolute discretion their behaviour is inconsistent with our reputation or the management of the Course.
5. Each delegate must inform us in writing of any medical condition which may affect them or others (e.g. epilepsy, diabetes). We will keep such information in confidence. In addition for courses which involve physical activity, it is the responsibility of each delegate to take appropriate medical advice that they are fit to take part.
6. The Client will accept full responsibility for all statutory requirements placed upon a Client by the relevant governing bodies and the Acts including the maintenance and safety of vehicles, plant, machinery, lifting equipment, protective clothing and all applicable insurances including any loss, injury or damage sustained during the course of training, or arising out of neglect and/or breach of statutory duty by the Client or in any other way.

7. It is the Client's responsibility to ensure that the training facilities and conditions are appropriate to the training provision. The Company and/or designated company representative reserves the right to abandon/discontinue or rearrange the provision of training where such circumstances prevail that would affect the quality of training to be provided. In the event of cancellation/re-organisation, the Client is responsible for costs incurred.
8. All fees payable in sterling (unless otherwise specified) on or before the course start date. Services will not commence unless payment in full including VAT has been received by The Company. No certificates or course reports will be issued to Clients who hold an account with The Company until payment has been received in full. All payments are to be made within thirty days of invoice date and shall thereafter be subject to the provisions of the Commercial Debts (Late Payment of Invoices) Regulations 1998.
9. The Company reserves the right to make changes to programmes, training, dates and venues at any time as necessary and to alter fees in the light of economic circumstances prevailing at the time. The Company will endeavour to provide a specific Trainer/Consultant for the full period of the course, but this cannot be guaranteed whether for all or any part of the period. The Client accepts that no liability attaches to The Company for not supplying the specific Trainer/Consultant for part or all of the period of the course.
10. The Company accepts no liability for loss except where caused by its own negligence. Such loss shall be limited to the contract value and The Company will not be liable for any further or consequential loss however caused.
11. Where a firm booking is subsequently cancelled, The Company reserves the right to apply the following charges: if the cancellation is made up to 14 days before the course start date, 10% of the course fee; 14 days or less before the course start date, 50% of the fee; 7 days or less before the course start date, the full fee. Cancellations will only be accepted in writing. The date The Company receives the cancellation will be regarded as the date the cancellation has been made and appropriate charges will apply. However, substitutions may be made at any item prior to the course start date.

These Terms and Conditions of Business may only be varied by express agreement in writing by both the Client and a Director of The Company.



## **EQUAL OPPORTUNITIES POLICY**

AFI-Uplift Ltd provides equal opportunities and is committed to the principle of equality regardless of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.

We will apply employment policies that are fair, equitable and consistent with the skills and abilities of our employees and the needs of the business.

We look to all our employees to support us in implementing these policies to ensure that all employees are accorded equal opportunity for recruitment, training and promotion and, in all jobs of like work, on equal terms and conditions of employment.

We will not condone any discriminatory act or attitude in the conduct of our business with the public or our employees.

Acts of harassment or discrimination on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability are considered disciplinary offences and will be dealt with as per the company's written procedures.



**Geoff Gibson**

HR Director

October 2024

## **ETHICAL SOURCING POLICY**

At AFI-Uplift Limited (AFI) we care about the people involved in making our products, therefore we have the following Ethical Sourcing Policy in place that all suppliers must adhere to;

- It is unacceptable to use forced, bonded or involuntary prison labour;
- Suppliers should not employ children below 16 years of age;
- Workers must be paid a fair, living wage for the type of work they undertake. This must meet national legal or industry standards as a minimum. Deduction of wages as a disciplinary measure shall not be permitted;
- Workers shall not be required to work in excess of 48 hours per week. All overtime must be voluntary and paid at a premium rate;
- Harsh or inhumane treatment whether physical, sexual or verbal is prohibited;
- Discrimination in hiring based on race, caste, national origin, religion, disability, gender, age, sex, orientation, union membership or political affiliation is unacceptable;
- Suppliers should demonstrate care and concern for the physical environment in which they operate;
- A safe and hygienic working environment shall be provided with adequate steps taken to prevent accidents and injury to health;
- Workers shall receive regular recorded health and safety training. Workers shall be provided with clean toilet facilities, access to fresh water and sanitary storage area for food.

AFI will continuously monitor our suppliers ensuring that they continue to comply with the above conditions.



**FORS**  
FLEET OPERATOR  
RECOGNITION SCHEME

# FORS Silver

## AFI-Uplift Ltd

has been assessed and has met the Silver level requirements of the Fleet Operator Recognition Scheme (FORS).

Multi Operating Centre Accreditation is limited to locations listed on subsequent pages of this certificate.

This certificate is valid from 27/01/2025 to 26/01/2026 and remains valid as long as FORS requirements continue to be maintained.

Geraint Davies  
on behalf of the Fleet Operator Recognition Scheme



**FORS**  
FLEET OPERATOR  
RECOGNITION SCHEME

# FORS Silver

Scope of accreditation for:

**AFI-Uplift Ltd**

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Valid from 27/01/2025 to 26/01/2026

Total number of vehicles	80
Heavy goods vehicles (HGVs)	37
Wheeled plant	0
Passenger carrying vehicles (PCVs)	0
Vans	43
Cars	0
Powered two-wheeler (P2Ws)	0
Total operating centres	17

## Operating centre postcodes

CM23 4AU	NE10 8YF	WF6 2TA	ML4 3LR	HU7 0BT
L33 7UL	NG6 8UZ	PE7 2EX	MK6 1LA	CM13 3HD
SL0 9HL	TN15 8GA	NP26 5PW	SA1 7DA	BL4 8NB
B70 8BD	DE74 2UT			

## **PRIVACY POLICY**

Data Protection Law Change on 25<sup>th</sup> May 2018

This privacy policy has been written in line with the new General Data Protection Regulation that comes into effect on 25th May 2018. For the purposes of GDPR and the Data Protection Act 1988 the Data controller in relation to the information you supply is AFI-Uplift Ltd. The registered office is 2nd Floor West Wing, Diamond House, Diamond Business Park, Thornes Moor Road, Wakefield. WF2 8PT

### **The policy is broken down into the following sections:**

1. Why do we have a privacy policy?
2. What is covered in the privacy policy?
3. What is not covered in the privacy policy?
4. Updates to our privacy policy.
5. What personal information is collected?
6. How is the personal information used?
7. How is the information shared or disclosed?
8. How is the information kept safe?
9. How long do we keep your personal information?
10. How to get a copy of your personal information.
11. How to let us know if your personal information is wrong.
12. How to object to the use of your personal information.
13. How to withdraw your consent.
14. How to complain.

## **1. Why do we have a privacy policy?**

We want you to feel comfortable with the privacy of your personal information. This policy is provided to inform you on how we use and protect the information that you provide to us through email, telephone conversations or face to face and any other means we interact with you.

As a data controller of your personal information, AFI (AFI being defined as AFI-Uplift Ltd, Integrated Training Solutions Ltd & A.J. Access Platforms Limited) is committed to protecting and respecting your personal information. We promise not to sell your data and to give you ways to manage and review your contact preferences at any time.

## **2. What is covered in this privacy policy?**

This privacy policy covers the collection and use of personal information and lets you know what happens to any personal information that you give to us, or any that we may collect from or about you. It applies to all products and services, and instances where we collect your personal information.

## **3. What is not covered in this privacy policy?**

Our privacy policy does not apply to the practices of companies that AFI does not own or control or to people that AFI does not employ or manage. We do not accept any liability or responsibility in terms of the privacy and security of third party organisations.

## **4. Updates to our privacy policy.**

AFI may amend this privacy policy from time to time to reflect changes in the law or our privacy practices. If we make any substantial changes in the way we use your personal information we will notify you by email, telephone, in person or via visiting one of our websites.

## **5. What personal information is collected?**

AFI is unable to provide you with our products and services if you do not provide certain information to us, therefore we collect the following information from you when you request a quotation and later become one of our customers: name, address, email, phone numbers (landline and mobile).

Or when you provide us with a credit account and become one of our suppliers: name, address, email, telephone numbers (landline and mobile), and bank details.

**6. How is the personal information used?**

AFI uses your personal information to fulfil your requests for products and services, to pay invoices you have provided us with, and to maintain your details. This will be to achieve a smooth working relationship between us.

**7. How is the information shared or disclosed?**

AFI will not sell or rent your personal information to anyone. However, we will send your personal information to specific third parties in order to fulfil our obligations to you. For example, if we need to send your details to a recognised training body who provide certification.

**8. How is the information kept safe?**

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

You are responsible for your contact information to us and you should notify us immediately of any unauthorised use of your emails, for example.

**9. How long do we keep your personal information?**

We will keep your personal information for as long as we have reasonable business needs, which include managing our ongoing relationship with you. Thereafter we will keep your personal information in line with legal and regulatory requirements or guidance.



**10. How to get a copy of your personal information.**

You have the right to receive a copy of the personal information we hold about you at any time. Please contact us in writing at AFI-Uplift Ltd, 2nd Floor West Wing, Diamond House, Diamond Business Park, Thornes Moor Road, Wakefield WF2 8PT or by email [gdpr@afi-group.co.uk](mailto:gdpr@afi-group.co.uk).

**11. How to let us know if your personal information is incorrect.**

You have the right to question any information we have about you that you think is wrong or incomplete. Please contact us if you want to do this and we will take reasonable steps to check its accuracy and correct it.

**12. How to object to the use of your personal information.**

You have the right to object to our use of your personal information, or to ask us to delete, remove, or stop using your personal information if there is no need for us to keep it. This is known as the 'right to object', and 'right to erasure', or the 'right to be forgotten'.

There may be legal or other official reasons why we need to keep or use your data, but please tell us if you think that we should not be using it.

**13. How to withdraw your consent.**

You can update your contact preferences at any time by contacting us ([gdpr@afigroup.co.uk](mailto:gdpr@afigroup.co.uk)). If you withdraw your consent, we may not be able to provide certain products or services to you. If this is so, we will tell you.

**14. How to complain.**

Please let us know if you are unhappy with how we have used your personal information. You can contact us via our website, email ([gdpr@afi-group.co.uk](mailto:gdpr@afi-group.co.uk)), telephone or in writing. You also have the right to complain to the Information Commissioner's Office. You can find out on their website how to report a concern.

## Environmental Policy Statement

AFI group of companies and all its subsidiary companies are committed to protecting and enhancing the environment. We recognise and accept that concern for the environment is an integral and fundamental part of our Company's corporate business strategy and actively seek to Minimise the environmental impacts of our business operations.

In acknowledging responsibility, AFI group of companies:

- Aims to operate business in a sustainable manner and the prevention of pollution
- Focus on objectives and targets to reduce our carbon footprint, seeking opportunities to minimise our resource,
- Manage waste generated from our business operations according to the principles of reduction, re-use and recycling,
- Measure environmental performance through audit and review processes,
- Raise awareness and encourage environmentally responsible behaviour in the workplace by effective communication and training employees in environmental matters,
- Communicate openly with all interested parties to improve the environment.
- Use an accredited program to offset the greenhouse gas emissions generated by our activities but also set a percentage to reduce it by year on year.

AFI group of companies operates an environmental management system which is written in accordance with BS ISO14001:2015 and legislative requirements. All employees are actively involved in the decision-making processes either on an individual basis or through their representatives. The performance of both individuals and AFI group of companies are monitored to pre-determined standards with continual improvements being an integral part of our Company's development. Annual environmental objectives will be set and reviewed by management at the required and designated intervals. We will ensure that we adhere to our Policy and Programmes, and address resulting actions identified through it

It is the duty of all employees to take reasonable care of their own environment and that of others whilst carrying out their work, and to comply with all environmental instructions.

This Statement shall be displayed in all workplaces and communicated to all employees who will be notified of any subsequent changes. This statement will also be made available to any suppliers and interested parties upon request.

### **REDUCE, RE-USE & RECYCLE**

Signed:   
Nick Higgins - Group Chief Operating Officer

Date: 9th October 2024



## Health, Safety and Welfare Policy Statement

AFI group of companies is committed to fulfilling its obligation under the Health and Safety at Work etc Act 1974 and all related legislation. We strive to achieve the highest standard of occupational health, safety and welfare in respect of our employees, visitors, contractors and members of the public who may be affected by our activities across all our regions.

In acknowledging responsibility, AFI group of companies:

- Supports the concept of consultation with its staff on occupational health and safety matters through the company HSEQ Representatives and HSEQ Advisers,
- Ensures identification of hazards and provides adequate control of the health and safety risks arising from its operations to prevent accidents and cases of work related ill health,
- Ensures safe handling and use of substances hazardous to health,
- Provides adequate resources to meet our Policy requirements in relation to the:
  - Maintenance of safe plant and equipment,
  - Provision of information, instruction and supervision for employees,
  - Provision of adequate training for all employees ensuring compliance in carrying out their tasks,
  - Provision of a well maintained, safe and healthy working environment.

AFI group of companies operates a Health and Safety Management system which is written in accordance with BS ISO45001:2018 and legislative requirements. All employees are actively involved in the decision making processes either on an individual basis or through their representatives. The performance of both individuals and AFI group of companies are monitored to pre-determined standards with continual improvements being an integral part of our Company's development.

It is the duty of all employees to take reasonable care of their own health and safety and that of others whilst carrying out their work, and to comply with all health and safety instructions.

This Statement shall be displayed in all workplaces and communicated to all employees who will be notified of any subsequent changes. This statement is also available to any suppliers or interested parties upon request.

## WORK SAFE – GO HOME SAFE

Signed:   
Nick Higgins - Group Chief Operating Officer

Date: 9th October 2024

## Quality Policy Statement

AFI group of companies is committed to providing its customers with high quality powered access rental, sales and training services at all times.

This involves listening to our customers needs and working closely with our other major stakeholders, suppliers and employees, to satisfy these needs by the timely delivery of equipment which is reliable, safe and suitable for the task.

AFI group of companies is committed to promoting an open and honest culture that encourages continuous development and improvement.

The procedures that are stipulated in the Integrated Management System in accordance with BS ISO9001:2015 and legislative requirements result from our careful attention to the specified and often individual requirements of our customers. They describe the operating procedures that are mandatory for all Company personnel to ensure that our company Quality Policy is maintained. The goals and objectives of the Company in this respect are as follows:

- The company will maintain and document an Integrated Management System that satisfies the customer's requirements and ensures timely deliveries,
- The company will supply approved equipment in the agreed quantities at the agreed delivery times,
- The company will provide technical information and training as per customer requirements,
- The company will look to introduce new products and meet the demands from the market place,
- The company will prefer to use suppliers who guarantee our specified requirements, delivered on time,
- Excellence in quality is achieved by creating quality awareness in all employees. The company will, in accordance with the above, educate and train, appraise and evaluate its employees in all the required aspects of Quality Control.

In achieving these objectives, we shall aim to exceed the customer's expectations in terms of quality, continuous improvement and service.

This statement shall be displayed in all workplaces and communicated to all employees who will be notified of any subsequent changes. This statement is also available to any suppliers and interested parties upon request.

Signed:   
Nick Higgins - Group Chief Operating Officer

Date: 9th October 2024

# Risk Assessment

**Site:** AFI group of companies - General engineering risk assessment  
**No:** DOC AFI-RA-0047  
**Undertaken By:** Ian Price, Karl Davies, Gareth Berbeck

**Revision** 15  
**Issue Date:** February 2025

Operation:	General engineering risk assessment			Persons at risk:	HDC/Driver/engineers/trainers/depot staff/directors/office staff		
HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Inappropriate or hazardous driving conditions, e.g., adverse weather, whilst driving car/van to and from service centre and on site.	4	2	8	Licensed drivers. <b>Site speed restrictions</b> . Fleet vehicles serviced and MOT. Ban on use of hand held phones. Hands-free phone kits fitted to all fleet vehicles. Speed restrictors fitted to designated vehicles. <b>Operators must not</b> be under the influence of <b>alcohol or drugs</b> when operating or working on plant and machinery.	4	1	4
Young Persons. These employees are more susceptible to work place accidents. They may be physically immature and average handling loads may be outside of their capabilities. They may fatigue more quickly, physically and mentally, resulting in accidents. Young persons may have little knowledge of their own limitations or competence levels, and may be tempted to work outside of these levels in an attempt to impress their supervisor	4	2	8	Extra consideration should be given when allocating tasks to young people, such as Manual Handling tasks. Young persons are subject to 8 hour working days. Young persons should be supervised closely to identify if they are suffering from fatigue. The supervisor should discuss with the young person their travel plans, as they may become lost easily, if not used to long commutes unaccompanied, this may result in them becoming upset and appearing vulnerable. Any concerns should be addressed upon discovery. A higher level of supervision is required for young persons. A clear work plan should be made available for them at all times. Supervisors should emphasise the “no blame” culture we have adopted.	4	1	4



# Risk Assessment

**Site:** AFI group of companies - General engineering risk assessment  
**No:** DOC AFI-RA-0047  
**Undertaken By:** Ian Price, Karl Davies, Gareth Berbeck

**Revision** 15  
**Issue Date:** February 2025

Crushing/trapping/man/machine interface. Contact between vehicles and pedestrians plus damage to vehicles and boundary fencing etc, in site car parks, slow speed contact especially reversing situations limited space. Foot crushing (wander leading MEWP's) Contact between mobile plant (lorries, forklifts and vans) and pedestrians in workshops and in yards. Crushing/trapping from unstable machine, unstable parts/equipment.	4	3	12	Designated parking area away from working areas, many with lined parking bays. Adequate lighting provided. Reversing sensors fitted to certain vehicles. It is best practice to reverse vehicles into parking spaces. Site speed restrictions. Site speed limits, (5 mph). Site induction for staff and visiting contractors. Visitors to be accompanied at all times. Workshops have designated marked and painted walkways. Safety signs posted. Designated working areas for engineers and storage bays. Forklifts fitted with reversing alarms and/or flashing beacons. Yard areas have designated and painted loading and off loading areas. Adequate lighting in both yard and workshop. PPE required including hi-viz clothing. Traffic management plan in place and periodically updated, or updated as changes to location appear. All workshop equipment, such as bottle/trolley jacks to have current LOLER certificate and pre-use checks should be carried out to identify defective equipment. Where brakes are disconnected or machines put into free wheel mode, it must be done so under controlled conditions. Brake release systems must be reset immediately after use. MEWP's must only be driven with the operator inside the platform, unless circumstances make this impossible. This greatly reduces the chance of a foot crushing injury.	4	1	4
Hand/arm injuries, cuts and abrasions. Use of hand tools (including electrical and battery operated) Electric shocks. Spanner Slips and hammer blows. Cuts to hands and thighs, etc. whilst using knives to cut cable, hose and other items.	3	4	12	Tools kept in good repair and defects reported and quarantined or disposed of. Electrical items PAT tested. Heavy snipping tools provided. If cutting via sharp knife then cut in direction away from body. Use cut resistant gloves. Risk of cuts/impact injuries when using impact tools such as hammers, drifts, punches or chisels. Cut resistant gloves must be worn. Hand to be kept clear of point of impact. Drifts where possible must have side handle attached.	3	2	6
Falls from height.	4	3	12	Only IPAF trained personnel to operate MEWPs. MEWPs should only be used in accordance with the manufacturer's operator manual. When operating any boom type MEWP, a safety harness and short restraint	4	1	4



