

# CREDIT ACCOUNT APPLICATION FORM



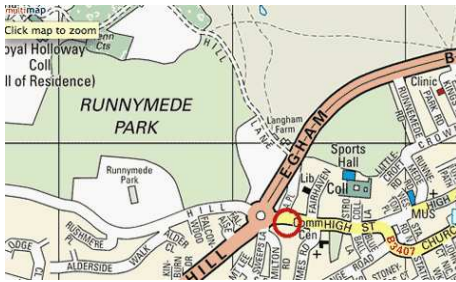
## Look at all the benefits!

- Preferential discount on hire
- 30 days interest free credit
- Priority hire and delivery
- News on the latest product introductions and innovations
- Simplified paperwork
- Special promotional offers



### EGHAM (HEAD OFFICE)

193-4 High Street, Egham, Surrey, TW20 9ED  
 Tel: 01784 433984 Fax: 01784 472876



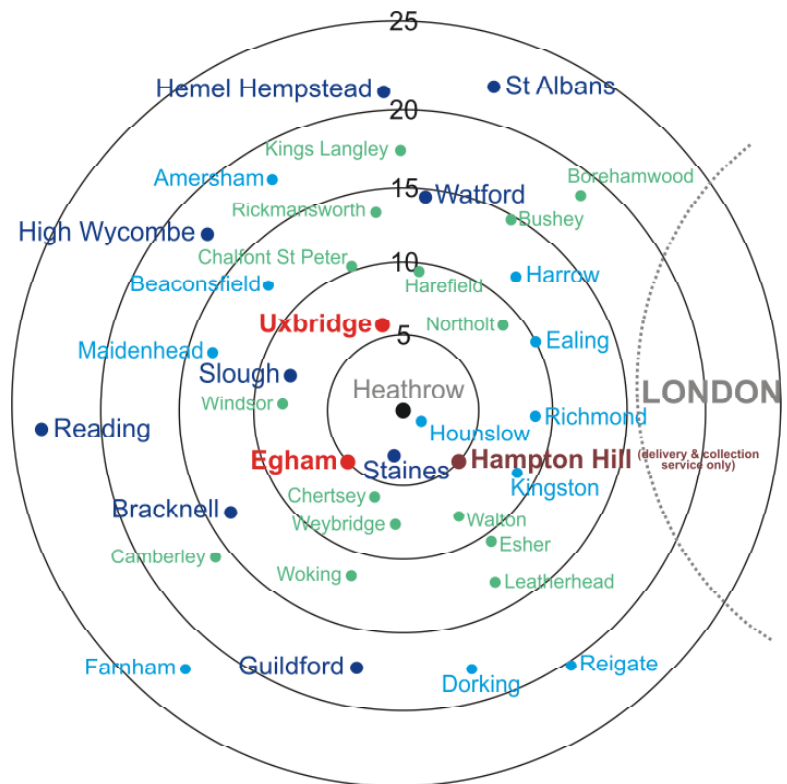
### UXBRIDGE BRANCH

30 Oxford Road, Uxbridge, Middlesex, UB9 4DQ  
 Tel: 01895 236537 Fax: 01895 810979



### HAMPTON HILL BRANCH

(Delivery and collection service only)  
 Tel: 0208 979 7772



E-mail: [info@hireservices.tv](mailto:info@hireservices.tv)

*Please note: Credit Account facilities are offered to Limited Companies only. For Non-limited Companies, please ask for details on our Trade Card cash account, featuring many of the same benefits as listed above.*

[www.hireservices.tv](http://www.hireservices.tv)

# THAMES VALLEY HIRE SERVICES LTD

## APPLICATION FOR CREDIT FACILITIES

(Limited companies only)

Thank you for applying for a credit account with Thames Valley Hire Services. We use this application form to approve your account and to make sure that we hold all information needed to ensure a smooth working relationship. Please complete all parts of the form.

### Company details

Company Name: .....

Invoice Address: .....

.....Postcode: .....

Telephone No.: ..... Fax No.: .....

Website address: ..... E-mail address: .....

Nature of business .....

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Accounts Contact Name: ..... Position: .....

Do you operate a purchase order system?      Yes      No

If yes, contact for purchase order nos.: .....

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### Company Registration Details

**Address** (if different from above)

.....

.....Postcode: .....

Company Registration No.: ..... VAT No.: .....