# Risk Assessment

**Site:** AFI group of companies - General engineering risk assessment  
**No:** DOC AFI-RA-0047  
**Undertaken By:** Ian Price, Karl Davies, Gareth Berbeck

**Revision** 15  
**Issue Date:** February 2025

MEWP operation and MEWP failure Accessing a repair at height on a MEWP, or depot maintenance, or climbing in and out of a MEWP may all be classed as working at height and could result in a fall. Work at height can be at ground level, ie, working next to a servicing pit or a trench.				lanyard must be worn. A rescue plan should be in place before any MEWP operation. Rescue plan to detail how and who will be contacted in the event of MEWP failure. <u>MEWPs should always be operated when other staff are available, to assist in lowering the platform in the event of power failure. Where vulnerable lone workers must operate MEWPs, there must be a clear line of contact put in place, between operator and their manager. The operator should always have a mobile phone available and where applicable, their lone worker device.</u> MEWP platform not to be exited or accessed unless fully lowered. Company operates a no ladders policy. Ladders may only be used for office use or on site engineers in accordance with training received. Ladders must be registered, have a current thorough examination and be inspected prior to use. MEWPs to be used for all work at height, climbing on machinery will not be tolerated under any circumstances. Another system in place at LMR, inertia reel fall arrest system, (See DOC AFI-RA-0048). Any pits, platforms, stairways etc, all to have solid handrails/barriers in place.			
Fire in workshop/buildings and workshop equipment and mobile plant.	4	2	8	Fire risk assessment carried out at each site and findings addressed. Fire assembly point identified. Fire fighting equipment supplied and checked annually. Means of raising alarm available and tested weekly/monthly. Fire detection, raising alarm and fire fighting systems all subject to regular inspection and recording. Fire drills carried out twice per year. Escape routes identified and marked, fire safety signs located in relevant positions. Fire marshals to be trained for each site and fire awareness training to be given to all employees. Portable electrical appliances inspection and testing programme. Mains electrical system integrally tested as recommended. Hot work if required conducted out in open or designated areas. Ensure that the area is clear of debris and flammable products, Fire extinguisher to be placed near area Monitored by fire marshal during the course of the works and up to an hour following completion of hot works.	4	1	4
Noise	4	2	8	Hearing protection is available in all depots, and should be used as and when appropriate.	4	1	4
Manual handling, Back strains and other manual handling ailments	4	4	16	All staff should carry out any manual handling, in accordance with their manual handling training. Where possible with heavy items, mechanical means should be used to assist. Where this isn't possible, multiple personnel may be required to assist with the load. Manual handling is not only lifting items off the ground, it can be pulling or pushing a heavy item, e.g. a deck extension on a scissor lift, deck extensions only to be operated from within the platform, or as stated in the operators manual. Never attempt to pull a deck extension out from outside the platform. In the event the deck is sticking or seized, mechanical means must be used to free it off. Whenever mechanical assemblies appear to be seized or difficult to operate, <u>never use excessive force.</u> Stop and seek assistance.	4	1	4

# Risk Assessment

**Site:** AFI group of companies - General engineering risk assessment  
**No:** DOC AFI-RA-0047  
**Undertaken By:** Ian Price, Karl Davies, Gareth Berbeck

**Revision** 15  
**Issue Date:** February 2025

Use of bench & portable angle grinders and drills. Disintegration of grinding wheels at speed, flying debris, hot sparks in eye. Entrapment of fingers between wheel and incorrectly set guard or no guards fitted at all. Entanglement of long hair, strand fibres and loose clothing, catching of jewellery, Noise. Fire, sparks, heat, ignition source. Electric shocks. Contact with work piece. Vibration induced white finger.	4	4	16	Operated and fitted by competent persons. Guards supplied with equipment and to be used and correctly set at all times. Equipment checked for safety prior to use. Safety glasses are mandatory in all workshops. Requirement to remove or tape-up exposed jewellery. All workshop equipment is subject to pre-use checks, damaged or faulty equipment must never be used. Safety signs requiring mandatory use of prescribed PPE. When using grinding/cutting equipment, standard safety glasses <u>MUST NOT</u> be used, high impact safety goggles (EN 166) <u>MUST BE</u> used for these activities. Hearing protection to be worn as necessary. Prolonged use of grinding equipment must not take place. Where prolonged use is required, regular breaks will be taken, or even job rotation. Grinding equipment to be used in line with manufacturers recommendations. Serious risk of fire exists when grinding/drilling. All grinding/drilling activities to be carried out as far as practicable from any flammable substances or combustible materials. Flame retardant overalls to be worn. Respiratory equipment (P3 dust mask) to be used as appropriate.	4	1	4
Welding and hot work operations. Gas bottle damage due to falls, leakage of gases, grease contamination to outlet valves, explosion, burns to body parts, fire, Arc eye and damage to eyes due to brightness of flames. Electric shocks. Asphyxiation.	4	4	16	Welding and burning operations conducted by experienced/trained staff only. Contractors used as required. Welding screens to be used at all times. Welding visors and goggles and flame retardant overalls required at all times, bottles on portable stands chained to prevent falls. Fire extinguisher to be in situ during hot work operations. No hot works to be carried out less than one hour to depot close down. In the case that hot works are required close to end of shift, a thorough check should be carried out to ensure all materials and equipment have fully cooled down, prior to leaving the depot. All equipment should be PAT tested and pre use checks should be carried out. Hot works only to be carried out in well ventilated areas, and must never take place in confined spaces. Always carry out a pre-user inspection including a Leak test prior to use. Report any faults, Gas cylinders to be secured upright. Flashbacks arrestors must be fitted to both fuel and oxygen. Non return valves must be fitted to both fuel and oxygen bagging. Remove combustible material from the work area. Position suitable fire extinguishers. Heat can travel down a piece of metal when welding or burning, ensure you have removed any flammable material for the welding area and assessed where any convection heat may travel.	4	2	8

# Risk Assessment

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**Revision** 15  
**Issue Date:** February 2025

				<p>Only cylinders connected to equipment to remain in the work area.  All oxy fuel equipment will receive an annual inspection by a qualified inspector.  Cylinders must be kept away from flammable materials, heat sources and all sources of ignition.  Hot work area to be checked on completion to ensure that there is no risk of fire. Signage must be in place warning of the hazards, which exist (both in storage and when LPG is in use).  No smoking areas must be enforced.  use an FFP3 disposable mask or half-mask with P3 filter (PDF) under welding mask/helmet for work of up to an hour</p>			
Crushing within moving machinery, cuts, amputation, laceration, scalping, abrasion, entanglement within the moving parts of running vehicle, plant or machine components	4	4	16	<p>Before works commence all ignition, key switches and battery isolators should be switched off, power sources isolated and batteries disconnected where required. Machinery should be tagged to indicate the machine is under repair. Bystanders and relevant persons informed of work to be undertaken.  All measures taken to prevent inadvertent starting.  Safety props, chocks or supports must be in place to prevent unintentional movement of machine components.</p>	4	2	8
Working with Hydraulic systems. Pressurised fluid, Injection, eye injuries. Ejection of components under pressure. Striking injuries	4	4	16	<p>Before working on any hydraulic system it is crucial that all ignition and power sources are isolated, then all stored pressure is dissipated before opening any connection.  Any rams must be fully supported and pressure released before any valves or components are removed  If the threads of a valve continue to be tight after initially cracking off, this is a good indicator that pressure has not been released, stop and seek assistance.  Eye protection must be used at all times when working on hydraulic systems.</p>	4	1	4
Hand Painting of machines and machine sections causing splash/flick back where the paint comes into contact with your eyes and or skin which will cause irritation and in some cases damage to the lens of the eye				<p>Before commencing any painting ensure that you are wearing your full PPE as listed:  Coveralls  Gloves  Full eye protection- Goggles and NOT GLASSES  Nose and mouth dust mask- FFP3  Suitable footwear  Bump Cap</p>			

# Risk Assessment

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**Revision** 15  
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Paintwork preparation using hand held power tools:				<p>Do not allow unauthorised personnel to enter the painting area.</p> <p><b>Preparation of area to be painted:</b> This will not be a full repaint (machines will go to an external paint shop) small area touch ups:          Bring the machine into a dry environment – well ventilated          If the area needs to be rubbed down – select the correct tool – Power sander, drill attachment or hand rub down. Both of which should be kept to a minimum time and with rest breaks.          Whilst rubbing down – all PPE MUST be worn as listed above – Face covering MUST be an FFP3 mask</p> <p><b>Painting:</b>          When painting, mixing paints or cleaning painting equipment this should be done in a well ventilated area and all the correct PPE should be worn. Failure to do this could result in breathing in harmful paint fumes.          No naked lights to be used whilst painting due to the risk of fire or explosion.          Paints and thinners should be stored in a solid, steel cabinet. This should have at least two side vents to prevent build up of flammable fumes.          Paint is often delivered in 5/10 litre containers. Good manual handling techniques should be used when dealing with these items.</p> <ul style="list-style-type: none"> <li>• All staff must have completed their manual handling training.</li> <li>• Work area should be kept tidy. Painters should be conscious of floor area and ensure that it is free from obstructions as they could cause staff to trip</li> </ul>			
Contact with Asbestos materials and fibres lung contamination.	4	1	4	<p>Asbestos surveys carried out at each site. Any asbestos identified on site is marked with warning stickers. Risks identified at all depots very low, review annually.</p> <p>All staff have received Asbestos awareness training. Staff should be vigilant for any suspicious substances on returned hire fleet or when working on customers sites. If in doubt, cease work and report concerns to your supervisor.</p>	4	1	4
Possible production of viable legionella via poor	4	1	4	<p>Legionnaires surveys carried out at each site. All risks identified as low. Periodic temperature checks to be taken and recorded. Review annually.</p>	4	1	4

# Risk Assessment

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maintenance of hot water systems, shower heads							
Battery storage and charging, contact with electricity during charging process. Hydrogen gas discharge and possible explosion, eye and skin contact with sulphuric acid, burns. Fire.	4	3	12	Batteries stored and charged in designated ventilated area. All smoking and naked flames prohibited within locality. Full face visor (EN 166), chemical resistant aprons and gloves provided and use mandatory. Eye wash station provided and maintained. Charging equipment checked for electrical safety annually. Defective batteries to be stored in the approved battery bin, with the lid securely fitted in place. Appropriate fire extinguisher sited near by. Correct manual handling techniques to be practiced when handling batteries. Use of drop testers prohibited Hydrogen gas must be allowed time to dissipate after charging before working on batteries. Jump starting flat batteries only to be done by experienced engineers. Never attempt to jump start a 12 volt system by using traction battery pack, failure to connect properly could result in fire/explosion. Jump leads should be in good condition, well insulated cables and clamps and correct size, if cables are too thin for the current it could result in overheating/fire. Each cable and clip to be well colour coded to reduce this risk of reverse polarity which could cause an explosion. Both machines should be switched off whilst connections are made.	4	1	4
Exposure to whole body and hand vibration (white finger syndrome) from mobile plant and workshops tools as above	4	1	4	Assessment of Hand Arm Vibration have been undertaken at the main repair centre in Liverpool. Exposure was found to be low on all tool. No further action is required.	4	1	4
Personal contact with oils, fuels and glycols which are often hot with risks of scalds, burns, dermatitis if in contact over long periods. Use of chemical substances. Inhalation of painting fume. Inhalation of construction dust.	4	3	12	Personal contact kept to a minimum via use of containers and provision of appropriate gloves. COSHH assessments and MSDS file. Painting kept to minimum and conducted in well ventilated areas, paper face masks provided as required. Provision of other PPE.  Never use hazardous substances before consulting COSHH risk assessment. MEWP's often return from site with deposits of construction dust. Breathing this dust in may be harmful to the respiratory system and MUST NEVER be blown off with compressed air. It must be cleaned off with the jet wash or damp rags, this will prevent the dust becoming air born. NEVER blow out air filters with compressed air. Filters must be replaced and never blown out.	4	1	4

# Risk Assessment

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Slips, trips and falls.	4	3	12	All staff to take extra precautions in icy conditions, and an ample stock of rock salt should be available at each location. Particular attention to paid to wash off areas, due the amount of water generated, may freeze rapidly during winter months. Pressure washer hose to be coiled up safely when not in use. Any oil spillage of any type or size, once identified, should be dealt with immediately. All articles, parts, tools etc to be stored in their appropriate place, and not left scattered around. Any trailing leads to coiled up and hung when not in use. All staff/visitors to remain on the designated walkways when moving around the depot. Walkways to be kept clear and free from obstruction at all times. Any potholes discovered in the yard or workshops should be coned off and reported immediately. No unauthorised work at height to carried out. Only designated, tested and fit for purpose platforms to be used to access any works at height, regardless of the height. If it cannot be accessed from ground level, then a platform must be used. Lighting should be adequate in all relevant areas.	4	1	4
Electric shocks.	4	3	12	Only approved electrical contractors to carry out any works on mains electrical equipment. Under no circumstances should AFI staff attempt to repair or service any mains electrical equipment. All electrical tools are subject to pre use checks, and PAT testing should be within expiry date. Any defects found should be immediately reported, and the item should be labelled and placed in quarantine. 5 year fixed wiring inspections are carried out at the depots, and any C1 or C2 findings are to be addressed immediately. When engineers are working on the plant equipment, care should be taken, as DC voltage can still be very harmful. When working with batteries or with DC switchgear, contactors/solenoids/motors, etc. Only good quality, well insulated hand tools to be used. All appropriate PPE should be worn. Engineers must never wear jewellery on their hands or wrists under any circumstances. All pressure washers to have RCD fitted at supply, RCD to be tested regularly to ensure its reliability.	4	1	4
<u>Environmental Risks</u>							
Major/minor fluid leak due to split internal hoses, failed components, breach of integral bunds. Spillage during replacement of fluids. Refuelling operations. Vandalism or theft. Ground			Hi	Site has oil interceptors which are regularly checked and emptied. Site supplied with integrally banded fuel, oil and waste oil tanks plus pallet sumps for smaller unbanded containers. Spill kits strategically sited around site. Spillage procedure and training conducted periodically, Environmental Emergency Response Plan in place. Weekly checks of oil storage facilities are conducted and recorded along with annual thorough examinations.			LOW



# Risk Assessment

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**Revision** 15  
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and/or foul water or storm water system contamination.							
Hazardous and general waste generation. Oil contamination of ground and water courses. Litter problem causing trip hazards. Impact on corporate image.			Hi	All waste generated during any work is segregated and deposited in approved hazardous or general waste marked containers. AFI sites all registered with Environment Agency and AFI has a hazardous waste producers licence. All waste is collected by registered waste carriers and processors for authorised recycling and disposal of any residue. Collection of waste is by national contractor, each depot responsible for alerting purchasing, when a collection of any waste type is required. No bins permitted to overflow. All receptacles should have secure lids fitted, and where possible, kept under shelter to prevent rain water ingress.			LOW

Likelihood→	Likely (5)	Probable (4)	Possible (3)	Unlikely (2)	Very unlikely (1)
↓Severity					
Death (4)	20	16	12	8	4
Major Injury (3)	15	12	9	6	3
Minor Injury (2)	10	8	6	4	2
No Injury (1)	5	4	3	2	1

**KEY:**

S = Severity  
L = Likelihood  
R = Risk rating

High risk
Medium risk
Low risk

**PPE Required:**

Hard hat	Y
Overalls & boots	Y
Eye/ ear protection	As necessary
Suitable gloves	Y
Respiratory equipment	As necessary
Safety harness/Adjustable lanyard	Boom type MEWPs

Environmental Risk
Low
Medium
High

# RISK ASSESSMENT- General Engineering 2

## RISK LEVEL 2 COSHH ASSESSMENT

Undertaken By: Ian Price

**WORK ACTIVITY UNDER ASSESSMENT:** General Engineering 2 (Aerosols Cleaners and Solvents)

**LOCATION:** All AFI Group of Companies depots

### 1. INDIVIDUALS WHO MAY BE EXPOSED

(Identify those persons exposed directly and those nearby who may be indirectly exposed)

AFI Personnel (engineering staff)

Directly

Contractors

Indirectly

Others (name)

### 2. **HAZARDOUS SUBSTANCES INVOLVED IN THE WORK ACTIVITY**

(List all hazardous substances).

1. Brake Cleaners: Applicable Hazards and precautionary statements All except R14
2. Spray oils and greases Applicable Hazards and precautionary statements All except R14
3. Rust removers
4. Spray Adhesives/other adhesives Applicable Hazards and precautionary statements All except R14
5. Graffiti removers Applicable Hazards and precautionary statements All except R14
6. G Cold joint sealant; Applicable Hazards and precautionary statements All except R14
7. General spray cleaners: Applicable Hazards and precautionary statements All except R14
8. Steel epoxy putty
9. Battery terminal protector: Applicable Hazards and precautionary statements All except R14
10. Silicone sealant: R14 R22 R34

### 3. **THE NATURE OF THE HAZARD OF SUBSTANCES USED**

Classification	✓	Classification	✓
Very Toxic		Danger to the Environment	✓
Toxic	✓	Corrosive	
Irritant	✓	Explosive	✓
Harmful	✓	Oxidant	✓
Flammable	✓	Carcinogenic	
Highly Flammable	✓		

# RISK ASSESSMENT- General Engineering 2

## RISK LEVEL 2 COSHH ASSESSMENT

Undertaken By: Ian Price

### 4. HAZARDS AND PRECAUTIONARY STATEMENTS

H220/221

Flammable, Highly or extremely flammable

H332

Harmful by inhalation and contact with skin

H319/335/315/318

Irritating to eyes, respiratory system and skin. Risk of serious eye damage

H411

Toxic to aquatic organisms

H304

Harmful and May cause long term adverse effects to the aquatic environment

H304

May cause lung damage if swallowed

H066

Repeated exposure may cause skin dryness and cracking

H336

Vapours may cause drowsiness and dizziness.

S9

Keep containers in a well ventilated place

P403/271

22 Harmful if swallowed

R14 Reacts violently with water.

R34 May cause burns.

Do not breathe vapour or aerosol and avoid contact with skin

P262/262

In case of contact with eyes rinse with plenty of water and seek medical Advice

P338

Do not empty into drains, dispose of this material and container in a safe way

S36/37

Wear suitable protective clothing, gloves and eye protection.

S51

Use only in well ventilated areas

# **RISK ASSESSMENT- General Engineering 2**

## **RISK LEVEL 2 COSHH ASSESSMENT**

Undertaken By: Ian Price

### **5. WORKPLACE EXPOSURE LIMIT**

Flammable, Highly or extremely flammable Most of the substances listed in this assessment do have an exposure limit listed in EH40.

These that do range for 2mg /m3 to 1850mg/m3 as a Short Term Exposure limit (STEL).

### **6. WORKPLACE EXPOSURE LIMIT**

Engineers use aerosol related products on a fairly regular basis but usually for very short periods. Typically using sprays to clean, lubricate and to protect. Exposure would be expected within the workshop and yard

### **7. MEASURES TO CONTROL EXPOSURE IN PRESENT USE**

Materials are stored in designated storage lockers or storage shelves out of direct sunlight and displaying applicable warning signs, all materials are clearly marked and labelled. Material safety data sheets are available to all employees'. General training and instruction is given to all employee using COSHH materials.

Aerosols are used in brief spurts close to its target in open, well ventilated areas.

Eye protection, overalls and Nitrile protective gloves are used in the workshops.

Each location has an eye wash station.

All empty cans are disposed off in marked and designated disposal bins

Materials are used in open locations, such as in the workshops or the yard for short durations only.

### **8. DEGREE OF EXPOSURE**

Engineers use these material daily but are only exposed for only short duration often only for a few seconds at a time and always in open areas.

PPE in the form of overalls, gloves and eye protection to be used.

### **9. IS THERE A HEALTH RISK?**

If the listed materials are used in compliance with this assessment and the MSDS then:

The listed substances are controlled and exposure is low. Currently there is minimal risk to health.

# RISK ASSESSMENT- General Engineering 2

## RISK LEVEL 2 COSHH ASSESSMENT

Undertaken By: Ian Price

### 10. FURTHER MEASURES REQUIRED

(Tick Y or N as appropriate and action to be taken).

Are further or improved measures for control required?

**No**

If further measures to control exposure are required, which of the following are appropriate?

A	Elimination or substitution of a substance.	<b>N</b>
B	Engineering action e.g. L.E.V. Or enclosure.	<b>N</b>
C	<b>General ventilation.</b>	<b>N</b>
D	Personal protective equipment.	<b>N</b>
E	Work Instructions / Procedures.	<b>N</b>
F	Emergency Instructions / procedures.	<b>N</b>
G	Others	<b>N</b>

### 11. CONTROL MEASURES

Have you a work instruction to identify and record:

a.	Control measures are properly used?	<b>Y</b>
b.	Control measures are maintained in an efficient state, in efficient working order and in good repair.	<b>Y</b>

### 12. HEALTH SURVEILLANCE

a.	Has a medical officer assessed the need for any health surveillance?	<b>N</b>
b.	Is health surveillance required?	<b>N</b>
c.	Is a programme of routine monitoring of exposure required?	<b>N</b>

### 13. INFORMATION, INSTRUCTION & TRAINING

Do you have a work instruction to identify and record the employees concerned with this Assessment have been provided with such information, instruction and training as is suitable and sufficient for them to know:

a.	The risks to health created by exposure to the substance(s) concerned with this assessment.	<b>Y</b>
b.	The precautions to be taken.	<b>Y</b>

# RISK ASSESSMENT- General Engineering 2

## RISK LEVEL 2 COSHH ASSESSMENT

Undertaken By: Ian Price

### 14. RECOMMENDATIONS TO REDUCE THE ASSOCIATED RISK

All engineering personnel must be briefed on this assessment.

	LOW	MEDIUM	HIGH
Assess the risk level WITHOUT control measures in place.		✓	
Assess the risk level WITH control measures in place.	✓		

Assessor Name: Ian Price

Assessor  
Signature:  
I.Price

Position: AFI HSEQ Manager

Date: 7/10/14

Reviewed 16/05/18 Chris Birchall

Reviewed 10-04-2019 Ian Price HSEQ Advisor West

Reviewed 29-07-2019 Nigel Stevens HSEQ Director

14-10-2020 Ian Price HSEQ Adviser (delayed review due to Covid pandemic)

14-10-2021 Ian Price HSEQ Manager

06-12-2022 Ian Price HSEQ Manager

06-12-2023 Craig Brewster HSEQ Advisor

Next review date 06-12-2024

# AFI-Rentals – Generic COSHH Assessment – RA71 – Triad 32 Hydraulic Oil

Company Name:	<i>AFI-Rentals</i>	COSHH Assessment Serial Number:	<i>AFI/CA/001</i>
Substance Being Assessed:	<i>Triad 32 Hydraulic Oil</i>	Safety Data Sheet (SDS) Serial Number	<i>AFI/SDS/21608</i>
Assessors Name:	<i>Ian Price</i>	Assessment Date:	<i>3<sup>rd</sup> September 2024</i>
Assessors Signature:	<i>Ian Price</i>	Revision State:	<i>Initial Issue</i>

This COSHH assessment must be reviewed **REGULARLY** and immediately if there is reason to suspect that it is no longer valid, or there has been a significant change in the work to which it relates. Or the results of any monitoring carried out in accordance with [Regulation 10 of The Control of Substances Hazardous to Health Regulations 2002](#) show it to be necessary and where, as a result of the review, changes to the risk assessment are required, those changes shall be made.

Scheduled Regular Review Dates:	Rev-1: <i>03 / 09 / 25</i>	Rev-2 : <i>03 / 09 / 26</i>	Rev-3: <i>03 / 09 / 27</i>	Rev-4: <i>03 / 09 / 28</i>
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HIERARCHY OF CONTROL:	YES	NO
<b>Can You Avoid Using The Hazardous Substance Or Use A Safer Process To Prevent Exposure?</b> For example, using water-based rather than solvent-based products, or applying by brush rather than spraying?		<i>NO</i>
<b>Can You Substitute The Hazardous Substance For Something Safer?</b> For example, swap an irritant cleaning product for something milder, or using a vacuum cleaner rather than a brush?		<i>NO</i>
<b>Can You Use A Safer Form Of The Hazardous Substance?</b> For example, can you use a waxy solid instead of a dry powder to avoid dust, or a solid rather than liquid to avoid splashes?		<i>NO</i>

Following the above analysis and where it is not reasonably practicable to prevent exposure to the substance hazardous to health, ensure you have a copy of the latest safety data sheet for the substance, which must be attached to this COSHH assessment. Safety data sheets are available from the substance's manufacturer/supplier and contain information on health effects, Workplace Exposure Limits, Globally Harmonized System symbols, hazard (H) and precautionary statements etc.

**Remember that substances hazardous to health are not limited to substances/products labelled as 'hazardous'. Some harmful substances can be produced by your processes/work, e.g. fume from welding, dust from sanding etc.**

Manufactured by:	Morris Lubricants Castle Foregate Shrewsbury Shropshire SY1 2EL +44 (0) 1743 232200			
Date of Manufacturer's Safety Data Sheet:	Revision date 13 <sup>th</sup> July 2022	SDS Serial Number / Version Number etc:	Version 9.0	
Location of Substance use:	AFI-Rentals locations throughout the UK			
Circumstances of the Work and Method of Use:	Universal Hydraulic oil used for lubrication of MEWP machine maintenance- This process is to fill up the hydraulic system following a hose replacement			
Person(s) Exposed: User, Surrounding Persons, Public, Vulnerable Person etc	Only the user is exposed to the substance.	Duration of Exposure: Time – minutes, hours	10 minutes	
Frequency of Exposure: Hourly, Daily, Weekly, Monthly, Quarterly, other	The substance is used once per quarter.	Quantity Used: Volume, number of sprays, other	Small (millilitres)	
			Medium (litres)	10-20 Litres
			Large (cubic litres)	

If The Substance Is A Biological Agent Give It's Approved Classification:

*Not applicable, the substance is not a biological agent.*

Will The Work Involve Exposure To More Than One Substance Hazardous to Health? <i>If yes list below:</i>	YES		NO	X
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*The work will not involve exposure to more than one substance hazardous to health.*

The Risks Presented By Exposure To More Than One Hazardous Substance Being Used In Combination:

*Not applicable, as the work will not involve exposure to more than one substance hazardous to health.*










Boiling Point / Vapour Pressure:

*>320°C @ 101.3 kPa-213°C Pensky-Martens closed cup.*



Page 2 of 7

# AFI-Rentals – Generic COSHH Assessment – RA71 – Triad 32 Hydraulic Oil

Classification State the Category of Danger – Place an X in the box next to the appropriate symbol below: (Look for the Globally Harmonized System (GHS) symbol on the Safety Data Sheet or product packaging). More information regarding symbols, abbreviations, risk and safety is available from the HSE website <a href="#">here</a> .												
	Explosive		Corrosive	X		Irritant or Hazard						
	Flammable		Acute Toxicity			Serious Health						
	Hazardous to the Environment		Oxidising			Under Pressure						
The Form the Substance Takes and the Hazard Type:												
X	Liquid		Fume		Vapour		Mist		Dust		Gas	Other: .....
The Routes of Entry / Exposure:												
X	Eyes		X	Skin		Inhalation	X	Ingestion	X	Other: .....		
Other Additional Risks and Risks Posed by the Substance to Vulnerable Persons: (e.g. pregnant or young workers)												
<b>Only trained and competent employees use this substance in accordance with the manufacturer's instructions. This substance will not be used by vulnerable persons.</b>												
Risk of Fire / Explosion with this Substance:												
<b>There is no risk of explosion with this product</b>												
Workplace Storage and Transport Arrangements:												
<b>Store upright in closed original container at temperatures between 5°C and 25°C in a marked, fire-resisting cupboard or bin.</b>												
<b>Keep away from heat, sparks and open flame, keep container tightly closed.</b>												
<b>Store away from the following materials: oxidising materials, alkalis and acids.</b>												
Activities – Maintenance, Examination And Testing of Control Measures, Where There Is The Potential For A High Level Of Exposure: List below activities, e.g. routine servicing/maintenance, statutory inspection, thorough examination and testing of engineering controls (e.g. local exhaust ventilation (LEV) etc), also PPE is checked at suitable intervals .												
<b>PPE is checked at suitable intervals. There is not the potential for a high level of exposure, since the substance is used infrequently in small quantities and only in well ventilated areas.</b>												
Effect Of Preventive And Control Measures Which Have Been Or Will Be Taken: Such as PPE, engineering controls (e.g. local exhaust ventilation), work process, systems or organisational measures (e.g. reducing to a minimum the following: use of substance, number of employees exposed, quantity of hazardous substances in the workplace). Also, arrangements for the safe handling, storage and transport of the substance and of waste containing such substance, at the workplace.												
<b>Observe any occupational exposure limits for the substance. Avoid inhalation of vapours, spray/mists, spilling, contact with skin and eyes; provide adequate ventilation. Keep away from heat, sparks and open flame.</b>												
<b>Store in upright closed original container between 5°C - 25°C. Keep away from heat, sparks and open flame.</b>												
<b>Store away from the following materials: oxidising materials – alkalis and acids.</b>												
The Results of Relevant Health Surveillance:												
<b>Regular health surveillance is conducted. No ill effects noted from the use of this substances, as is used infrequently, in small quantities and only in well ventilated areas.</b>												

**The Results of Monitoring of Exposure:**

*This product has low toxicity. Only large quantities are likely to have adverse effects on human health.*

**Working Methods:**

*Observe any occupational exposure limits.  
Avoid spilling, inhalation of vapours and spray/mists. Keep away from heat, sparks, open-flame or other sources of ignition. Avoid contact with skin and eyes, provide adequate ventilation.  
Use approved respirator if air contamination is above an acceptable level. Do not eat, drink or smoke when using the product.  
The Manual Handling Operations Regulations may apply to the handling of containers of this product.*

**First Aid Measures:**

*General information Get medical attention if any discomfort continues.*

*Inhalation If spray/mist has been inhaled, proceed as follows. Move affected person to fresh air and keep warm and at rest in a position comfortable for breathing. Get medical attention if any discomfort continues.*

*Ingestion Get medical attention if any discomfort continues. Do not induce vomiting.*

*Skin contact Remove contaminated clothing immediately and wash skin with soap and water.*

*Eye contact Rinse immediately with plenty of water. Remove contact lenses, if present and easy to do. Continue rinsing. Get medical attention if any discomfort continues*

*Most important symptoms and effects, both acute and delayed*

*Inhalation Upper respiratory irritation.*

*Ingestion The product contains mineral oil, which if aspirated into the lungs through vomiting after ingestion, may result in chemical pneumonia.*

*Skin contact Prolonged contact may cause redness, irritation and dry skin.*

*Eye contact Irritation of eyes and mucous membranes.*

*Indication of any immediate medical attention and special treatment needed Notes for the doctor  
Treat symptomatically*

**Accident, Incident and Emergency Arrangements: (e.g. Response in event of spillage, contamination, fire etc)**

*Protective actions during firefighting  
Control run-off water by containing and keeping it out of sewers and watercourses.*

*Special protective equipment for firefighters  
Wear self-contained breathing apparatus.*

**Extinguisher Media:**

# AFI-Rentals – Generic COSHH Assessment – RA71 – Triad 32 Hydraulic Oil

X	Foam	X	Carbon Dioxide	X	Powder Dry		Water		Fire Blanket	X	Other: Water fog. .....
<b>Special Precautions:</b>											
<i>Do not use water jet as an extinguisher, as this will spread the fire</i>											
<b>Emergency Contact Details: (Name / Telephone number)</b>											
<i>Manufacturers emergency telephone +44 (0) 1743 232200</i>											
<b>Waste Disposal: (Detail how waste from use of the substance should be disposed of – including any special handling requirements)</b>											
<i>Collect and place in suitable waste disposal containers and securely seal. Dispose in accordance with prevailing regulations, to a recognised collector or contractor.</i>											
<b>Provision of Information, Instruction and Training: (Have all users of the substance been provided with suitable and sufficient information, instruction and training on how to use it safely and made aware of the results of this assessment and the corresponding safety data sheet etc?)</b>											
<i>All users of the substance have been provided with suitable and sufficient information, instruction and training on how to use the substance. All training has been/will be recorded. The substance must be used in accordance with the manufacturer's recommendations.</i>											
<b>Personal Protective Equipment (PPE) or Respiratory Protective Equipment (RPE), Identify Type and Specification Below:</b>											
X		Eyes	<i>Safety glasses with side shields EN 166.</i>						Filter RPE	<i>Use half mask to EN 143. Filter A2-P2 if used without adequate ventilation or over long periods.</i>	
X		Hands	<i>Nitrile gloves EN 374 with break through higher than 15 minutes.</i>						Cloth RPE		
		Feet							Full Face Visor		
		Overalls	<i>Ensure skin is covered. Long sleeve work clothing, long trousers etc.</i>						Other PPE		
All reasonably practicable steps will be take to ensure that PPE is properly used. Employees are provided with appropriate instructions and training in its correct use, storage, maintenance, before and after use inspections. Employees must request replacement PPE if no longer effective and report all defects or losses immediately, where it will be repaired or replaced before further use.											
<b>Assessment of Risk – Risk Rating:</b>											
Use the Rating System Below ( $Risk\ Rating = Likelihood \times Severity$ )											
			Severity (S)					Risk Rating	Action		
			Negligible	Minor	Moderate	Major	Catastrophic				
			1	2	3	4	5				
Likelihood (L)	Almost Certain	3	3	6	9	12	15	High Risk	Stop the task/activity until controls can be put into place to reduce the risk to an acceptable level		
	Likely / Possible	2	2	4	6	8	10	Medium Risk	Determine if further safety precautions are required to reduce risk to as low as is reasonably practicable		

	Rare / Unlikely	1	1	2	3	4	5		Low Risk	No further action, keep under review		
Risk Rating				10 - 15 High Risk				5 - 9 Medium Risk			1 - 4 Low Risk	
Risk Rating Following Control Measures: (Indicate below by striking-off the inappropriate risk ratings)												
High Risk						Medium Risk				Low Risk		

## Interpretation of Safety Data Sheets

This provides guidance on the interpretation of safety data sheets (SDS), which is information provided by the manufacturer or supplier of the substance. Safety data sheets may at first seem complicated and difficult to understand, but they contain key information on the properties and recommended control measures for the substance. The safety data sheet will contain the information necessary to complete a risk assessment as required by the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

The safety data sheet should be arranged into 16 sections and has to provide certain information as prescribed under the REACH regulations. You may find that there are differences in how the information appears, but overall the information has to contain the 16 topics. Here we try to provide you with information on how to interpret that information.

**Important Note** – A safety data sheet does NOT constitute a COSHH risk assessment, it provides information for consideration when carrying out assessments. COSHH risk assessments needs to take into account all the substances used and their interaction, not each substance in isolation. When referring to a safety data sheet, focus on the headings rather than the section numbers.

- 1. Identification of substance** – Gives the substance name and provides details of the company issuing the data sheet with e-mail address and other contact information.
- 2. Hazards Identification** – Provides information on risks to humans and the environment. This gives you the first indication that the product may need to be handled with special control measures in place. It will provide a brief summary of its classification under the UN Global Harmonised System (GHS), e.g. Toxic. The classification terms are hazard statements or precautionary statements.
- 3. Composition / information on ingredients** – This section identifies the substance, provides it chemical formula and gives the Chemical Abstracts Service (CAS) and other registry numbers.
- 4. First aid measures** - Look for any special requirements and ensure you consider this section with sections 6, 7 and 8.
- 5. Firefighting measures** – Where your overall assessment indicates that there could be a residual fire risk, ensure the recommended extinguisher is available and you know how to use it.

6. **Accidental release measures** - Outlines the procedures to be followed in case of accidental release of the substance, including methods to be used to clean up spills. Note that these measures are unlikely to be sufficiently detailed if the substance is particularly hazardous, and local procedures should be drawn up to supplement what is given in the safety data sheet.
7. **Handling and Storage** – Self-explanatory. This is an important section, sometimes overlooked by those using substance. It can contain information about the possible formation of peroxides in storage, flammability, explosive risks, etc. Pay particular attention to the possible need for special handling and storage requirements e.g. work in a hood, flammable storage cabinets, explosion-proof fridges, and also the need to avoid storage near incompatible substances.
8. **Exposure controls and personal protection** – Provides information on regulatory standards for exposure, in other words, the maximum permitted concentration of the substance in the environment to which you are allowed to be exposed. It should also provide information on suitable types of personal protective equipment (PPE) and hygiene measures.
9. **Physical and chemical properties** - Self-explanatory. Use this information in relation to the conditions under which you are going to use the substance.
10. **Stability and reactivity** - This section is also largely self-explanatory. It provides details of the conditions and substances to avoid. It may refer you to other sections for specific actions.
11. **Toxicological information** - Outlines the risks to which you may be exposed when using the substance. It is therefore a section of crucial importance! Acute toxicity: (The acute toxicity gives an indication of the kind of quantities of the substance which may cause immediate damage to health if swallowed, inhaled or absorbed through the skin). This section also gives details of the health effects which may be attributable to the substance. This section should be read particularly carefully, since the range of health effects may be broad, and may include carcinogenic or sensitiser effects. Pay particular attention to any information which may suggest that the substance is a sensitiser.
12. **Ecological information** - Is largely self-explanatory
  - General notes: Do not allow substance to be released to the environment without proper governmental permits.
13. **Disposal considerations** - This section deals with disposal, is often not sufficiently detailed for you to be able to undertake disposal yourself. If you need to dispose of the substance after use, ensure that you know how to do this safely and ensure it is captured in your assessment.
14. **Transport information** - Transport information, generally as a list of codes indicating the dangers associated with the substance (flammable, radioactive, very toxic, etc) and the type of transport which may be used. There are usually UN hazard codes given in this section.
15. **Regulatory Information** – Indicates the safety symbols and lists the hazard and precautionary statements under GHS. These indicate the principle hazards associated with the substance and the precautions which should be taken when working with it.
16. **Other information** – This section can provide a range of additional information, such as the name of the person preparing the safety data sheet, a list of references from which data have been drawn, disclaimers, explanations of other sections within the safety data sheet etc.