Directors: .....

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### Contact details - names of personnel authorised by you to hire or order from us

Name: ..... Position:..... Tel: .....

Name: ..... Position:..... Tel: .....

Name: ..... Position:..... Tel: .....

Name: ..... Position:..... Tel: .....

Name: ..... Position:..... Tel: .....

# THAMES VALLEY HIRE SERVICES LTD

1. I / we hereby apply for credit facilities with Thames Valley Hire Services Ltd.
2. I / we confirm that the information given in this application is true and complete and in signing this application agree to be bound by the Thames Valley Hire Services Limited Standard conditions for Hire & Sale of Products (attached) which I/we have read, understood and accept. I /we have retained a copy of the conditions for my own records.
3. I / we confirm receipt of the Thames Valley Hire Services Limited Health & Safety Policy Notes.
4. I / we authorise you to make enquiries in relation to the approval of this application.
5. I / we accept that you reserve the right to refuse to open a credit account without giving reason.
6. I / we understand that payment terms are strictly 30 days to the end of the month from date of invoice and confirm my /our acceptance of this.

**I / we apply for a monthly credit limit of £ \_\_\_\_\_**

**Authorised signature: ..... Print name:.....**

**Position: ..... Date:.....**

**IMPORTANT – CHECK LIST. We require all items on this list**

**Please sign the terms and conditions on the reverse of this form then tick here**  
**Make sure you have retained our Health and Safety policy then tick here**  
**Finally, attach your letter headed paper then tick here**

**Please note that all our hire rates can be found on our website. Don't forget that you will have discount on the published prices!**

**Upcoming sites (so we can plan ahead for your needs) .....**  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....

**For Office Use Only**

Date form sent out	TC conversion?	Top-Service check? Yes No
Syrinx A/c No.	Hire discount	Credit limit
Approved by	Date of approval	Date of Advice Letter
Price agreement entered?	Follow-up call done?	Turnaround days

# CONDITIONS FOR HIRE AND SALE OF PRODUCTS TO CONSUMERS AND BUSINESSES

## 1 INTERPRETATION

1.1 In these conditions the following words have the following meanings:  
"Contract" means a contract which incorporates these conditions and made between the Customer and the Supplier for the hire of Hire Goods and/or the sale of Products;  
"Customer" means the person, firm, company or other organisation hiring Hire Goods;  
"Deposit" means any advance payment required by the Supplier in relation to the Hire Goods which is to be held as security by the Supplier;  
"Force Majeure" means any event outside a party's reasonable control including but not limited to acts of God, war, flood, fire, labour disputes, strikes, sub-contractors, lock-outs, riots, civil commotion, malicious damage, explosion, terrorism, governmental actions and any other similar events;  
"Hire Goods" means any machine, article, tool, and/or device together with any accessories specified in a Contract which are hired to the Customer;  
"Hire Period" means the period commencing when the Customer holds the Hire Goods on hire (including Saturdays, Sundays and Bank Holidays) and ending upon the happening of any of the following events: (i) the physical return of the Hire Goods by the Customer into the Supplier's possession; or (ii) the physical repossession or collection of Hire Goods by the Supplier;  
"Liability" means liability for any and all damages, claims, proceedings, actions, awards, expenses, costs and any other losses and/or liabilities;  
"Products" means the products sold to the Customer by the Supplier;  
"Rental" means the Supplier's charging rate for the hire of the Hire Goods which is current from time to time during the Hire Period;  
"Supplier" means [NAME OF HAE MEMBER] and will include its employees, servants, agents and/or duly authorised representatives;  
"Services" means the services and/or work (if any) to be performed by the Supplier for the Customer in conjunction with the Hire of Hire Goods including any delivery and/or collection service for the Hire Goods.

## 2 BASIS OF CONTRACT

2.1 Hire Goods are hired subject to them being available for hire to the Customer at the time required by the Customer. The Supplier will not be liable for any loss suffered by the Customer as a result of the Hire Goods being unavailable for hire where the Hire Goods are unavailable due to circumstances beyond the Supplier's control.  
2.2 Where hire of the Hire Goods is to a Customer who is an individual and the hire would be covered by the Consumer Credit Act 1974 the duration of the Hire Period shall not exceed 3 months, after which time the Contract shall be deemed to have automatically terminated. Accordingly the hire of any Hire Goods is not covered by the Consumer Credit Act 1974.  
2.3 Nothing in this Contract shall exclude or limit any statutory rights of the Customer which may not be excluded or limited due to the Customer acting as a consumer. Where the Customer is acting as a consumer any provision which is marked with an asterisk (\*) may, subject to determination by the Courts, have no force or effect. For further information about your statutory rights contact your local authority Trading Standards Department or Citizens Advice Bureau or if based in the Republic of Ireland your local office of the Director of Consumer Affairs or Citizens Information Centre.