# **HEALTH, SAFETY & WELFARE MANUAL**



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# 1 Introduction

This is a statement of policy by AFI-Rentals (hereinafter called AFI) which details its intentions, organisation and arrangements for ensuring the Health and Safety at work of its employees, visitors and contractors whilst in the premises of AFI and whilst those employees and contractors are conducting the business of AFI on premises and sites not under the control of AFI but working on equipment owned, leased or operated on behalf of AFI.

## 1.1 Statement of intent

It is the policy of AFI to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees while they are at work and of others who may be affected by their undertakings, and to comply with the Health and Safety at Work Act 1974 and all other allied relevant legislation as appropriate.

### Health, Safety and Welfare Policy Statement

**AFI – Uplift Limited is committed to providing a safe and healthy working environment for all employees, contractors, visitors, and other stakeholders. We recognise our responsibility to prevent work-related injury and ill health and are committed to continual improvement of our occupational health and safety (OH&S) management system:**

- **Compliance:** We will comply with all applicable health and safety laws, regulations, standards, and other requirements to which we subscribe, including those related to ISO 45001:2018.
- **Risk Management:** We will systematically identify hazards, assess risks, and implement appropriate controls to eliminate or reduce OH&S risks associated with our operations and services.
- **Injury Prevention and Ill Health Mitigation:** We are committed to preventing work-related injuries, illnesses, and incidents by maintaining a proactive safety culture and adopting best practices for workplace safety.
- **Employee Involvement and Consultation:** We will actively engage and consult with employees on OH&S matters, ensuring their participation in decision-making and safety initiatives. Every employee is empowered and encouraged to report hazards and take responsibility for their own safety and that of others.

- **Safe Work Practices and Training:** We will provide appropriate health and safety training to employees at all levels to ensure they are competent in their roles. Safe work practices, procedures, and instructions will be established and maintained to promote a safety-first culture.
- **Incident Reporting and Investigation:** We will establish a robust incident reporting and investigation process to identify the root causes of accidents and near-misses, and implement corrective actions to prevent recurrence.
- **Emergency Preparedness and Response:** We will develop and maintain emergency plans and response procedures to ensure prompt and effective action in the event of an emergency, safeguarding the health and safety of all stakeholders

## 2. Objectives

In order to achieve compliance with the statement of policy, AFI has set the following objectives;

- To set and maintain high standards for health and safety at its premises;
- To identify risks and set in place programmes to remove or reduce these risks;
- To ensure that these standards are communicated to all employees;
- To ensure that all personnel are given the necessary information, instruction, training and supervision to enable them to work in a safe manner;
- To ensure the dissemination and discussion of relevant information on safety and health issues;
- To develop promotional campaigns and otherwise to encourage safety and health awareness of employees and residents;
- To monitor its operation at each office and training centre.

### **3. Official documentation and notices**

- Health, Safety and Welfare Policy Statement
- Fire and Emergency Procedures and Instructions
- Safety Signs for Fire Exit Doors
- Health and Safety Law – What you should know poster
- Employers Liability Insurance Certificate
- First Aiders and Location of First Aid Kits
- Significant Findings of Risk Assessments



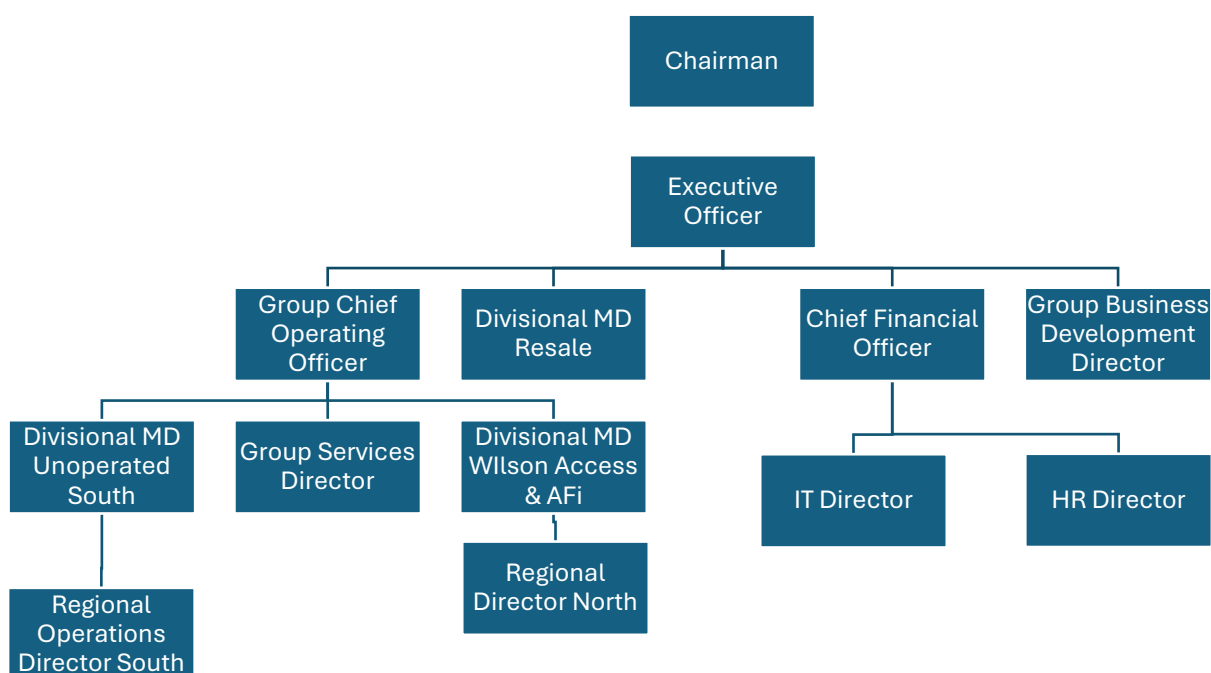
## 4 Management Chart and Responsibilities

### 4.1 Introduction

The Health, Safety and Welfare Policy of AFI-Rentals not only complies with sound commercial practice, they also reflect growing legal requirements and the company's concern for greater employee and consumer protection. They also reflect the growing demand of our customers for high levels of health, safety and quality in the products and the services we provide.

The policy of the company affects virtually every one of its activities and employees. Accountability from top level management includes the following persons

### Management Chart



### 4.2 Responsibilities

To ensure the prevention of ill health and the avoidance of accidents, and the promotion of safe and healthy workplaces, the following responsibilities have been established.

### 4.2.1 The Chairman

The Chairman has established the overall Health and Safety Policy. As Chairman for the Group he has responsibility for implementing and monitoring the policy principally through the Directors. To ensure that sufficient resources are made available in the form of personnel and equipment to fulfil the provisions of this Policy

### 4.2.2 All Directors

The Directors are responsible for:

- Keeping the group Health, Safety and Welfare Policy under review and ensuring that it is revised as and when necessary reviewed and amended.
- Monitoring the policy's implementation and setting targets or objectives where appropriate;
- Reporting on progress to the Chairman and the Board;
- Bringing to the attention of the Chairman and the Board any faults or areas of weakness in the policy or its implementation;
- Ensuring that the relevant resources are made available to enable the policy to be implemented;
- Commit them to a policy of ensuring that the highest standards of health, safety and welfare which are reasonably practicable to attain, are provided for all company employees and for other persons who may be affected by the company's undertakings;
- Regard the promotion of health and safety measures as a mutual objective for management and employees at all levels and consider this as a responsibility equal to that of any other function;
- Take a direct interest in the company's health and safety programme and will fully support all persons implementing the programme;

- In consultation with the Director responsible for H&S and the HSEQ Department, ensure so far as is reasonably practicable, that resources and staffing are maintained at a level which enables the company to meet its health and safety statutory obligations;
- Be directly responsible for the establishment and maintenance of a company staff development and training programme that will exceed the company's statutory health and safety responsibilities;
- Consult with managers and employee representatives in identifying and delivering staff development and training needs and shall attend HSEQ meetings when requested.

#### **4.2.3 Group Chief Operating Officer, Director**

With the full co-operation of the Regional Management Teams, has been given overall responsibility, on behalf of AFI-Rentals, to ensure so far as is reasonably practicable, that the requirements of health and safety legislation and the company's health and safety policies and programmes are at all times established and maintained and;

- In the event of a serious health and safety incident involving fatal or serious injury will act as the company spokesperson to the media and no other employee will give interviews or comment without his express permission;
- Shall ensure that responsibility for health and safety is properly assisted and accepted at all levels throughout the company;
- Shall ensure the effective allocation of resources and staffing to meet the company's health and safety requirements;
- Shall ensure such competent technical advice is provided as may be necessary to enable all persons coming within his area(s) of control, to meet their health and safety responsibilities;
- Shall ensure that the responsibilities for health and safety are

properly assigned and accepted at all levels within their areas of control;

- Shall ensure that any plant (machinery, equipment, appliances or attachments) provided for company undertakings are provided in a condition that is safe and without risk to health;
- Shall in collaboration with the Directors ensure that contractors engaged to work on company undertakings are competent to carry out the planned work in a manner that does not put at risk the health or safety of company employees, clients or other persons;
- Shall become very familiar with the company's health and safety policies and programmes and any other relevant health and safety information or requirements and shall assist managers in the interpretation of the requirements and the instruction of staff in their application.

#### **4.2.4 HSEQ team with the support of Directors**

The HSEQ team has responsibility for:

- Identifying all areas of health and safety which have policy implications, including health and safety legislation, with regard to employees, residents, visitors, and contractors while in offices or on estates of AFI-Rentals;
- Evaluating implications of these issues to AFI-Rentals, and their prioritisation with regard to resources and implementation;
- Advising the organisation on all matters concerning health and safety;
- Ensuring the Health, Safety and Welfare Policy and Risk Assessments are reviewed on an annual basis or as required by changes in legislation, work activities or practices, and carry out regular reviews of performance on Health and Safety Management;
- Demonstrating a personal commitment to the development of a positive safety culture;

- Ensuring relevant legislation, approved codes of practice and company standards have been identified, and that the authority and responsibility for their implementation is delegated to the appropriate management level;
- Ensuring appropriate measures have been taken in order to identify, and eliminate or control known hazards and to safeguard against the introduction of new risks wherever possible, including the performance of risk assessment;
- Ensuring there are adequate communication channels with employees on issues affecting Health, Safety and Welfare;
- Ensuring there are adequate arrangements for the management of first aid and other emergency situations and ensuring all employees are aware of the arrangements;
- Ensuring adequate arrangements are in place to evacuate the premises in case of emergency and that all employees and visitors are aware of the arrangements;
- Ensuring suitable health and safety standards are maintained within offices, garage and sites, including emergency procedures and arrangements, and safe use of equipment.

#### **4.3.5 HSEQ team with support from Directors**

The HSEQ team has responsibility for:

- Managing the external audit schedule and respond to any findings;
- Managing the internal audit Inspections schedule for Health, Safety, Environment and Quality;
- Providing advice and guidance to all levels of personnel within the organisation regarding environmental risk management;
- Maintaining the company's quality management system and document control;
- Managing the company's waste management system

including the appointment of any waste carrier or disposal company;

- Updating the Register of Environmental Aspects;
- Updating the company's Legislation Register (Environment);
- Undertaking any environmental risk assessments;
- Overseeing the investigation of any environmental incident /spillage or contamination;
- Collating data to calculate the company's carbon footprint;
- Control of company documents;
- Facilitation of the annual HSEQ management review;
- Developing and delivering awareness training for both Environment and Quality;
- Ensuring that an environmental risk assessment (Register of Environmental Aspects) is in place for all AFI operations.

#### **4.3.6 HSEQ Manager / HSEQ Advisors AFI-Rentals services**

The HSEQ Advisors have responsibility for:

- Overseeing the implementation of Safety, Health, Environmental and Quality programmes at depot and regional level, in support of operational management/Directors, to achieve HSEQ aims and objectives;
- Assisting in the delivery of an effective HSEQ programme, at all depots in their region;
- Working with local operational managers and others, to communicate company HSEQ policies, philosophy and requirements, to the workforce;
- Ensuring HSEQ training is delivered to a high standard and at the right time;
- Monitoring site activities and employee behaviour to ensure required company procedures and best practices are being implemented on site;
- Ensuring that all incidents and high potential near misses are reported, and effectively investigated by operational management, by providing technical support and advice;



- Ensuring that all identified risk is assessed and control measures are put in place to reduce the residual risk, as far as is practicable.

#### **4.3.7 Regional Operation Directors/Regional Service Managers**

The Regional Operation Directors/Regional Service Managers have responsibility for:

- The practical implementation of the AFI-Rentals Health, Safety and Welfare Policy, the Health and Safety at Work Act 1974 and other relevant legislation;
- Ensuring that the operations under their control are, as far as is reasonably practicable, conducted without detriment to the health and safety of employees or others who may be affected by their activities;
- Ensuring that their area of responsibility is subject to risk assessment, regular inspections and audits;
- Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported, reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action taken, where necessary;
- Ensuring that all staff are sufficiently trained and are competent to carry out any task asked of them;
- All operations within their area of responsibility which involve employees, sub- contractors, visitors or flora and fauna being exposed to hazard(s) are risk assessed;
- Ensuring corrective actions associated with identified risks have been implemented and closed out.

#### **4.3.8 Regional Hub Managers/ Senior Engineers**

Regional Hub Managers/Senior Engineers have responsibility for:

- Fully familiarising themselves with the company's health and safety policy, programmes, codes of practice and operating procedures relevant to their area(s) of responsibility and ensure that they are understood and applied at all levels within their area(s) of responsibility;
- Ensuring that persons within their area(s) of responsibility apply only safe working practices;
- Ensuring, so far as reasonably practicable, that all persons who come within their area(s) of responsibility receive sufficient information, instruction or supervision necessary for them to avoid risks to their health and safety;
- Ensuring that a high standard of housekeeping is maintained at all times within their area(s) of control;
- Ensuring that protective clothing and equipment provided within their area(s) of control is used as required and maintained in an efficient state and good working order;
- Ensuring that the health and safety problems that cannot be resolved immediately are raised quickly with the Directors.

#### **4.3.9 HSEQ Representative**

The role of the HSEQ Representative is to:

- Have a direct line for anyone to call with any issues
- Communicate on all health and safety matters across the group to enable depots to carry out their meetings;
- Encourage all personnel to be involved in matters of health and safety;
- Assist with risk assessments;
- Assist with accident investigation;
- Consult with Managers and Supervisors on all issues of health and safety.

#### **4.3.10 All employees are required to:**

- Co-operate in implementing the requirements of all Health and Safety legislation, related codes of practice and safety instructions;
- Refrain from doing anything that constitutes a danger to themselves or others;
- Immediately bring to the attention of their Line Manager/Supervisor any situations or practices that are noted which may lead to injuries or ill health;
- No employees shall be penalised for refusing to work on grounds of health and safety;
- Ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly stored;
- Be responsible for good housekeeping in the area in which they are working;
- Report all accidents, incidents, dangerous occurrences and near misses, in accordance with AFI-Rentals guidance;
- Make themselves familiar with the health and safety policy and operating procedures of the company and gain a thorough knowledge which directly affects their particular work activities;
- At all appropriate times make full use of protective clothing, equipment and devices provided and shall only use plant and substances as directed by information supplied by the company, manufacturers or suppliers;
- Report to their Line Manager and HSEQ Department any accident or dangerous occurrences, whether anyone is injured or not, or any practices, systems of work or conditions which they consider may create a risk to the health and safety of persons or damage to customer goods or company plant or premises;
- Take reasonable care for the health and safety of themselves and of any other person who may be affected by their acts or omissions;

- Co-operate with the company or any manager or supervisor, so far as is necessary to enable the company, manager or supervisor to comply with their legal and quality responsibilities;
- Not intentionally or recklessly, interfere or misuse anything provided by the company in the interests of health, safety or quality services;
- Be responsible for trainees, must note that trainees are with the company for work experience and most of them have had no/little experience before. They are expected to take instruction and follow example, to observe and absorb the practices of the company's undertakings. Consideration must be given to their youth and inexperience, mistakes, carelessness and even a degree of irresponsibility is to be anticipated. Therefore, the level and quality of the information, instruction, training and supervision given to trainees must take these factors into account.

#### **4.3.11 Trainee Responsibilities**

- The company consider trainees as company employees affording them the same health, safety and welfare protection, facilities and responsibilities as all company employees (see above).

### **5 Policy Review**

- The effectiveness of the general policy statement and other specific policies in use throughout AFI-Rentals will be regularly reviewed and revised as and when necessary.

### **6 Clients and Visitors**

- The company recognises that it has a responsibility for the safety of all company clients and visitors. It is essential

therefore, that all operations and activities are conducted with due regard to their health and safety.

- Management will ensure, so far as reasonably practicable, that whilst company staff or contractors are on clients' premises or visitors are on company premises or using company plant, they are not exposed to risks to their health and safety and the company will give to such persons any information and/or supervision necessary to ensure this.

## **7 Health and Safety Rules**

- All employees and visitors must receive an induction incorporating the operating procedures within AFI-Rentals. These inductions will ensure that everyone will be made aware of any risks or dangers in any arena of work.
- It is the duty of all managers and employees to place the safety and welfare of those around them as a priority. Any manager or employee ignoring or condoning any unsafe practice, howsoever actionable, will be liable to disciplinary action possibly leading to dismissal. All work areas are to be kept clean and tidy and shall comply with regulations.
- No equipment shall be used or operated without first receiving full instruction from a qualified person knowledgeable in that particular item. This ruling shall apply to all equipment be it workshop equipment, transport, plant or office equipment.
- Any accident must be reported immediately to the correct authority. Any person suffering ill health as a direct result of any incident believed to have happened whilst at work must also report the details to their supervisor/manager.
- Any company vehicle shall be operated only by those duly authorised to do so. The vehicle shall at all times be driven in a manner that is safe and the operator/driver shall at all times take due consideration of all other colleagues, road

users and members of the public.

- All notices whether compulsory or advisory shall be obeyed and actioned. No notices shall be defaced or covered up.
- All fire procedures shall be followed. Firefighting equipment shall be regularly inspected and fire drills shall be carried out. Records will be kept and the results discussed at safety meetings. Fire exits shall be clearly defined and kept clear. It is the responsibility of all AFI-Rentals personnel to ensure that the rules are adhered to and only trained personnel shall fight any fire.
- Hazardous materials shall be kept in clearly defined areas. Only authorised personnel shall use these materials. COSHH records shall be clearly displayed and emergency procedures, in case of accidents, shall be conveyed to all staff members. Some examples of hazardous materials are; battery acids, oils, bleaches, paints, fuel, oils, etc.
- Any person working on his or her own shall be subject to a risk assessment which may result in them being classed as a lone worker. When it is known that personnel are working under these conditions they will be placed on the Solo Protect system. Should the lone worker trigger an alarm a follow up procedure shall be activated.

## **8 Arrangements for Health and Safety:**

### **General Management Controls**

- This part of the Health, Safety and Welfare policy manual contains brief descriptions of safe working procedures that are tailored to the organisation.

Specific details can be found in the relevant Company Procedures which are referenced in each section.

### **8.1 Engineers / Engineering workshops**



- AFI have a large number of workshops throughout our depot network. These workshops undertake repairs and servicing of our MEWP fleet. We recognise that this operation has a potential to be a hazardous environment and have produced a full suite of work instructions/risk assessments to identify and reduce this risk. All our engineers undertake extensive skills and Health, Safety and Environmental training. When working away from the depot all engineers carry out a point of work risk assessment, prior to starting work.

## **8.2 Drivers: Ref Drivers Handbook DOC-AFI-F-0237**

- AFI have a large delivery fleet of trucks of varying size. All our drivers undertake extensive training in addition to the requirement of the appropriate licences. Drivers have training in loading and unloading of MEWP, load security, manual handling and operator training for all MEWP in our fleet. We recognise that this operation has a potential to be a hazardous environment and have produced a full suite of work instructions/risk assessments to identify and reduce this risk. All our drivers undertake extensive skills and Health, Safety and Environmental training.

## **8.3 Office staff**

- AFI have 2 admin centres employing a large number of office staff. Staff receive appropriate training in areas such as fire, work station ergonomic, and lone working. The buildings are subject to 5 yearly fixed wiring inspection and fire drills are undertaken.

# **9 Risk Assessment: Ref Company Procedure DOC AFI-P0027**

The objective of Risk Assessment is to:

- Identify the occupational health, safety and environmental hazards within each operation and the persons and

- environmental media at risk;
- Determine the “risk level” of each hazard;
- Eliminate, reduce or control the identified hazards to a pre-determined acceptable level, thereby reducing both the number and severity of accidents or environmental incidents;
- To provide documented evidence of the Company’s compliance with relevant statutory requirements.

## 9.1 General Risk Assessment

- In undertaking a risk assessment with the addition of COVID-19 risk assessments, we will identify the hazards, talk to those involved in the work, watch what is done by who and when. Make a note of all hazards found. Try to identify any hazards which have the potential to cause ill health or injury over the short or long term as a result of exposure to hazards situations or substances.

Once all the hazards associated with the particular job have been identified, the person carrying out the risk assessment may use the risk assessment matrix to manually work out a risk rating (risk level) for each identified hazard and then for the overall level of risk for the job.

- Where necessary, additional control measures may be required to bring the residual risk down to an acceptable level.
- Once the risk assessment is complete and the risk reduced to an acceptable level, a work instruction must be developed. The work instruction must list all the hazards identified during the risk assessment process and all the control measures implemented. It must also give practical steps to implement the results of the risk assessment. Photographs can also be used to clarify the instruction. A short questionnaire and sign off sheet are also included in the work instruction. The work instruction is the way in which AFI communicate the results of risk assessment to its employees. All employees will be briefed and signed off on any relevant work instructions.
- Where a generic risk assessment is used, a point of work risk assessment will be undertaken by the operator prior to any

work being undertaken. The purpose of the point of work risk assessment, is to ensure that the local conditions are considered and any additions or adjustments are made to the hazard control measures to ensure reasonably foreseeable risk is reduced as far as is reasonably practicable.

## 9.2 Fire Risk Assessments

- All offices, site buildings and structures **under the control of AFI-Uplift Ltd** will be fire risk assessed by a designated competent person. The fire risk assessment is carried out using the HSEQ software generated assessment form.
- The results of the fire risk assessment and any resulting actions will be made known to all relevant personnel at the time of the assessment and where necessary, actions will be raised using the HSEQ software.

## 9.3 Manual Handling Assessment

- Where the general risk assessment of the work activity identifies the risk of injury from manual handling as **HIGH**, the person undertaking the assessment will inform the HSEQ Advisor and a manual handling assessment will be completed.

## 9.4 COSHH Assessment

- Suppliers of hazardous substances have a legal duty to supply a Chemical Safety Assessment under the Registration, Evaluation of Authorisation of Chemicals (REACH) and MSDS sheet under CLP Regulations classification, labelling and packaging of substances and mixtures
- The HSEQ Advisor with the assistance of the Regional Operation Directors will complete a Level 1 COSHH Assessment using the information contained in the Chemical Safety Assessment, MSDS sheet held in the site register. Based upon the finding of that initial level 1

assessment it may be necessary to complete a more thorough assessment (level 2)

- When carrying out a COSHH risk assessment and where such information is available, account must be taken of any relevant Occupational Health information concerning any group, or individual affected by the assessment.

## **9.5 Work Station and Display Screen Assessments**

- All AFI-Rentals employees, working in an office environment or working from home due to COVID-19, at a work station which may include working with a computer, will be assessed as to the suitability of the work station and degree of exposure to harm as a result of use of a computer.
- The DSA will be held on the HSEQ computer system indefinitely.
- The DSA will be reviewed by the HSEQ Team every two years or as circumstances change, i.e. move of office or workstation, change in personal / physical circumstances through pregnancy or physical impairment following illness or personal injury.

## **9.6 First Aid Risk Assessment**

- The purpose of the assessment is to identify the suitability of current first aid arrangements and to introduce whatever measures may be necessary to ensure compliance with the HSE guidance (INDG 214) – First Aid at Work.
- The assessment will be reviewed annually by the HSEQ Advisor to ensure it remains up to date.

## **9.7 Environmental Assessment/ Profile – Aspects Register DOC AFI-F-0008**

- HSEQ with the support of directors will undertake an Environmental Risk Assessment (Register of Environmental

Aspects) for the UK operation as a whole.

- In both the site based assessment and the UK assessment, a risk ranking matrix is used as a means of prioritising significant aspects and where necessary to prioritise corrective/preventive actions to ensure effective control.
- Based on the risk assessment the Company will develop emergency preparedness plans which reflect the potential emergency situations e.g. fire, spillage, loss of containment.

## **9.8 Additional assessments**

- Where it is identified as part of the general risk assessment that hazards are present which require expert assessment, then specialised assessments will be undertaken by a competent organisation/person. This could be in the form of an internal or external assessment, dependent on the level of risk and the knowledge required.
- These assessments, the degree of risk and associated actions, will be taken into account within the main risk assessment format, control measures and the work instructions. Such assessments may be as follows:
  - Noise assessments;
  - Whole body and hand vibration;
  - Asbestos assessments; Legionella Assessments;
  - Exposure.

## **9.9 Review of General Risk Assessments**

- Formal reviews will be undertaken at 12 monthly intervals or if there is a change to an existing operation or work practices or process.
- We have a general duty under the Health and Safety at Work Act 1974 to provide a system of work that is safe and without risks to health, in so far as is reasonably practicable.

## **10 Incident Reporting and Accident Investigation:**

## **Ref Company Procedure DOC AFI-P-0035**

- It is everyone's responsibility to report HSEQ incidents in the workplace.
- It is AFI-Rentals management's responsibility to report certain types of HSEQ incidents, which may occur within the business, to the regulatory authorities, HSE / EA, and to keep appropriate records.
- It is AFI-Rentals management's responsibility to ensure reporting guidelines for serious incidents/events, which may occur within the business, are followed.
- Any employee sustaining an injury or who is involved or aware of any incident/event giving rise to property, equipment or environmental damage or loss, has a duty to report the facts to their Supervisor/Line Manager immediately so that an appropriate investigation can be carried out.
- The employee should seek immediate medical assistance following any injury sustained at work. This would normally be by contacting his/her immediate Line Manager/Supervisor, who will ensure that the injured person is properly attended to, either by utilising the Company's own internal resources (such as an appointed First Aider) or by utilising the customers medical facilities if working on site.
- Once an incident has been reported, using the HSEQ software, the AFI-Rentals Manager responsible for the employee, contractor or subcontractor, must initiate an immediate and appropriate investigation, according to the severity of the injury, damage or environmental event and the circumstances surrounding it.



- All investigations will be undertaken using the HSEQ Software as the reporting and monitoring process.
- Depending on the severity of the incident, the Supervisor/Line Manager will notify the incident to AFI-Rentals and customer management.

## **11 Approval of Contractors / Suppliers Ref Company Procedure DOC AFI-P-0031**

- All contractors and suppliers will have to undergo an approval process before we place an order or engage them. In this way we can assess their management system and levels of competence.
- AFI have an approval process based on the level of risk which a company or organisation represents. Companies which represent the highest level of risk by the nature of the work they undertake or the location in which that work takes place, will receive the most robust assessment. Companies which have a low level of risk will receive a less in depth assessment.

### **11.1 Managing Contractors**

- All contractors who are required to work on our site must receive a Contractor Induction DOC AFI-F-0129.
- Each contractor need only be inducted at each different location once.
- The induction must be delivered by someone with sufficient knowledge of the site and the hazards associated with working in the location (eg the Senior Engineer).
- An induction sign-off sheet must be completed and kept on site in the induction folder, and a copy scanned and forwarded to HSEQ. Induction Sign Off Sheet DOC AFI-F-0106.

- The induction will include:
  - Review of the risk assessment and method statement supplied by the contractor (these must be produced on each visit);
  - Emergency procedure;
  - All hazards associated with working at the location, e.g. traffic management and machine movements;
  - What to do with waste / spillage;
  - Accident / near miss reporting procedure;
  - Welfare facilities / First aid provision

## 12 Consultation and Communication Ref Company Procedure DOC AFI-P-0012

The organisation will ensure suitable mechanisms are in place to enable employees to participate in hazard identification and risk assessment, incident investigation, development and review of Health & Safety policies and objectives.

### 12.1 COMMUNICATION MATRIX

Type	Documentation
AFI-Rentals Board Meeting	Quarterly Meeting Minutes taken Briefing on changes in HSEQ law / Regulation and Guidance General governance of the system Overview of accident stats
Monthly Support Services Meeting	Minutes taken Monthly Meeting attended by Director, Department Managers Plus HSEQ Overall HSEQ system discussed Accident stats reviewed Review of audit Programme and results both internal and external Review of progress on HSEQ initiatives review progress with changes or improvements to the management system Review of accident investigations

Regional Review Meeting	Minutes taken 1 meeting per month 1 director attending Audits incidents review
Depot Meeting	Local Quarterly Meetings held by the Senior Managers at depot level with employees to discuss local management issues. Including HSEQ
Tool Box Talks	Tool Box Talks are communicated periodically to all personnel on HSEQ related topics
Alerts	Alerts are issued as a result of a HSEQ issue arising which has a potential to be present at other locations in the company
Site Notice Board	Site notice boards are used to strengthen messages such as the Tool Box Talk, by the use of posters.

### 13. Training and Competence DOC AFI-P-0014

- The company will provide training to allow all employees to carry out their duties safely.
- The training may be provided by the company's own internal resources or by recruiting outside assistance, depending on the needs of the trainee.
- A record of all training provided will be kept by the training department.
- The training department and the management team will determine training needs according to company requirements.
- Operation Directors will ensure that all new employees attend an induction. The induction is standardised throughout the Company and results in the development of a training plan for each employee.
- Site Managers will ensure that specified training is provided in accordance with the requirements and timescales set out in the training plan.

- All employees will either attend the company in-house HSEQ training modules:
  - General Safety
  - Manual Handling
  - COSHH
  - Noise
  - PPE
  - Fire
  - Environmental Awareness
  - Slips, Trip and Falls
  - Working at Height
  - Load security
- Employees will also attend refresher training at intervals of no greater than three years.
- Employees may request additional training if they feel it is needed and similarly, Supervisors/Line Managers may provide additional training in appropriate circumstances (for example, following a long period of absence or after an accident).

## **14 Maintenance of Vehicles, Plant and Equipment**

### **Ref Company Procedure DOC AFI-P-0021**

- The appointed director for property is responsible for the day to day maintenance/ improvement of all buildings and company premises. All maintenance work is undertaken through a facilities management company which has previously been approved as a supplier to AFI. The day to day housekeeping is the responsibility of the management team at the location.
  - **a. Equipment For Hire**
- Equipment for hire is maintained by our own technically competent servicing personnel. Programmes for preventive maintenance are triggered via InspHire. Records generated

are held on the system.

- Equipment requiring repair is either carried out under manufacturer's warranty or actioned by our own servicing personnel. AFI-Rentals is authorized to carry out warranty repairs on behalf of manufacturers.

#### **b. Delivery Truck Fleet Ref Company Policy DOC-AFI-PO-0034**

- All preventive maintenance carried out on company delivery trucks is programmed and carried out by the vehicle's respective service garage(s)/contract agencies. Most of the delivery fleet is covered by R&M contracts with the appropriate manufacturer and is inspected on a 6-weekly basis.

#### **c. Vans/Cars**

- Drivers are responsible for identifying when services are due in line with manufacturer's guidelines and making necessary arrangements via the designated 3<sup>rd</sup> party service provider.
- It is the driver's responsibility to report any defects requiring attention to the Regional Management team. A decision is then taken as to whether the vehicle should be returned to home base or dealt with by sub-contract maintenance/repairers. Most of the fleet is covered by R&M contracts (refer to DOC AFI-P-0015 Purchasing Procedure).

### **15 Drugs / Alcohol Ref Company Policy DOC AFI-PO-0009**

- The Company recognises that a safe and healthy working environment can be placed at risk by anyone who misuses drugs or alcohol to such an extent that it may affect their health, performance, conduct and relationships at work.

- This policy applies to all employees, including part time workers, apprentices, young persons on training schemes, agency workers and contractors and is intended to:
  - Promote the health and well-being of all categories of employee;
  - Minimise problems at work arising from the effects of alcohol or drugs;
  - Identify employees with possible problems relating to the use of alcohol and drugs;
  - Offer employees who request assistance formally in a timely manner all reasonably practicable help in order to overcome these problems;
  - Protect all our employees.
- Any employee who commits a clear breach of Company rules, due to the misuse of alcohol or drugs on any occasion, will be subject to the Company's disciplinary procedures which could result in termination of employment.

## 16. Personal Protective Equipment

- It is the responsibility of each Supervisor/Line Manager to ensure that all his/ her staff are issued with the required PPE for all work undertaken. Guidance for the appropriate PPE can be found in the work instruction for the job. He will also arrange any necessary training for staff required to use PPE. He will

arrange the purchase of the approved items and ensure that they are issued against receipt to the staff requiring it. A stock of issue items will be kept in the PPE cabinets. Replacements are controlled through the Support Services department.

- All managers will ensure staff have and wear appropriate PPE. Each individual member of staff will wear the PPE issued when on sites and report any damage or wear.

### a. Occupational Health

- The company undertakes Occupational Health screening

and monitoring of its employees where a risk of possible exposure has been identified. Currently we are undertaking:

- Drug and alcohol testing;
  - Noise assessments (engineering workshops);
  - Exhaust fume exposure (engineering workshops);
  - Hand arm vibrations;
  - Occupational dermatitis;
  - VOC exposure;
  - DSE assessment.
- It is also our duty to monitor the health of employees and ensure that they are able to perform their tasks without danger to either themselves or their colleagues.
  - Regular inspections shall be carried out in all areas to ensure that the company is complying with legislation and that no unsafe practises are being employed. Where an unsafe practice occurs, we will change the procedure so as to remove the hazard.
  - All personnel shall be tasked and encouraged to take an active and fully operational role in this procedure.
  - We will monitor the materials that we employ and if a substance is known to carry a risk, those that use the substance shall be made aware of all the risks and PPE shall be made freely available. If an alternative substance becomes available that holds a lower risk then we shall endeavour to use the lower risk item.

## **17. Management review of HSEQ system Ref Company**

### **Procedure DOC AFI-P-0011**

- The Directors have overall responsibility for the management review of the Integrated Management System within the company.



- The Directors are responsible for ensuring that a review of the Integrated Management System shall be undertaken at least annually (12 months). The review

shall take the form of a meeting chaired by the Directors and attended by some of the following personnel:

- Directors
  - Regional Operations Directors
  - HSEQ Personnel
  - Managers
- 
- The agenda for the meeting should be all elements of the Integrated Management System, which give an indication of its continuing effectiveness.
  - The results of the Management Review Meeting must be available in the form of minutes maintained by the Management Representative. The output of the meeting are any actions to be taken, a time scale for implementation and a date for a follow up action.

Minutes of the Management Review Meeting shall be kept for a period of 5 years.



# CERTIFICATE OF MEMBERSHIP

THIS IS TO CERTIFY THAT

**AFI UPLIFT LTD**

IS A MEMBER OF THE ASSOCIATION  
FOR THE YEAR ENDING 30 JUNE 2025

MEMBERSHIP NO.

**M5516**

**Brian Jones**  
President



**The Association for Plant and Equipment Hire Professionals**

27/28 Newbury Street, Barbican, London EC1A 7HU

**Telephone: 020 7796 3366**

**E-mail: [enquiries@cpa.uk.net](mailto:enquiries@cpa.uk.net)**

**[www.cpa.uk.net](http://www.cpa.uk.net)**



# - Certificate of - Health & Safety Accreditation

This is to certify that  
**AFI Uplift Limited**

★ HAS ACHIEVED ACCLAIM ACCREDITATION ★

**Non Construction with 5 or more employees**



**SIMON GIBBS**  
Chief Executive Officer

Registration No: **171720**

Date of Assessment & Issue: **02 September 2024** Expiry Date: **21 September 2025**

*This certifies remains the property of Acclaim Accreditation and must be surrendered on demand.*

*For verification please contact Acclaim Accreditation on **0333 300 3066***

*Full validation of this certificate should be made via the SSIP portal **SSIPPortal.org.uk** | **AcclaimAccreditation.co.uk***

Acclaim Accreditation is a service brought to you by Constructionline or Facilitiesline or Builder's Profile & is administered by Fortius. Registered in England No.11188766



23045



Acclaim Accreditation is a UKAS accredited Type C Inspection body under ISO17020:2012 covering the SSIP Core Criteria.

## CERTIFICATE

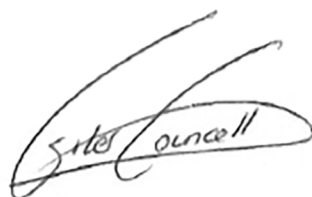
**THE RENTAL  
CERTIFICATION  
YOUR CUSTOMERS  
CAN TRUST**

# THE HIGHEST STANDARD IN POWERED ACCESS EQUIPMENT HIRE

## AFI-Uplift Ltd

Membership number: 395

has been audited and certified by IPAF as complying with the  
health & safety, quality, and environmental standards of the  
IPAF Rental+ quality mark

A handwritten signature in black ink, appearing to read 'John Cunnell', enclosed within a large, loopy oval stroke.