## 3 PAYMENT

3.1 The amount of any Deposit, Rental and/or charges for any Services shall be as quoted to the Customer or otherwise as shown in the Supplier's current price list from time to time. Where a Deposit is required for the Hire Goods it must be paid in advance of the Customer hiring the Hire Goods. The Supplier may also require an initial payment on account of the Rental in advance of the Customer hiring the Hire Goods.  
3.2 The Customer shall pay the Rental, charges for any Services, monies for any Products and/or any other sums payable under the contract to the Supplier at the time and in the manner agreed. The Supplier's prices are, unless otherwise stated, exclusive of any applicable VAT for which the Customer shall additionally be liable.  
3.3 Payment by the Customer on time under the Contract is an essential condition of the Contract. Payment shall not be deemed to be made until the Supplier has received either cash or cleared funds in respect of the full amount outstanding.  
3.4 If the Customer fails to make any payment in full on the due date the Supplier may charge the Customer interest (both before and after judgment/decreed) on the amount unpaid at the rate implied by law under the Late Payment of Commercial Debts (Interest) Act 1998 (where applicable) or at the rate of 4% above the base rate from time to time of the Supplier's bank whichever is higher.  
3.5 "The Customer shall pay all sums due to the Supplier under this Contract without any set-off, deduction, counterclaim and/or any other withholding of monies."

3.6 The Supplier may set a reasonable credit limit for the Customer. The Supplier reserves the right to terminate or suspend the Contract for hire of the Hire Goods and/or the provision of Services if allowing it to continue would result in the Customer exceeding its credit limit or the credit limit is already exceeded.

## 4 RISK OWNERSHIP AND INSURANCE

4.1 Risk in the Hire Goods and any Products will pass immediately to the Customer when they leave the physical possession or control of the Supplier.  
4.2 Risk in the Hire Goods will not pass back to the Supplier from the Customer until the Hire Goods are back in the physical possession of the Supplier. This shall apply even if the Supplier has agreed to cease charging the Rental.  
4.3 Ownership of the Hire Goods remains at all times with the Supplier. The Customer has no right, title or interest in the Hire Goods except that they are hired to the Customer. Ownership of any Products remains with the Supplier until all monies payable to the Supplier by the Customer for the Products have been paid in full.  
4.4 The Customer must not deal with the ownership or any interest in the Hire Goods. This includes but is not limited to selling, assigning, mortgaging, pledging, charging, securing, hiring, withholding, exerting any right to withhold, disposing of and/or lending. However the Customer may re-hire the Hire Goods to a third party with the prior written consent of the Supplier.

4.5 The Supplier may provide reasonably priced insurance in respect of the Hire Goods at an additional cost to the Rental. Alternatively the Supplier may require the Customer to insure the Hire Goods on such reasonable terms and for such reasonable risks as the Supplier may specify. The proceeds of any such insurance that relate directly to the Hire Goods shall be held by the Customer in trust for the Supplier and be paid to the Supplier on demand. The Customer must not compromise any claim in respect of the Hire Goods and/or any associated insurance without the Supplier's written consent.

## 5 DELIVERY, COLLECTION AND SERVICES

5.1 It is the responsibility of the Customer to collect the Hire Goods from the Supplier and return them to the Supplier at the end of the Hire Period. If the Supplier agrees to deliver or collect the Hire Goods to and/or from the Customer it will do so at its standard delivery cost and such delivery and/or collection will form part of the Services.  
5.2 Where the Supplier provides Services the persons performing the Services are servants of the Customer and once the Customer instructs such person they are under the direction and control of the Customer. The Customer shall be solely responsible for any instruction, guidance and/or advice given by the Customer to any such person and for any damage which occurs as a result of such persons following the Customer's instructions, guidance and/or advice except to the extent that the persons performing the Services are negligent.  
5.3 The Customer will allow and/or procure sufficient access to and from the relevant site and procure sufficient unloading space, facilities, equipment and access to utilities for the Supplier's employees, subcontractors and/or agents to allow them to carry out the Services. The Customer will ensure that the site where the Services are to be performed is, where necessary, cleared and prepared before the Services are due to commence.  
5.4 If any Services are delayed, postponed and/or cancelled due to the Customer failing to comply with its obligations the Customer will be liable to pay the Supplier's additional standard charges from time to

time for such delay, postponement and/or cancellation except where the Customer is acting as a consumer and the delay is due to a Force Majeure event.