Date of Expiry: **25/01/2026**

[www.ipaf.org/rental](http://www.ipaf.org/rental)



# Certificate of Registration



This is to certify that the Business Management and Service Quality Systems of

## **AFI-Uplift Ltd.**

have been audited and the company registered as a member of the SafeHire Scheme

**The scope of the registration is detailed on the Schedule to the Certificate of Registration bearing this Certificate number**

Certificate Number **1127** Valid Until **21.02.2025**

Signed on behalf of the SafeHire Scheme:

**Director of Certification Services**

**Carl Bartlett**

Certification is subject to annual compliance audit and re-assessment every third year by HAE/EHA  
2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, West Midlands B37 7YE



**HIRE  
CERTIFICATION  
SERVICES**

This is not a legal document and cannot be used as such. The certificate is valid until the date shown above unless suspended or withdrawn. It remains the property of HAE/EHA to whom it must be returned on request.  
To check its validity or for further certification regarding the scope of this certificate and the applicability of the Scheme shown, contact SafeHire Scheme Office on 44 (0) 121 380 4609





# CERTIFICATE OF ASSURANCE

AFI-UPLIFT LIMITED

Pope Street Normanton WF6 2TA

**COMPLIES WITH THE REQUIREMENTS OF THE CYBER ESSENTIALS SCHEME**

NAME OF ASSESSOR : Rio Campbell

CERTIFICATE NUMBER : fa74a1f3-0f6b-4fae-860a-4641c85f10b4

DATE OF CERTIFICATION : 2025-04-11

PROFILE VERSION : 3.1 (Montpellier)

RECERTIFICATION DUE : 2026-04-11

SCOPE : Whole Organisation



**SCAN QR CODE TO VERIFY THE AUTHENTICITY OF THIS CERTIFICATE**

CERTIFICATION MARK



CERTIFICATION BODY



CYBER ESSENTIALS PARTNER



The Certificate certifies that the organisation was assessed as meeting the Cyber Essentials implementation profile and thus that, at the time of testing, the organisation's ICT defences were assessed as satisfactory against commodity based cyber attacks. However, this Certificate does not in any way guarantee that the organisation's defences will remain satisfactory against a cyber attack.

# AFI-UPLIFT LTD (GROUP)

WAKEFIELD - United Kingdom | [Renting and leasing of other machinery...](#)

Company size: **M** | Assessment scope: **Group**

Overall score

↗ **60**/100

Percentile ⓘ

**69th**



Scorecard

Carbon

Corrective Action Plan

Documents

Metrics

Carbon Product Data

Other ▾

## Scorecard

[Download](#) ▾

[Share my scorecard](#)

Publication date: 20 Jan 2025 ▾

Valid until: 20 Jan 2026

ⓘ Get more granular insights with precise theme scores



Environment, Labor & Human Rights, Ethics, and Sustainable Procurement **theme scores are no longer rounded** to the nearest tenth. This way, you **can see exactly how your scores evolve over time**. Additionally, we've introduced a 4-point "impact on score" scale for each theme and indicator.

### Overall score

Percentile

**69th** ⓘ

↗ **60**/100



#### Environment

Impact on score ●●○○



#### Labor & Human Rights

Impact on score ●●●●



#### Ethics

Impact on score ●●○○



#### Sustainable Procurement

Impact on score ●○○○







This is to certify that

**AFI-Uplift Limited**

is a registered Member of The  
Highway Electrical Association  
(HEA)

**Membership Number: HO122**

A handwritten signature in black ink, appearing to read 'Michael Levack', is centered on the page.

**Michael Levack  
Chief Executive**

**Date of issue: 10/02/2025**

**This certificate expires on: 31/12/2025**

# Certificate of Registration



This is to certify that the Quality Management System of:

**AFI Holdings (incorporating AFI Uplift Limited)**

Unit 1 Bradley Court, Maple Road, Off Trent Lane, Castle Donington, DE74 2UT, United Kingdom

(Central function listed above. See appendix for additional locations)

applicable to:

**The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training**

has been assessed and registered by NQA against the provisions of:

**ISO 9001:2015**

This registration is subject to the company maintaining a quality management system, to the above standard, which will be monitored by NQA

A handwritten signature in black ink, appearing to read 'M. Wray', is positioned above the title 'Managing Director'.

Managing Director



0015

Certificate No.	176600
ISO Approval Date:	6 May 2010
Reissued:	21 October 2022
Valid Until:	21 November 2025
EAC Code:	32

# Certificate of Registration



Appendix to Certificate Number: 176600

**Includes Facilities Located at:**

**AFI Holdings (incorporating AFI Uplift Limited)**

Certificate No. 176600  
Unit 1 Bradley Court Maple Road  
Castle Donington DE74 2UT  
United Kingdom

The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training

**AFI Holdings (incorporating AFI Uplift Limited) - Diamond House**

Certificate No. 176600/1  
Diamond House, 2nd Floor West Wing  
Diamond House  
Wakefield WF2 8PT  
United Kingdom

The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training

**AFI Holdings (incorporating AFI Uplift Limited) - Birmingham**

Certificate No. 176600/2  
2 Albion Road Off Brandon Way  
West Bromwich B70 8BD  
United Kingdom

The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training

**AFI Holdings (incorporating AFI Uplift Limited) - Caldicot**

Certificate No. 176600/3  
AJ Rentals Unit 17 Severn Bridge  
Industrial Estate  
Caldicot Monmouthshire NP26 5PW  
United Kingdom

The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training



ISO Approval Date:

6 May 2010

Reissued:

21 October 2022

Valid Until:

21 November 2025

# Certificate of Registration



Appendix to Certificate Number: 176600

**Includes Facilities Located at:**

**AFI Holdings (incorporating AFI Uplift Limited) - East Midlands**

Certificate No. 176600/4

Freeston Drive Blenheim Industrial Estate

Nottingham Nottinghamshire NG6 8UZ

United Kingdom

The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training

**AFI Holdings (incorporating AFI Uplift Limited) - Scotland**

Certificate No. 176600/5

6 Fyne Avenue Righead Industrial Estate

Bellshill ML4 3LR

United Kingdom

The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training

**AFI Holdings (incorporating AFI Uplift Limited) - Hull**

Certificate No. 176600/6

Units 2 & 3 Rix Road

Hull HU7 0BT

United Kingdom

The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training

**AFI Holdings (incorporating AFI Uplift Limited) - Liverpool**

Certificate No. 176600/7

Hammond Road/Woodward Road

Knowsley Industrial Park

Liverpool L33 7UL

United Kingdom

The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training



0015

ISO Approval Date:

6 May 2010

Reissued:

21 October 2022

Valid Until:

21 November 2025

# Certificate of Registration



Appendix to Certificate Number: 176600

**Includes Facilities Located at:**

**AFI Holdings (incorporating AFI Uplift Limited) - London East**

Certificate No. 176600/8  
Unit 21 Childerditch Industrial Park  
Brentwood Essex CM13 3HD  
United Kingdom

The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training

**AFI Holdings (incorporating AFI Uplift Limited) - London South**

Certificate No. 176600/9  
6 Mill Place Platt Industrial Estate  
Seven Oaks Kent TN15 8FD  
United Kingdom

The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training

**AFI Holdings (incorporating AFI Uplift Limited) - London West**

Certificate No. 176600/10  
Unit 17 & 18 Court Lane Estate  
Iver Buckinghamshire SL0 9HL  
United Kingdom

The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training

**AFI Holdings (incorporating AFI Uplift Limited) - Manchester**

Certificate No. 176600/11  
Unit 25 Moss Road  
Bolton BL4 8NB  
United Kingdom

The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training



ISO Approval Date:

6 May 2010

Reissued:

21 October 2022

Valid Until:

21 November 2025



# Certificate of Registration



Appendix to Certificate Number: 176600

**Includes Facilities Located at:**

**AFI Holdings (incorporating AFI Uplift Limited) - Milton Keynes**

Certificate No. 176600/12  
Block 6 Chesney Wold  
Milton Keynes Buckinghamshire MK6  
1LA  
United Kingdom

The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training

**AFI Holdings (incorporating AFI Uplift Limited) - North East**

Certificate No. 176600/13  
16d Follingsby Park Wardley  
Gateshead NE10 8YF  
United Kingdom

The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training

**AFI Holdings (incorporating AFI Uplift Limited) - Peterborough**

Certificate No. 176600/14  
Unit 8 Aaron Industrial Estate  
Peterborough Cambridgeshire PE7 2EX  
United Kingdom

The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training

**AFI Holdings (incorporating AFI Uplift Limited) - Swansea**

Certificate No. 176600/15  
AJ Rentals Unit 4 Viking Court  
Swansea SA1 7DA  
United Kingdom

The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training



ISO Approval Date:

6 May 2010

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21 October 2022

Valid Until:

21 November 2025

# Certificate of Registration



Appendix to Certificate Number: 176600

**Includes Facilities Located at:**

**AFI Holdings (incorporating AFI Uplift Limited) - Wakefield**

Certificate No. 176600/16  
Pope Street Normanton  
Wakefield WF6 2TA  
United Kingdom

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**AFI Holdings (incorporating AFI Uplift Limited) - Paintshop**

Certificate No. 176600/17  
Bradman Road Knowsley Industrial Park  
Liverpool L33 7UL  
United Kingdom

The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training

**AFI Holdings (incorporating AFI Uplift Limited) - Rapid**

Certificate No. 176600/19  
Rapid London Road Spellbrook  
Bishop's Stortford Hertfordshire CM23 4AU  
United Kingdom

The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training

**AFI Holdings (incorporating AFI Uplift Limited) - Rothwell (Wilsons)**

Certificate No. 176600/20  
AFI (Kimberly Access) Unit 1 Cedar Park  
Leeds LS26 0RS  
United Kingdom

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# Certificate of Registration



Appendix to Certificate Number: 176600

**Includes Facilities Located at:**

**AFI Holdings (incorporating AFI Uplift Limited) - HPA Headbourne Worthy**

Certificate No. 176600/21

HPA 6 Wellhouse Lane Headbourne Worthy

Winchester Hampshire SO23 7JY

United Kingdom

The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training

**AFI Holdings (incorporating AFI Uplift Limited) - HPA Winnall**

Certificate No. 176600/24

HPA Winnall Manor Road Winnall

Trading Estate Unit B

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United Kingdom

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Valid Until:

21 November 2025

# Certificate of Registration



This is to certify that the Environmental Management System of:

**AFI Holdings (incorporating AFI Uplift Limited)**

Unit 1 Bradley Court, Maple Road, Off Trent Lane, Castle Donington, DE74 2UT, United Kingdom

(Central function listed above. See appendix for additional locations)

applicable to:

**The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training**

has been assessed and registered by NQA against the provisions of:

**ISO 14001:2015**

This registration is subject to the company maintaining an environmental management system, to the above standard, which will be monitored by NQA

A handwritten signature in black ink, appearing to read 'N. Wignall', is written over a large, faint, light blue 'nqa' watermark that spans the width of the page.

Managing Director



0015

Certificate No.	176598
ISO Approval Date:	23 November 2010
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Valid Until:	21 November 2025
EAC Code:	32

# Certificate of Registration



Appendix to Certificate Number: 176598

**Includes Facilities Located at:**

**AFI Holdings (incorporating AFI Uplift Limited)**

Certificate No. 176598  
Unit 1 Bradley Court Maple Road  
Castle Donington DE74 2UT  
United Kingdom

The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training

**AFI Holdings (incorporating AFI Uplift Limited) - Diamond House**

Certificate No. 176598/1  
Diamond House, 2nd Floor West Wing  
Diamond House  
Wakefield WF2 8PT  
United Kingdom

The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training

**AFI Holdings (incorporating AFI Uplift Limited) - Birmingham**

Certificate No. 176598/2  
2 Albion Road Off Brandon Way  
West Bromwich B70 8BD  
United Kingdom

The sale and hire of powered access equipment and plant with and without operators, maintenance of plant and powered access equipment and the provision of training

**AFI Holdings (incorporating AFI Uplift Limited) - Caldicot**

Certificate No. 176598/3  
AJ Rentals Unit 17 Severn Bridge  
Industrial Estate  
Caldicot Monmouthshire NP26 5PW  
United Kingdom

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Bellshill ML4 3LR

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Units 2 & 3 Rix Road

Hull HU7 0BT

United Kingdom

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**AFI Holdings (incorporating AFI Uplift Limited) - Liverpool**

Certificate No. 176598/7

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Knowsley Industrial Park

Liverpool L33 7UL

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Unit 21 Childerditch Industrial Park  
Brentwood Essex CM13 3HD  
United Kingdom

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Seven Oaks Kent TN15 8FD  
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Certificate No. 176598/12  
Block 6 Chesney Wold  
Milton Keynes Buckinghamshire MK6  
1LA  
United Kingdom

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**AFI Holdings (incorporating AFI Uplift Limited) - North East**

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16d Follingsby Park Wardley  
Gateshead NE10 8YF  
United Kingdom

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**AFI Holdings (incorporating AFI Uplift Limited) - Peterborough**

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Peterborough Cambridgeshire PE7 2EX  
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(Central function listed above. See appendix for additional locations)

applicable to:

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has been assessed and registered by NQA against the provisions of:

**ISO 45001:2018**

This registration is subject to the company maintaining an occupational health & safety management system, to the above standard, which will be monitored by NQA.

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Managing Director



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# WORK INSTRUCTION

## Loading and unloading of MEWP/ Plant Machines

Undertaken By: Ian Price, Dean Eason

### 1.0 OPERATION

Loading and unloading of MEWP/ Plant Machines

### 2.0 EQUIPMENT

Chains and screw adjusters Webbing

straps and ratchets Snatch block

2-leg lifting chains (Brothers)

### 3.0 SAFETY EQUIPMENT

Safety gloves (mandatory)

Safety boots (mandatory) Himalaya High grip boots Safety

Helmet (as required)

Hi vis (Mandatory)

Overalls (Mandatory when handling oils grease COSHH) See COSHH assessment NO

0040 Safety glass

Rear view camera

Deck extensions

Ramp infill

### 4.0 HAZARDS/RISKS (Risk assessment No AFI-002)

Manual handling

Overturning

Collision / impact

Loss of load (trapping/ crushing)

Load movement

Driver fatigue Unsafe

working area

Injuries from damaged equipment

Slips trips and falls

Fall from height

Crushing Trapping

Failure of the drive / braking system

Operator ejection from the platform

Hazardous substances

Injury to public/ pedestrians

Attending Customer sites and Covid-19

**NOTE: Only persons trained and assessed as competent to carry out this procedure.**

## WORK INSTRUCTION

### Loading and unloading of MEWP/ Plant Machines

Undertaken By: Ian Price, Dean Eason

#### 5.0 Work Instruction



- All delivery drivers MUST have undertaken the IPAF load and unload course.
- The driver must undertake a pre-start check of the vehicle and all load securing equipment, report any defect found to the hire desk.
- Fall prevention rails, must be fitted and **be** in good repair.
- Do not attempt to operate any machine which you do not hold the appropriate licence for.
- The driver is to attend any necessary customer site induction and be aware of all emergency arrangements / accident / incident reporting procedures.

- The loading vehicle will have a winch fitted to assist loading where necessary.
- As necessary, winch 'brothers' will be securely attached to the winch hook to ensure a straight pull.
- When loading/unloading any non pure diesel powered machines a winch will **always** be used.



- If loading/unloading diesel powered machines the driver will assess whether the winch is required.
- Before operating the winch ensure that it is securely attached and will not catch on anything as it pulls.
- For MEWPs with no drive (push around MEWPs) the MEWP must **always** be winched on and off the loading vehicles, ensure you have applied the brakes.
- If the MEWP has a fault and will not drive or has no braking system the driver must refer to the **work instruction AFI-WI-0045** for recovery of an un-driveable MEWP. Never attempt to

disconnect the braking system.

- Machine / battery canopies must be securely strapped down whilst being transported by our vehicles at all times. Any component which could come open during transportation should be secured.
- The driver will take into account the weather and site conditions and the tyre type of the machine when loading / off-loading.
- The gap between the ramps should be adjusted to accommodate the type of machine to be loaded. If required, the ramp infill section where fitted should be used to close the gap completely.
- A minimum of four individual chains or straps must be used – remember...this is the minimum.
- The chains/straps forming the restraining system used should be arranged in such a way so that failure or slackening of a single component does not render the remainder of the system ineffective.
- Use either chains or straps – **do not mix restraint types.**





## WORK INSTRUCTION

### Loading and unloading of MEWP/ Plant Machines

Undertaken By: Ian Price, Dean Eason

- Headboards on AFI rigid trucks **ARE NOT** load rated and should never be used for securing loads.
- The trucks are fitted with extending walkways down both sides of the trailer bed; these walkways should be used to gain access when the load is too wide to enable the driver to safely secure the load.
- When loading / unloading during the hours of darkness, where necessary, deploy extending rear light so traffic approaching from the rear will see the trailer
- The driver will ensure that the ground is flat and well consolidated and free of any hazards likely to impede loading or unloading duties.
- Scissor lifts (3a type MEWPs) can be operated by a wander lead by the driver walking with the MEWP.
- Where this happens the driver will always ensure that the control box is orientated to the machine and you have checked the directional arrows before moving the machine. Make sure you're always stood as far away as possible and never stand in between the machine and immovable object
- Under no circumstances should 2 machines be operated together.
- Wander leading **MUST** only be used to move a machine when operating from the platform is not possible / practicable. When moving the machine around the yard or the customer's site the machine **MUST** be operated from the Platform.



lines, in accordance with guidance notes GS6.

- Driver will ensure there are no overhead hazards present which could be struck by the MEWP or will be in the path of the machine.
- Hand rails of some of the larger machines may require lowering to reduce the overall load height. If in any doubt, measure the load height before starting your journey. Each truck carries a measuring stick for this purpose.
- No loading or unloading operations are to be carried out within 9m/15m of overhead power

- Ensure all snow / ice has been removed / cleared from the trailer bed. This should be conducted from ground level where possible
- When using de-icer to clear windscreens and windows, you **MUST** only do this from ground level and never stand on the truck
- You **MUST** not attempt to physically assist when loading machinery on the rear of the trailer
- Always ensure you have spare batteries for your winch remote in the cab and depot

## WORK INSTRUCTION

### Loading and unloading of MEWP/ Plant Machines

Undertaken By: Ian Price, Dean Eason

- Ensure your daily defects are completed on your tractor unit and trailer
- Ensure all defects are recorded correctly and actioned within a timely manner
- Ensure trailer bed is in good condition and that all nonslip surfaces are intact.
- All equipment including harness and lanyard, ratchet straps/chains must be inspected daily.
- Winch motors and winch brakes will be checked to ensure they work correctly.
- Where necessary drivers will cordon off loading/unloading area to prevent pedestrians entering the area.
- Position the red warning triangle at a safe working distance from the far boundary of the operating area of the ramps before lowering.
- Drivers will ensure there are no overhead hazards present which could be struck by the MEWP or will be in the path of the machine.
- Ensure that there will be sufficient warning and visibility for other road users when the ramps are lowered. This may be by using additional flashing beacons, warning cones etc. Also making sure there's enough distance for other road users to slow down when load/unloading near blind corners
- ENSURE THE AREA BEHIND THE RAMPS IS CLEAR OF ALL PERSONS AND OBSTRUCTIONS.
- Ramps can drop over a period of time such that the strap becomes the main tensile member if stored in the vertical. The load must be removed from the strap by powering the ramps into VERTICAL position to charge the cylinders with pressure BEFORE removing the straps.

No loading or unloading operations are to be carried out within 9m/15m of overhead power lines in accordance with guidance notes GS6.

#### 6.0 **ENVIRONMENTAL INSTRUCTIONS**

- Regular maintenance service and inspections must be carried out to reduce the risk of noise being caused by defective engines/motors/exhausts etc.
- Pre- start checks must be carried out to identify any defects that could affect the environment.
- All fuel/oil leaks should be cleaned immediately, if safe to do so, by using the on-site spill kits. If the spill is too great or unsafe to handle it must be reported to the Supervisor immediately.
- All leaks, spillages, defects or environmental events or emissions must be reported to the Supervisor immediately.