## 6 CARE OF HIRE GOODS

6.1 The Customer shall:  
6.1.1 not remove any labels from and/or interfere with the Hire Goods, their working mechanisms or any other parts of them and shall take reasonable care of the Hire Goods and only use them for their proper purpose in a safe and correct manner in accordance with any operating and/or safety instructions provided or supplied to the Customer;  
6.1.2 notify the Supplier immediately after any breakdown, loss and/or damage to the Hire Goods;  
6.1.3 take adequate and proper measures to protect the Hire Goods from theft, damage and/or other risks;  
6.1.4 notify the Supplier of any change of its address and upon the Supplier's request provide details of the location of the Hire Goods;  
6.1.5 permit the Supplier at all reasonable times and upon reasonable notice to inspect the Hire Goods including procuring access to any property where the Hire Goods are situated;  
6.1.6 keep the Hire Goods at all times in its possession and control and not to remove the Hire Goods from the country where the Customer is located and/or the country where the Supplier is located without the prior written consent of the Supplier;  
6.1.7 be responsible for the conduct and cost of any testing, examinations and/or checks in relation to the Hire Goods required by any legislation, best practice and/or operating instructions except to the extent that the Supplier has agreed to provide them as part of any Services;  
6.1.8 not do or omit to do anything which the Customer has been notified will or may be deemed to invalidate any policy of insurance related to the Hire Goods;  
6.1.9 not continue to use Hire Goods where they have been damaged and will notify the Supplier immediately if the Hire Goods are involved in an accident resulting in damage to the Hire Goods, other property and/or injury to any person; and  
6.1.10 where the Hire Goods require fuel, oil and/or electricity ensure that the proper type and/or voltage is used and that, where appropriate, the Hire Goods are properly installed by a qualified and competent person.  
6.2 The Hire Goods must be returned by the Customer in good working order and condition (fair wear and tear excepted) and in a clean condition together with all insurance policies, licences, registration and other documents relating to the Hire Goods.

## 7 BREAKDOWN

7.1 Allowance will be made in relation to the Rental to the Customer for any non-use of the Hire Goods due to breakdown caused by the development of an inherent fault and/or fair wear and tear on condition that the Customer informs the Supplier as soon as practicable of the breakdown.  
7.2 The Customer shall be responsible for all expenses, loss (including loss of Rental) and/or damage suffered by the Supplier arising from any breakdown of the Hire Goods due to the Customer's negligence, misdirection and/or misuse of the Hire Goods.  
7.3 The Supplier will at its own cost carry out all routine maintenance and repairs to the Hire Goods during the Hire Period and all repairs which are required due to fair wear and tear and/or an inherent fault in the Hire Goods. The Customer will be responsible for the cost of all repairs necessary to Hire Goods during the Hire Period which arise otherwise than as a result of fair wear and tear, an inherent fault and/or the negligence of the Supplier while carrying out routine maintenance and/or repairs.  
7.4 The Customer must not repair or attempt to repair the Hire Goods unless authorised to do so in writing by the Supplier.

## 8 LOSS OR DAMAGE TO THE HIRE GOODS

8.1 If the Hire Goods are returned in damaged, unclean and/or defective state except where due to fair wear and tear and/or an inherent fault in the Hire Goods the Customer shall be liable to pay the Supplier for the cost of any repair and/or cleaning required to return the Hire Goods to a condition fit for re-hire and to pay the Rental, in accordance with the provisions of clause 8.3, until such repairs and/or cleaning have been completed.  
8.2 The Customer will pay to the Supplier the replacement cost of any Hire Goods which are lost, stolen and/or damaged beyond economic repair during the Hire Period less the amount paid to the Supplier under any policy of insurance taken out in accordance with these conditions.  
8.3 The Customer shall pay the Rental for the Hire Goods up to and including the date it notifies the Supplier that the Hire Goods have been lost, stolen and/or damaged beyond economic repair. From that date until the Supplier has replaced such Hire Goods the Customer shall pay, as a genuine pre-estimate of lost rental profit, a sum as liquidated damages being equal to two thirds of the Rental that would have applied for such Hire Goods for that period. The Supplier shall use its reasonable commercial endeavours to purchase replacements for such Hire Goods as quickly as possible using the monies paid under clause 8.2 above.

## 9 TERMINATION BY NOTICE

9.1 If the Hire Period has a fixed duration, subject to the provisions of Section 10 neither the Customer nor the Supplier shall be entitled to terminate the Contract before the expiry of that fixed period unless agreed with the other party.  
9.2 If the Hire Period does not have a fixed duration either of the Customer or the Supplier is entitled to terminate the Contract upon giving to the other party any agreed period of notice.  
9.3 If no period of notice has been agreed or specified the Customer may terminate the Hire Period by the physical return of the Hire Goods to the Supplier.  
9.4 The Supplier shall be entitled to terminate the hire of the Hire Goods by giving not less than 14 days' notice to the Customer.

## 10 DEFAULT

10.1 If the Customer:  
10.1.1 fails to make any payment to the Supplier when due without just cause;  
10.1.2 breaches the terms of the Contract and, where the breach is capable of remedy, has not remedied the breach within 14 days of receiving notice requiring the breach to be remedied;  
10.1.3 persistently breaches the terms of the Contract;  
10.1.4 provides incomplete, materially inaccurate or misleading facts and/or information in connection with the Contract;  
10.1.5 pledges, charges or creates any form of security over any Hire Goods or proposes to compound with its creditors, creates a trust deed for its creditors, applies for an interim moratorium in respect of claims and/or proceedings, any distress/diligence, execution or other legal process is levied on any property of the Customer, has a Bankruptcy Petition/Petition for Sequestration presented against it or the Customer takes or suffers any similar action in any jurisdiction;  
10.1.6 being a company, ceases or threatens to cease to carry on business, enters into voluntary or compulsory liquidation, has a receiver, administrator or administrative receiver or in the Republic of Ireland an examiner appointed over all or any of its assets, any attachment order/arrestment is made against the Customer, any distress/diligence, execution or other legal process is levied on any property of the Customer or the Customer takes or suffers any similar action in any jurisdiction;  
10.1.7 appears reasonably to the Supplier due to the Customer's credit rating to be financially inadequate to meet its obligations under the Contract; and/or  
10.1.8 appears reasonably to the Supplier to be about to suffer any of the above events; then the Supplier shall have the right, without prejudice to any other remedies, to exercise any or all of the rights set out in clause 10.2 below.

10.2 If any of the events set out in clause 10.1 above occurs in relation to the Customer then:

10.2.1 except where the Customer is acting as a consumer the Supplier may enter, without prior notice, any premises of the Customer (or premises of third parties with their consent) where Hire Goods and/or Products owned by the Supplier may be and repossess any Hire Goods and/or Products;  
10.2.2 the Supplier may withhold the performance of any Services and cease any Services in progress under this and/or any other Contract with the Customer;  
10.2.3 the Supplier may immediately cancel, terminate and/or suspend without Liability to the Customer the Contract and/or any other contract with the Customer; and/or  
10.2.4 "all monies owed by the Customer to the Supplier shall immediately become due and payable."  
10.3 Any repossession of the Hire Goods and/or Products shall not affect the Supplier's right to recover from the Customer any monies due under the Contract and/or any damages in respect of any breach which occurred prior to repossession of the Hire Goods and/or Products.  
10.4 Upon termination of the Contract the Customer shall immediately:  
10.4.1 return the Hire Goods to the Supplier or make the Hire Goods available for collection by the Supplier as requested by the Supplier; and  
10.4.2 pay to the Supplier all arrears for Rentals, Charges for any Services, monies for any Products and/or any other sums payable under the Contract