**NOTES: SAFETY COMES FIRST AND IS YOUR RESPONSIBILITY. IF IN DOUBT STOP WORK ACTIVITY IMMEDIATELY AND CONSULT YOUR SUPERVISOR**



## WORK INSTRUCTION

### Loading and unloading of MEWP/ Plant Machines

Undertaken By: Ian Price, Dean Eason

#### **RECORD OF ISSUE – QUESTIONS**

The questions listed below relate to some of the key points put forward in this Method Statement and are designed to test your understanding of it. Please answer all questions by circling the appropriate answer/answers; you will be prompted to correct any errors after the quiz.

**1. Which of the following is part of your safety equipment?**

- A. Safety boots
- B. Safety gloves
- C. Overalls

**2. How many securing points should be used when securing a MEWP?**

- A. As many as required
- B. 2 chains through 4 points
- C. 4 independently attached chains / straps.

**3. Why is it important to carry out a pre-user inspection of all the equipment?**

- A. To stop theft
- B. To ensure that the vehicles and equipment are not damaged or faulty
- C. To reduce misuse

**4. When would you use the winch?**

- A. All the time
- B. Only if the machine were dead (no drive )
- C. When loading any non pure diesel powered machine or when its use would improve safety.
- D. When loading electrically powered machines or when its use would improve safety.

**5. If there is a possibility that pedestrians or the public might enter the off loading area at the rear of the trailer what would you do?**

- A. Wait until it was clear.
- B. Shout a warning
- C. Cordon off the area and make sure I have clear vision.

**6. If the machine starts to struggle when loading you MUST never physically assist or push to load the machine**

- A. True
- B. False

**7. Where should spare batteries for your winch remote be kept?**

- A. In you pocket
- B. In your work bag
- C. In the cab and depot

## WORK INSTRUCTION

### Loading and unloading of MEWP/ Plant Machines

Undertaken By: Ian Price, Dean Eason

**8. Which of the following should you do if you have to wander lead a machine**

- A. Make sure the control box is orientated correctly with machine
- B. Stand as far away as possible
- C. Check the directional arrows before moving machine
- D. Never stand in between the machine and an immovable object

**9. During winter months, how should you clear the vehicle of snow / Ice**

- A. Be prepared to climb on the vehicle and hold onto anything which might stop you from falling.
- B. Clear windows from ground level and do not attempt to climb on the vehicle, clear the trailer bed from ground level, be careful
- C. Climb in the vehicle, turn on the ignition, go to the canteen and make yourself a coffee/tea whilst it is defrosting
- D. Drive off without clearing the windscreen or trailer bed of snow and ice.

<b>Employee's Name</b>	
<b>Employee's Signature</b>	<b>Date</b>
<b>Issued by – Name</b>	<b>Issued by – Signature</b>

**EMPLOYEES PLEASE NOTE:** By signing this form, you are acknowledging that you have attended a briefing in connection with the stated WI and that you have understood its contents. Do not sign the form if you are unsure about any aspect of the WI – ask your Supervisor for additional instructions?



Sponsored by  
**Croner-i**

The Royal Society for the Prevention of Accidents

# **President's Award**

**Granted to**

**AFI  
Uplift Ltd**

for an outstanding performance  
in health and safety at work over a period of

**10 years**

Awarded 2024

**President**

A handwritten signature in dark ink, reading 'Judith Jolly'.

Baroness Jolly

# SUBSTANCE MISUSE POLICY

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## **1. ABOUT THIS POLICY**

- 1.1 We are committed to providing a safe, healthy and productive working environment. This includes ensuring that all staff are fit to carry out their jobs safely and effectively in an environment which is free from alcohol and drug misuse.
- 1.2 The purpose of this policy is to increase awareness of the effects of alcohol and drug misuse and its likely symptoms and to ensure that:
  - (a) All staff are aware of their responsibilities regarding alcohol and drug misuse and related problems.
  - (b) Staff who have an alcohol or drug-related problem are encouraged to seek help, in confidence, at an early stage.
- 1.3 This policy is not intended to apply to "one-off" incidents or offences caused by alcohol or drug misuse at or outside work where there is no evidence of an ongoing problem, which may damage our reputation, and which are likely to be dealt with under our Disciplinary Procedure.
- 1.4 This policy covers all employees, officers, consultants, contractors, apprentices, casual workers and workers.
- 1.5 This policy is not intended to apply to "one-off" incidents or offences caused by alcohol or drug misuse at or outside work where there is no evidence of an ongoing problem, which may damage our reputation, and which are likely to be dealt with under our Disciplinary Procedure.

## **2. PERSONNEL RESPONSIBLE FOR THIS POLICY**

- 2.1 Our board of directors (the board) has overall responsibility for the effective operation of this policy but has delegated day-to-day responsibility for overseeing its implementation to the HR Director.

### **3. IDENTIFYING A PROBLEM**

- 3.1 If you notice a change in a colleague's pattern of behaviour you should encourage them to seek assistance through their manager or the HR Director. If they will not seek help by themselves you should draw the matter to the attention of your manager. You should not attempt to cover up for a colleague whose work or behaviour is suffering as a result of a suspected alcohol or drug-related problem.
- 3.2 If you believe that you have an alcohol or drug-related problem you should seek specialist advice and support as soon as possible.

### **4. ALCOHOL AND DRUGS AT WORK**

- 4.1 Misuse of alcohol and drugs can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgement and decision making and increased health and safety risks for you and other people. Irresponsible behaviour or the commission of offences resulting from the misuse of alcohol or drugs may damage our reputation and, as a result, our business.
- 4.2 You are expected to arrive at work fit to carry out your job and to be able to perform your duties safely without any limitations due to the use or after effects of alcohol or drugs (whether prescribed, over the counter or illegal).
- 4.3 You should not drink alcohol during the normal working day, at lunchtime, at other official breaks and at official work-based meetings and events. Drinking alcohol while at work without authorisation or working under the influence of alcohol may be considered serious misconduct.
- 4.4 You must comply with drink-driving laws and drug-driving laws at all times. Conviction for drink-driving or drug-driving offence may harm our reputation and, if your job requires you to drive, you may be unable to continue to do your job. Committing a drink-driving or drug-driving offence while working for us may lead to action under our Disciplinary Procedure and could result in dismissal.



## **5. SEARCHES**

- 5.1 You should not drink alcohol during the normal working day, at lunchtime, at other official breaks and at official work-based meetings and events. Drinking alcohol while at work without authorisation or working under the influence of alcohol may be considered serious misconduct.
- 5.2 Any alcohol or drugs found as a result of a search will be confiscated and action may be taken under our Disciplinary Procedure.

## **6. DRUG SCREENING**

- 6.1 In cases where there is reasonable cause to suspect that an individual's performance is impaired as the result of drug or alcohol misuse, the individual will be asked to participate in a drug or alcohol screening programme. We may also operate a rolling programme of random drug testing.
- 6.2 There are four main reasons why you may be tested (but the list below is not exhaustive):
- (a) Anyone who carries out work at height will receive random testing. This will involve 20% of the workforce each year who carry out work at height including but not limited to engineers, PDI inspectors, drivers and operators;
  - (b) Anyone who is involved in an accident or incident where there is an injury or damage to property may be tested: and/or
  - (c) Anyone who exhibits behaviour that suggests that they are under the influence of drugs or alcohol.
  - (d) Anyone attending customer's sites may be subject to a substance test as per the sites rules and/or induction process.
- 6.3 Drug screening will be conducted by an external provider. Arrangements will be discussed with affected individuals at the start of each screening programme.

- 6.4 Testing will be carried out by a third party provider who will undertake the tests on site in pre equipped vehicles under controlled conditions. The testing will be a breathalyser test for alcohol and a urine sample which will be tested for other substances and drugs.
- 6.5 The initial tests will provide a positive/negative result. If a person tests positive, then a second sample will be sent for laboratory testing to determine the levels involved.
- 6.6 Anyone providing a positive test may be suspended from work until such time as the laboratory results are confirmed. At this point an investigation will be conducted and the employee may be invited to attend a disciplinary meeting under the Company's Disciplinary Procedure.

## 7. CONSEQUENCES OF A POSTIVE RESULT

The consequence of a positive result confirmed by the laboratory tests will depend on the levels reported by the laboratory. The table below explains how the Company may interpret the results, although each case will be judged on its own merits:

<b>Low level positive result</b>	Potential misconduct offence which may lead to disciplinary action. The Company may recommend a course of counselling through a third party provider and advise of a retest date.
<b>Positive result advised by the third party testers as impairing the person's ability to work</b>	Potential gross misconduct offence which may lead to disciplinary action up to and including dismissal.
<b>Failure to take a test</b>	Potential misconduct offence which may lead to disciplinary action. Employees who refuse to take the test should be aware that their refusal will mean that the Company will be forced to make a decision about their conduct and capability to work based on the information available at the time.

## **8. PRESCRIBED MEDICATION**

- 8.1 Should an employee be on a prescribed medication that may affect their ability to work safely they should check with their doctor and follow their advice. In circumstances where the prescribed medication is taken as an ongoing treatment, they should obtain a letter from their doctor explaining any side effects in relation to their employment and whether their duties should be modified or they should be temporarily reassigned to a different role. If this is the case, the Company should be informed immediately. The Company may also consider adjustments to the employee's role to ensure their and everyone else's safety.

## **9. MANAGING SUSPECTED SUBSTANCE MISUSE**

- 9.1 Where a manager considers that deterioration in work performance and/or changes in patterns of behaviour may be due to alcohol or drug misuse they should seek advice and assistance from the HR Director.
- 9.2 If your manager has reason to believe that you are suffering the effects of alcohol or drugs misuse, they will invite you to an investigatory interview. The purpose of the interview is to:
- (a) Discuss the reason for the investigation and seek your views on, for example, the deterioration of your work performance and/or behaviour; and
  - (b) Where appropriate, offer to refer you for medical and/or specialist advice.
- 9.3 If you arrive at work and a manager reasonably believes you are under the influence of alcohol or drugs, they shall immediately contact the HR Director in order an investigation can be undertaken.
- 9.4 The HR Director may ask for your consent to approach your GP for advice. A report will be sent to your manager who will then reassess the reasons for their investigatory meeting with you and decide on the way forward.

- 9.5 If, as the result of the meeting or investigation, your manager continues to believe that you are suffering the effects of alcohol or drugs misuse the matter may be dealt with under our Disciplinary Procedure.

## **10. CONFIDENTIALITY**

- 10.1 We aim to ensure that the confidentiality of any member of staff experiencing alcohol or drug-related problems is maintained appropriately. However, it needs to be recognised that, in supporting staff, some degree of information sharing is likely to be necessary.

## **11. SUPPORT**

- 11.1 If you agree to undertake appropriate treatment and/or rehabilitation for an acknowledged alcohol or drug-related problem, we may decide to suspend any ongoing disciplinary action against you for related misconduct or poor performance, pending the outcome of the treatment.
- 11.2 Our intention is to support all staff with alcohol or drug-related problems to regain good health. Depending on the progress made on the course of treatment, any disciplinary action may be suspended for a specified period, discontinued or restarted at any time as we see fit.

## **12. NETWORK RAIL DRUGS AND ALCOHOL**

- 12.1 Reference
- (a) Rail Drugs and Alcohol Policy DOC AFI-RS-0007
  - (b) Rail Drugs and Alcohol Policy Statement AFI-RS-0008



# Certificate of Accreditation

**This is to certify that**

AFI-Uplift Ltd

**has achieved SafeContractor accreditation**

**Date:** 16th October 2024

**This certificate is valid until:** 16th October 2025

**Certificate number:** IK8629

**Signed:**

Alyn Franklin  
Alcumus CEO

A handwritten signature in blue ink that reads "Alyn Franklin".

Founder Member



23043



Alcumus SafeContractor Ltd is a UKAS accredited Type C Inspection body under ISO17020:2012 covering the SSIP Core Criteria element of the SafeContractor Assessment Standard.

Full Validation of this certification should be made via the SSIP Portal <https://www.ssiportal.org.uk/>



## Schedule to SafeContractor certificate

This SafeContractor certificate is awarded for the following services:

### Work Categories:

**Supplier & Service Provider:** Access Equipment Hire Provider, Plant, Tool & Equipment Hire Provider

### Industry Roles:

Supplier

### Category Related Activities:

MEWPs, Working at Height

Full validation of this certificate should be made via the SSIP Portal [www.ssiportal.org.uk](http://www.ssiportal.org.uk)

**SafeContractor** accreditation has been achieved following an assessment of the contractor's health & safety documentation, and compared against the **SafeContractor** Charter Standards, which set out the health & safety standards required to achieve accreditation.

For more information on the Charter Standards, the **SafeContractor** scheme or for confirmation of this contractor's accreditation please telephone **SafeContractor** on 029 2026 6749.

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## WORK INSTRUCTION

### General Engineers Activity

Undertaken By: Ian Price, Craig Brewster

#### 1.0 **OPERATION**

General engineering activities.

#### 2.0 **EQUIPMENT**

Vehicles, vans

Hand tools,

Electric and battery operated tools

MEWP's

Access equipment

Bench grinders, portable grinders and drills and pillar drills

Batteries

Hazardous substances

Jacks/axles stands

Engine hoists/lifting tackle

Pressure washers

Noise

Fall from height

Crushing Trapping

Man/machine interface

#### 3.0 **SAFETY EQUIPMENT (Risk assessment No. 0047)**

- Cut resistant safety gloves
- Safety Boots with ankle support
- Hearing protection
- Eye protection
- Acid resistant apron/gloves
- Full face visor
- Dust masks P2
- Dust Mask FFP3 – when conducting paint preparation
- Overalls Hi visibility clothing
- Safety harness and restraint lanyard
- Disposable gloves
- Bump caps
- Welding helmet and gloves

#### 4.0 **HAZARDS/RISKS (Risk assessment No AFI-0047)**

- Asbestos
- Legionella

# WORK INSTRUCTION

## General Engineers Activity

Undertaken By: Ian Price, Craig Brewster

- Vibration
- Inadequate lighting
- Slips, trips and falls.
- Manual handling
- Noise
- Fall from height
- Hand/finger injuries
- Adverse weather condition
- Electric shocks
- Burns
- Eye injuries
- Cuts/abrasions
- Chemical substances (Diesel, Paints, Thinners, Oils etc.
- Fire
- Flying debris
- Working on hydraulic systems (pressure)
- Collisions with other vehicles
- Dust Inhalation
- Explosion
- Acid burns
- Environmental hazards, (loss of containment)
- Hazardous waste

**NOTE: Only persons trained and assessed as competent to carry out engineering activities.**

### 5.0 Work Instruction

#### 5.1 General Instructions.

- All engineering staff MUST be briefed on this method statement and understand its provisions.
- All tools and equipment must have had any statutory inspection required.
- All tools/equipment must be inspected by the user prior to use; any faulty equipment must be replaced or repaired prior to work commencing.
- All personnel must only use recognised safe access route to and from the work area.
- All personnel will ensure they are wearing the required PPE before starting work.
- Ensure that all personnel are suitably trained and supervised.
- Ensure all personnel are aware of emergency procedures, (first aid/fire/spills).

## **WORK INSTRUCTION**

### **General Engineers Activity**

Undertaken By: Ian Price, Craig Brewster

#### **5.2 Young Persons (under18)**

- AFI, in certain locations, employ young persons. Extra consideration should be given when allocating tasks to young people, such as Manual Handling tasks, as they may be physically immature and average loads may be outside of their capabilities.
- Young persons are subject to 8 hour working days. They may fatigue more quickly, physically and mentally, resulting in accidents. Young persons should be supervised closely to identify if they are suffering from fatigue. The supervisor should discuss with the young person their travel plans, as they may become lost easily, if not used to long commutes unaccompanied, this may result in them becoming upset and appearing vulnerable. Any concerns should be addressed upon discovery.
- Young persons may have little knowledge of their own limitations or competence levels, and may be tempted to work outside of these levels in an attempt to impress their supervisor. This may result in accidents. A higher level of supervision is required for young persons.
- A clear work plan should be made available for them at all times. Young persons may be reluctant to report incidents/accidents for fear of disciplinary procedure. Supervisors should emphasise the “no blame” culture we have adopted.

#### **5.3 Travelling to and from the depot.**

- All company vehicle drivers must hold a current drivers license, copy of which to be held at Support Services. All fleet vehicles should be serviced and MOT.
- Smoking is not permitted in company vehicles.
- Hands free kits should be fitted to all vehicles and must be used.
- Drivers must not drive whilst under the influence of alcohol or drugs.
- During adverse weather conditions, the driver should take extra care when travelling, and allow extra time for journeys as appropriate.
- Driver must adhere to site or highway speed limits at all times.
- Designated parking areas are provided for all company vehicles.

#### **5.4 General vehicle movement within the depot, trucks, vans, FLT's, MEWP's etc.**

- All personnel and visitors must be inducted to the site and made aware of site rules.
- Visitors shall be accompanied at all times.
- Adhere to site speed limit which is 5mph.
- Engineers must not carry out maintenance to equipment in inappropriate areas where there is likely to be any other vehicle movement
- Where brakes are disconnected or machines put into free wheel mode, it must be done so under controlled conditions. Brake release systems must be reset immediately after use.
- MEWP's must only be driven with the operator inside the platform, unless circumstances make this impossible. This greatly reduces the chance of a foot crushing injury.

## WORK INSTRUCTION

### General Engineers Activity

Undertaken By: Ian Price, Craig Brewster

#### 5.5 Use of hand tools and power tools

- All staff must complete the general safety training module
- All tools must be inspected before use. Check for damage, loose components, missing components, general serviceability and that it is the correct tool for the job. Any defective tools to be quarantined or disposed of.
- All electrical tools should be PAT tested.
- When using sharp tools, scrapers, knives, blades, chisel etc. Appropriate cut resistant gloves must be used.
- When using sharp tools, scrapers, knives etc, always work away from the body.
- When using any impact tool such as chisel or drift, eye protection must be worn.
- When using force or pressure on a tool such as a pry bar, ensure you have good purchase, to prevent slipping and suffering a hand injury.
- Risk of cuts/impact injuries when using impact tools such as hammers, drifts, punches or chisels. Cut resistant gloves must be worn. Hand to be kept clear of point of impact. Drifts where possible must have side handle attached.