## 11 LIMITATIONS OF LIABILITY

11.1 "All warranties, representations, terms, conditions and duties implied by law relating to fitness, quality and/or adequacy are excluded to the fullest extent permitted by law."  
11.2 "If the Supplier is found to be liable in respect of any loss or damage to the Customer's property the extent of the Supplier's Liability will be limited to the retail cost of replacement of the damaged property."  
11.3 Any defective Hire Goods must be returned to the Supplier for inspection if requested by the Supplier before the Supplier will have any Liability for defective Hire Goods.  
11.4 "The Supplier shall have no Liability to the Customer if, without just cause, any monies due in respect of the Hire Goods and/or the Services have not been paid in full by the due date for payment."  
11.5 The Supplier shall have no Liability for additional damage, loss, liability, claims, costs or expenses caused or contributed to by the Customer's continued use of defective Hire Goods and/or Services after a defect has become apparent or suspected or should reasonably have become apparent to the Customer.  
11.6 The Customer shall give the Supplier a reasonable opportunity to remedy any matter for which the Supplier is liable before the Customer incurs any costs and/or expenses in remedying the matter itself. If the Customer does not do so the Supplier shall have no Liability to the Customer.  
11.7 "The Supplier shall have no Liability to the Customer to the extent that the Customer is covered by any policy of insurance arranged as a result of the Contract and the Customer shall ensure that the Customer's insurers waive any and all rights of subrogation they may have against the Supplier."  
11.8 The Supplier shall have no Liability to the Customer for any:  
11.8.1 "consequential losses (including loss of profits and/or damage to goodwill)";  
11.8.2 economic and/or other similar losses;  
11.8.3 special damages and indirect losses; and/or  
11.8.4 business interruption, loss of business, contracts and/or opportunity.  
11.9 "The Supplier's total Liability to the Customer under and/or arising in relation to any Contract shall not exceed 5 times the amount of the Rental and charges for Services (if any) under that Contract or the sum of £1,000/e/1250 whichever is the higher. To the extent that any Liability of the Supplier to the Customer would be met by any insurance of the Supplier then the Liability of the Supplier shall be extended to the extent that such Liability is met by such insurance."  
11.10 Each of the limitations and/or exclusions in this Contract shall be deemed to be repeated and apply as a separate provision for each of:  
11.10.1 Liability for breach of contract;  
11.10.2 "Liability in tort/delict (including negligence); and  
11.10.3 "Liability for breach of statutory and/or common law duty; except clause 11.9 above which shall apply once only in respect of all the said types of Liability."  
11.11 Nothing in this Contract shall exclude or limit the Liability of the Supplier for death or personal injury due to the Supplier's negligence nor exclude or limit any other type of Liability which it is not permitted to exclude or limit as a matter of law.

## 12 GENERAL

12.1 Upon termination of the Contract the provisions of clauses 3.2, 3.4, 3.5,  
8.1, 8.2, 8.3 and Section 6 shall continue in full force and effect.  
12.2 Each Hire of an item of Hire Goods shall form a distinct Contract which shall be separate to any other Contract relating to other Hire Goods.  
12.3 The Customer shall be liable for the acts and/or omissions of its employees, agents, servants and/or subcontractors as though they were its own acts and/or omissions under this Contract.  
12.4 "The Customer agrees to indemnify and keep indemnified the Supplier against any and all losses, lost profits, damages, claims, costs (including legal costs on a full indemnity basis), actions and any other losses and/or liabilities suffered by the Supplier and arising from or due to any breach of contract, any tortious/delictious act and/or omission and/or any breach of statutory duty by the Customer."  
12.5 "No waiver by the Supplier of any breach of this Contract shall be considered as a waiver of any subsequent breach of the same provision or any other provision. If any provision is held by any competent authority to be unenforceable in whole or in part the validity of the other provisions of this Contract and the remainder of the affected provision shall be unaffected and shall remain in full force and effect."  
12.6 The Supplier shall have no Liability to the Customer for any delay and/or non performance of a Contract to the extent that such delay is due to any Force Majeure events. If the Supplier is affected by any such event then time for performance shall be extended for a period equal to the period that such event or events delayed such performance.  
12.7 All third party rights are excluded and no third parties shall have any rights to enforce the Contract. This shall not apply to any finance company with whom the Supplier has an outstanding finance agreement relating to the Hire Goods. Such finance company shall, subject to the Supplier's consent, have the right to enforce this Contract as if they were the Supplier. This Contract is governed by and interpreted in accordance with the law of the country where the Supplier is located and that country will have exclusive jurisdiction in relation to this Contract.