#### 5.6 Working at height.

- All staff must complete the company working at height training module.
- Only work at height when there is no alternative.
- Select the appropriate access equipment taking into consideration height of work, duration of work and weather conditions where appropriate.
- Ensure that you carry out a pre-use inspection on all access equipment.
- Only IPAF trained personnel to operate MEWP's.
- MEWP's should only be used in accordance with manufacturer's operators manual, and your training.
- When operating boom type MEWP's, a safety harness with short restraint lanyard should be worn. Harnesses to be inspected for wear/damage prior to each use.
- A rescue plan should be in place before commencing any MEWP operation.
- The rescue plan must detail how and who will be contacted, in the event of an emergency.
- MEWP's should only be operated when other personnel are available, to assist in lowering the platform in the event of a power failure.
- Where more vulnerable lone workers must operate MEWP's, there must be clear system of contact put in place, between the operator and their manager, detailing how the alarm will be raised and what response will be made and by who.
- The operator should always have a mobile phone on their person, and where applicable, their lone worker device.
- MEWP platform must never be accessed or exited unless fully lowered.
- Ladders are only for office use or on site engineers in accordance with training received. Ladders must be registered, have a current thorough examination and be inspected prior to use. Climbing on machinery will not be tolerated under any circumstances

## WORK INSTRUCTION

### General Engineers Activity

Undertaken By: Ian Price, Craig Brewster

#### 5.7 Fire

- All staff must complete the company fire awareness training module.
- A fire risk assessment must be carried out at each depot and the findings addressed.
- Fire assembly point should be clearly signed and all staff should be aware of its location. Fire fighting equipment should be supplied and checked/serviced annually
- Means of raising the alarm available and tested weekly. Fire detection, fire alarm and fire fighting equipment all subject to testing and recording.
  - Fire drills to be carried out every 6 months
  - Hot work if required conducted out in open or designated areas. Ensure that the area is clear of debris and flammable products, Fire extinguisher to be placed near area Monitored by fire marshal during the course of the works and up to an hour following completion of hot works.
  - Escape routes should be clearly identified and marked.
  - Muster points are displayed on the site notice board.

#### 5.7a Welding

- Welding and burning operations conducted by experienced/trained staff only. Contractors used as required. Welding screens to be used at all times. Welding visors and goggles and flame retardant overalls required at all times, bottles on portable stands chained to prevent falls. Fire extinguisher to be in situ during hot work operations. No hot works to be carried out less than one hour to depot close down. In the case that hot works are required close to end of shift, a thorough check should be carried out to ensure all materials and equipment have fully cooled down, prior to leaving the depot. All equipment should be PAT tested and pre use checks should be carried out. Hot works only to be carried out in well ventilated areas, and must never take place in confined spaces.
- Always carry out a pre-user inspection including a Leak test prior to use. Report any faults,
- Gas cylinders to be secured upright.
- Flashbacks arrestors must be fitted to both fuel and oxygen.
- Non return valves must be fitted to both fuel and oxygen bagging.
- Remove combustible material from the work area. Position suitable fire extinguishers.
- Heat can travel down a piece of metal when welding or burning, ensure you have removed any flammable material for the welding area and assessed where any convection heat may travel.
- use an FFP3 disposable mask or half-mask with P3 filter (PDF) under the welding mask/helmet , for work of up to an hour

#### 5.8 Pressure washer

- All pressure washers must be RCD (Residual Current device) protected with the test button.
- Carry out a test on RCD before using the pressure washer.

## WORK INSTRUCTION

### General Engineers Activity

Undertaken By: Ian Price, Craig Brewster

- Ensure the pressure washer temperature is not set too high.
- Steam cleaners can be very hot therefore do not wash yourself or aim the lance at other persons during cleaning process.
- Stop work if unauthorised personnel come into work area

When using the pressure washer face / eye protection, safety boots, overall and gloves to be worn at all times.

#### 5.9 Batteries

- Batteries must be stored and charged in designated ventilated area. (risk of gas build up and explosion)
- All smoking and naked flames prohibited within locality with prohibition signage in place.
- Eye protection and chemical resistant aprons and gloves provided and use mandatory.
- Eye wash station provided and maintained.
- Charging equipment checked for electrical safety every six monthly.
- Defective batteries to be stored in the approved battery bin, with the lid securely fitted in place.
- Appropriate fire extinguisher sited nearby.
- Correct manual handling techniques to be practiced when handling batteries.
- When refitting batteries into machinery ensure battery secure terminals fitted correctly.
- Use of drop testers prohibited
- Hydrogen gas must be allowed time to dissipate after charging before working on batteries.
- Jump starting flat batteries only to be done by experienced engineers. Never attempt to jump start a 12 volt system by using traction battery pack, failure to connect properly could result in fire/explosion.
- Jump leads should be in good condition, well insulated cables and clamps and correct size, if cables are too thin for the current it could result in overheating/fire.
- Each cable and clip to be well colour coded to reduce this risk of reverse polarity which could cause an explosion.
- Both machines should be switched off whilst connections are made.

#### 5.10 Manual handling

- All staff must complete the company manual handling training module.
- All staff should carry out any manual handling in accordance with their manual handling training.
- Where possible heavy items, should be moved using mechanical means.
- Where this isn't possible, multiple personnel may be required to assist with the load.
- Manual handling is not only lifting items off the ground, it can be pulling or pushing a heavy item.
- Deck extensions on MEWP's can only be operated from within the platform, or as stated



## WORK INSTRUCTION

### General Engineers Activity

Undertaken By: Ian Price, Craig Brewster

in the operator's manual.

- In the event that the deck is sticking or seized, mechanical means must be used to free it.
- If deck extensions are not operated correctly, then hands/arms/fingers could easily become trapped, or crushed by the moving parts. Always use the correct handles/rails to operate deck extensions.

#### 5.11 Pillar drill

- Loose clothing must not be worn, this includes gloves whilst drilling.
- Long hair must be tied back.
- Ensure guards are present and are in good condition, correctly adjusted and clean.
- Emergency stop positioned for use in an emergency.
- Trip guard must be used when drilling.
- Work piece must be sufficiently clamped to prevent movement when drilling.
- When positioning work piece do not place yourself in a position where you could be trapped.
- Eye protection must be worn. Screens positioned to protect other personnel.
- Do not leave chuck keys in chucks.
- Suitable gloves must be worn when handling swarf.

#### 5.12 Slips and falls

- All personnel must undertake the company Slips, trips and falls training module.
- All staff to take extra precautions in icy conditions, rock salt is available at each location.
- Particular attention to paid to wash areas which may freeze rapidly during winter months. Any oil spillage of any type or size should be cleaned immediately.
- Good housekeeping must be maintained throughout the workshop and yards at all times.
- All staff/visitors must remain on the designated walkways when moving around the depot, Any potholes discovered in the yard or workshops should be coned off and reported immediately.
- Lighting should be adequate in all areas.
- Appropriate safety footwear to be worn at all times.

#### 5.13 Asbestos

- All personnel must undertake the company asbestos awareness training module.
- Asbestos surveys have been carried out at each site.
- Site asbestos report is held in the facilities folder.
- Risks identified at all depots very low.
- The condition of all identified Asbestos is reviewed annually.
- Staff should be vigilant for any suspicious substances (asbestos) on returned hire fleet or when working on customers sites. If in doubt, cease work and report concerns to your

## WORK INSTRUCTION

### General Engineers Activity

Undertaken By: Ian Price, Craig Brewster  
supervisor.

#### 5.14 Legionella

- Legionnaire's surveys have been carried out at each site.
- All risks have been assessed as low.
- Periodic temperature checks of water systems are taken and recorded. Survey is reviewed annually.

#### 5.15 Chemical substances

- All personnel must undertake the company COSHH awareness training module.
- All chemicals used in the engineering workshops have been assessed as part of a COSHH risk assessment.
- A register of all assessed chemicals is held by the purchasing department.
- Do not use any chemical that is not on the COSHH register.
- Never use hazardous substances before consulting the appropriate COSHH risk assessment.
- You must use the PPE specified in the COSHH assessment for the job, such as overall gloves face shields or goggles.
- MEWP's often returned from site with deposits of construction dust. Breathing this dust in may be harmful to the respiratory system and **MUST NEVER** be blown off with compressed air. It must be cleaned with the jet wash or damp rags, this will prevent the dust becoming air born.
- **NEVER** blow out air filters with compressed air. Filters must be replaced and never blown out.

#### 5.16 Electric shock

- Only approved electrical contractors to carry out work on mains electrical equipment.
- 5 year fixed wiring inspections are carried out at the depots. Any C1 or C2 findings are to be addressed immediately.
- Under no circumstances should personnel attempt to repair or service any mains electrical equipment.
- Carry out a pre-user check of all electrical tools and ensure PAT is within expiry date.
- Any defects found should be immediately reported, the item should be labelled and placed in quarantine.
- When working on plant equipment, care should be taken, as DC voltage can still be very harmful.
- When working with batteries or with DC switchgear, contactors/solenoids/motors etc.
- Only good quality well insulated hand tools to be used.
- All appropriate PPE should be worn.
- Engineers must never wear jewellery on their hands or wrists under any circumstances.
- All pressure washers must be fitted with an RCD. RCD to be tested before use

## WORK INSTRUCTION

### General Engineers Activity

Undertaken By: Ian Price, Craig Brewster

#### 5.17 Jacks/axle stands and Engine hoist/lifting tackle

- Before using any jack/engine hoist/lifting tackle, carry out a pre use inspection and ensure the equipment has a current and valid test certificate.
- If a jack/engine hoist or lifting tackle is not in serviceable condition report this to your Senior engineer immediately and make sure it is put in quarantine.
- Never exceed the safe working load of the equipment, if in doubt check first with a competent person before use.
- Jacks/engine hoists should only be used to raise/lower a load never to support.
- Never work under a load where a jack is supporting the weight.
- Axle stands / wooden sleepers must be used to support the load.
- Axle stands must always have a pre user inspection.
- Only use a jack / axle stand on a strong, purpose designed part of the structure of the machine.
- Only use a jack/engine hoist on firm, level ground.
- Where wheels are fitted to the vehicle/machine, ensure they are sufficiently chocked.
- Only trained, competent persons are to use and operate the engine hoist/jacks.
- Designated lifting points should be used where fitted; alternatively a suitable slinging method should be used.
- Trained personnel only to sling loads.

#### 5.18 Bench/hand grinder

- Only personnel who are trained are to mount and dress abrasive wheels.
- Before changing an abrasive wheel ensure the power source is isolated.
- Ensure the wheel selected is appropriate to its application.
- Do not allow wheels to wear down unevenly or excessively. Wheels should be redress where appropriate.
- Avoid grinding on the sides of wheels, and refrain from stopping wheels by applying pressure to them.
- All new wheels must be run free for a minute with all other personnel standing clear.
- Ensure that the wheel is the correct speed for the spindle and the speed is displayed on the side of the wheel.
- Ensure guarding is secured and in place at all times.
- Rests for pedestal grinders are to be properly secured and adjusted so that they are as close as is practicable to the wheel.
- Face shields must be worn at all times during abrasive wheel operations.
- Screens around the work area will prevent other personnel being affected.
- Dust masks should be worn as required.
- Hearing protection must be used when carrying out grinding activities.

#### 5.19 Noise

- Hearing protection is available in all depots, and should be used as and when appropriate.

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- Hearing protection must be used when specified as a PPE requirement in some of the above activities.
- Hearing protection must be used when impact tools such as a hammer and drift and when using grinding equipment.

#### 5.20 HAV

- Hand arm vibration assessments have been undertaken to assess exposure. No current activities exceed any action level.

#### 5.21 Work and repairs on machines

- Inform colleagues, customers of work being carried out so they are aware of any risks and of your whereabouts.
- Switch off ignition switches and remove keys. Switch off battery isolators or disconnect battery to prevent inadvertent starting during any work on the machine.  
Attach a Red tag to control panels.  
If it is absolutely necessary to work on running engines and motors ensure there is guarding against entanglement, entrapment or ejection to you or bystanders.
- Use extreme caution around engine fans, as these may strike you, flying objects, start unexpectedly, or catch dangling leads or strings. Keep hands away from moving parts.  
Avoid touching hot machine parts.
- Wear the required PPE
- If access is required within a raised or moveable structure, ensure all safety props and chocks are in place and machine is fully isolated.
- **Never** leave a machine under repair or with a fault without isolating the machine, red tagging, and informing any operators or responsible persons. Someone may attempt to use the machine which may cause death or serious injury.

#### 5.21b Working with hydraulics

- Isolate machine to prevent inadvertent operation.
- Before working on any hydraulic system it is crucial that all stored pressure is dissipated before opening any connection.
- Any rams must be fully supported and pressure released before any valves or components are removed
- If the threads of a valve continue to be tight after initially cracking off, this is a good indicator that pressure has not been released, stop and seek assistance.
- Eye protection must be used at all times when working on hydraulic systems.

#### 5.22 Painting machines or machine parts by hand

- Large areas of a machine will be sent to an external paint shop for repainting part or full machine.
- Make sure machine is dry – bring indoors and keep in a well ventilated area
- Select the correct tool to rub the area down – Power sander, drill attachment or hand rub down.

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- Both of which should be kept to a minimum time and with rest breaks.
- Whilst rubbing down – all PPE MUST be worn as listed above – Face covering MUST be an FFP3 mask
- Paint tins come in various sizes and weights, good manual handling techniques must be used at all times, therefore you should have completed the practical manual handling course
- The area to be used for the painting must be kept clear of obstructions and cordoned off thus preventing slips, trips, and falls and the prevention of unauthorised persons coming into the area or contact with wet paint
- Ensure that you have the correct equipment needed to complete the painting task i.e. correct paint colour hand tools, paint roller or brush
- Correct PPE must be worn, coveralls, gloves, bump cap, eye goggles, mask rated R95 or above, this will prevent the inhalation of any fumes given off from the paint and also protect the skin and eyes from coming into contact with any splash back or paint flicks
- Once the task is completed, ensure that you clean any tools in a well ventilated area and that you close the lid of the paint securely, storing it back in the metal paint cabinet
- Inform colleagues of the wet paint and if needed put signage and cordon the area off from unauthorised personnel, until the component is dry

#### 6.0 **Environmental risk**

##### **6.1 Loss of containment/ oil diesel spill.**

- Each Site has interceptors fitted as part of the rain water drainage system.
- The interceptor will remove oil and or diesel before it can leave the site.
- The interceptor must be regularly checked and emptied.
- All fuel and oil tanks must be either integrally bunded or have an external bund capable of containing 110% of the contents of the tank.
- All waste oil tanks must be placed on pallet sumps.
- All oil drums must be placed on pallet sumps.
- Weekly checks of oil storage facilities are conducted and recorded along with annual thorough examinations.
- Spill kits are strategically sited around site.
- Spillage procedure and training conducted periodically.
- Emergency plan is in place and displayed at each location where fuel and or diesel are used or stored

##### **6.2 Loss of containment/ oil diesel spill.**

- All waste generated during any work activity must be segregated and deposited of in the approved hazardous or general waste marked containers.
- All waste is collected by registered waste carriers and processors for authorised recycling and or disposal.

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- No waste bins should be permitted to overflow.
- All waste bins should have secure lids fitted, and where possible, kept under shelter to prevent rain water ingress.

#### **7.0 ENVIRONMENTAL INSTRUCTIONS**

- Regular maintenance service and inspections must be carried out to reduce the risk of noise being caused by defective engines/motors/exhausts etc.
- Pre- start checks must be carried out to identify any defects that could affect the environment.
- All fuel/oil leaks should be cleaned immediately, if safe to do so, by using the on-site spill kits. If the spill is too great or unsafe to handle it must be reported to the Supervisor immediately.
- All leaks, spillages, defects or environmental events or emissions must be reported to the Supervisor immediately.

**NOTE: SAFETY COMES FIRST AND IS YOUR RESPONSIBILITY. IF IN DOUBT  
STOP WORK ACTIVITY IMMEDIATELY AND CONSULT YOUR SUPERVISOR.**

**Authorised:**

Signed: Ian Price

**Title: HSEQ Manager**

#### **RECORD OF ISSUE – QUESTIONS**

The questions listed below relate to some of the key points put forward in this Work instruction and are designed to test your understanding of it. Please answer all questions by circling the appropriate answer or answers; you will be prompted to correct any errors after the quiz.

**1. When carrying out a pre-use check on hand tools what should you check for?**

- A. The tools belongs to you
- B. Any damage
- C. Missing components
- D. Serviceability
- E. Is it the correct tool for the job



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**2. What is the speed limit in the depot yard?**

- A. 10mph
- B. 5mph
- C. What ever is a safe speed at the time

**3. When should you wear eye protection?**

- A. When ever there is a risk of eye injury
- B. When eye protection is listed in the risk assessment
- C. When its windy
- D. When using impact tools
- E. When painting either machines or machine parts

**4. When working at height what type of access equipment should you use?**

- A. Always use a ladder it is quick
- B. The appropriate access equipment taking into consideration height to work, duration of work and weather conditions where appropriate.
- C. Always use a MEWP
- D. Always ask your supervisor

**5. How would you find where the muster points are when working in a new location?**

- A. Its always in the same place in every depot
- B. BJust follow everybody else
- C. The muster point is displayed on the site notice board.

**6. When would you use an RCD?**

- A. When using an eclectically operated tool
- B. When using the jet washer
- C. When working in wet conditions with a eclectically powered tool

**7. Why is it important to charge/store batteries in well ventilated areas?**

- A. So explosive fumes do not build up
- B. So you can see what batteries are on charge
- C. So any spills can be cleaned up easily

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**8. If a deck extension was sized how would you release it?**

- A. Stand on the ground and pull as hard as I can.
- B. Use a FLT to pull the deck extension out
- C. Use a bar to prise the deck out
- D. Get help to try and push the extension out from inside the deck.

**9. When using a pillar drill why is it important to keep long hair and loose clothing tied back or tuck away?**

- A. Oil or dirt can contaminate your clothing and hair
- B. Hair or loose clothing can be pulled into the chuck
- C. You may not be able to see what you are doing

**10. If you found a fault on the workshop lighting system what would you do?**

- A. Have a quick look to see if you could repair it.
- B. Do not do anything, someone else will sort it out
- C. Report to supervisor so he can arrange for
- D. Get a local electrician in to repair it.

**11. When working on a machine which has been raised by a jack/ host or crane what would you do before working on that machine?**

- A. Make sure the machine was well supported by stands/ or blocks
- B. Carry out a pre-user inspection
- C. Ensure I was wearing the correct PPE
- D. Check with the supervisor that it was OK to start work.

**12. Who can change the abrasive wheel on a bench grinder?**

- A. Anybody who works in the workshop
- B. Only engineers who have more than 2 years experience
- C. Only someone who has the relevant training and competence.
- D. Only the supervisor.

**13. When must you wear cut resistant safety gloves?**

- A. At all times in the workshop
- B. When using impact tools such as hammers, chisels or punches.

## WORK INSTRUCTION

### General Engineers Activity

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- C. When servicing engines
- D. When welding

**14. As an engineer, when is it acceptable to wander lead a scissor lift?**

- A. When in the workshop
- B. If the handrails are broken or missing
- C. If you need to get the machine through a low doorway
- D. If you are just driving a short distance

**15. When completing any painting task by hand, What PPE should you wear?**

- A. Shorts and t-shirt
- B. Gloves and Coveralls
- C. Bump cap and safety eye wear
- D. Anything you want, its only paint
- E. Coveralls, gloves, eye goggles, dust mask and bump cap

**16. If you have to leave a machine with a fault or is still under repair, which of the following actions must you do?**

- A. Take all your tools with you
- B. Tell a bystander that your leaving
- C. No need to inform anyone as you intend to be back soon.
- D. Isolate and red tag the machine to prevent use and inform the operator or responsible person

Employee's Name	Works Number
Employee's Signature	Date
Issued by – Name	Issued by – Signature

**EMPLOYEES PLEASE NOTE:** By signing this form, you are acknowledging that you have attended a briefing in connection with the stated MS and that you have understood its contents. Do not sign the form if you are unsure about any aspect of the MS – ask your Supervisor for additional instructions?