©Hire Association Europe 1 April 2004

I agree to these terms & conditions

Signed.....

Print.....

# THAMES VALLEY HIRE SERVICES LTD

**PLEASE RETAIN FOR YOUR RECORDS**

## Health and Safety Policy Statement

**HEALTH AND SAFETY AT WORK ETC. ACT 1974 SECTION 2 (3)**

### **General commitment**

The company will, so far as is reasonably practicable, take all measures to ensure the safety and health of all employees at their work. It will honour any commitments placed on it by all relevant safety legislation, for example the health and safety at work etc. Act 1974. These measures will also include provision, insofar as is reasonably practicable, for the safety of other persons who are not employed by the company.

The Company will also, as far as is reasonably practicable, take appropriate action to see that all employees are made aware of this policy statement.

Signed

Stephen Storey  
Director

Revised October 2009

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### **Organisation**

The Managing Director, Stephen Storey, is allocated the duties and responsibilities of Safety Director. He is responsible for the implementation of the Company Safety Policy.

The Safety Director will review and revise the safety and training policy from time to time and if necessary make such alterations as are required in the light of the Company's activities. Any changes will be published in a revised policy statement which will be communicated to the workforce and other interested parties by the best practicable means.

The Safety Director will oversee the general implementation the Company Policy and, where appropriate, delegate through line management specific duties concerning the action necessary to inform and train the workforce in safety related matters.

The Egham Branch Manager, James Legg, whose responsibilities include those of Safety and Training Manager, will be directly responsible for the day-to-day implementation of the policy, training and instruction of workforce in safety matters.

### **Responsibilities**

#### **Fire Precautions**

Branch Managers will make the workforce aware of the action to be taken in the event of fire, primarily by use of fire drills. The position of and access to emergency exits and fire appliances will be made clear to staff and customers.

#### **First Aid**

At least one member of the branch staff will be trained in first aid. His or her name will be shown on the first aid box. Additionally, sufficient "appointed persons" are to be nominated to ensure that a first aider or appointed persons are available when employees are at work.

#### **Accident Notification**

Any notification and recording action arising out of an accident in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1985 (RIDDOR) will be carried out by the Branch Manager.

### **Training**

The Safety and Training Manager, Stephen Storey, will have overall responsibility for training the workforce in fire precautions and first aid.

In particular, he will place special emphasis on ensuring that the workforce is fully trained in the use of all tools, plant and equipment in the company's current hire fleet. This is to develop their competence in communicating relevant information about the safe use of this equipment to customers.

### **Statutory Inspections**

The Branch Manager will have the duty to ensure that those items in his inventory, which are subject to statutory inspection and testing, such as chains and lifting equipment, are brought forward at the required time. He will also arrange the posting and display of statutory notices and placards etc.

### **Safety of Hire Equipment**

The Branch Manager will take all actions necessary to see that items offered for hire are examined and tested after each hire and are in a safe condition for issue to the next user.

### **Hazardous Substances**

The Branch Manager will have overall responsibility for the storage and handling of hazardous substances, such as LPG (butane, propane) and will ensure that Health and Safety Executive recommendations in the form of guidance notes are complied with.

### **Property Maintenance and Good Housekeeping**

The Branch Manager will inform his senior management of any repairs and maintenance required to keep the premises in good repair. If necessary he will take immediate action at local level in cases of emergency.

He will also be responsible for the general cleanliness and tidiness of buildings, workrooms, wash places and toilets.

He will also ensure that all personal protective equipment required by statutory regulations, for example protective footwear, will be available.

### **Supervision of Trainees and Young Workers**

The Branch Manager will take particular care to see that young workers will be under the personal oversight of a skilled and competent person during their training.

### **Workforce**

All employees, having received a copy of this Safety Policy Statement, must accept their responsibility to co-operate with the Company and its customers in all matters relating to health, safety and welfare. All employees are expected to work safely, tidily and to any established rules and conditions, while bearing in mind the duty of care they have to themselves and to others.

Adherence to this policy statement is a condition of employment.

### **Provision of Information**

The management will make available, for reference by the workforce, a copy of the HAE references for Health and Safety in the Hire Industry. This publication contains guidance on those sections of safety legislation relevant to the tool and equipment hire industry.

**Signed**



**S M Storey  
Managing Director**