

Health and Safety Statement

**Alpha Hire (Cotswold) Ltd
Marina walk offices
Whitminster lane
Frampton on Severn
Glos
GL2 7PR**

**Marquee Hire
Furniture Hire**

Health and Safety Statement

General Statement

The health and safety of our employees is of paramount importance. We aim to provide and maintain safe and healthy working conditions, equipment and system of work for all our employees and to provide them with the necessary information, instruction and training to achieve this aim.

These documents have been updated to include the necessary precautions relating to the avoidance of Covid 19 transmission.

Appropriate preventive measures are, and will continue to be, implemented following the identification of work related hazards and assessment of the risks associated with them.

We recognise the importance of employer/employee consultation on matters of health and safety and the value of individual consultation prior to allocating specific health and safety functions.

We also accept our responsibility for the Health and Safety of other persons who may be affected by our activities.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out herein and/or in associated health and safety documents and records.

Experts advice will be sought as necessary when determining Health and Safety risks and co-operation of employees and all other persons who use the premises e.g. contractors, visitors, students.

The contents of this statement will be kept up to date to reflect the changes in the nature of the activities and the size or complexity of the organisation/establishment. We will review its effectiveness as appropriate and in any case, at least annually.

R.W.Evans Managing director

Health and Safety Statement

Key personnel

Health and safety function (s)/Responsibility	Name	Job title
Resources	R W Evans	Managing Director
Reporting and Recording	R W Evans	Managing Director
Emergency procedures	R W Evans	Managing Director
Health and Safety training	R W Evans	Managing Director
Provision of equipment	R W Evans	Managing Director
Hazard identification and risk assessment	R W Evans W Matthews	Managing Director Operations Director
Introduction and procedure control	R W Evans W Matthews	Managing Director Operations Director
First Aid	R W Evans W Matthews E Rendall	Managing Director Operations Director Resources Manager
House Keeping	R W Evans W Matthews E Rendall	Managing Director Operations Director Resources Manager

Health and Safety Statement

Checklist for the arrangement section

Health and safety at work topics	Any hazard(s) Identified?	Does hazard(s) pose significant risk(s)?	Are preventative control measures in place?	Brief details of hazards, risks, locations, controls
Accidents and dangerous occurrences				
Contractors/Visitors	No			
Display screen equipment	No			
Electrical Equipment	No			
First-aid	No			
Hazardous substances		No	Yes	Use of cleaning substances containing sodium salts/Warehouse
House keeping	No			
Information, instruction and training				
Machinery	No			
Manual handling	Yes	No	Yes	Lifting heavy items , site operative , procedures
Medical Emergency				
Monitoring and review				
Noise at work	No			



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P.P.E	No			
Pressure system	No			
Radiation	No			
Safe system of work				
Serious and imminent danger				
Violence and bullying	No			
Work equipment	Yes			Falling from steps, hitting yourself with hammer

Signed (for on behalf of the employer)

R.W.Evans Managing director

Health and Safety Statement

Accidents and Dangerous Occurrences

How work-related accidents, dangerous occurrences and diseases are dealt with

All Accidents should be reported immediately to P.W.Evans.

Accident report to be completed by supervisor and counter signed by P.W.Evans.

All Reports and forms to be issued and stored in general office.

Safety committee

R W Evans

Managing Director

W. Matthews

Operations Director

E. Rendall

Resources Manager

Review of procedures incidents and accident investigation to be conducted by Safety Committee.

Staff meeting to review general requirements and analyse reports once every 12 months at the beginning of each season.

Notifiable incidents should be reported immediately to R.W.Evans to comply with RIDOR procedures.



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Contractors/Visitors

How Health and Safety of contractors/visitors on the premises is ensured

Contractors on site will become the responsibility of the site supervisor and should be instructed on Alpha Hire Safety Procedures.

Visitors should be received by appointment only, and should be instructed on relevant safety procedures by their receipt.

Visitors should remain in the office area to avoid any potential risk.



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Display Screen Equipment

How compliance with statutory regulations is ensured

Computer work in general office should not require long periods of attention to the display screen and therefore no risk considered.

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Electrical Equipment

Annual inspection of all electrical equipment by warehouse technician

P.A.T testing to be executed on continuous basis

All items to be labelled and dated.

Inspection to be recorded on stock register

Stock register held in general office.

No “live” working to be executed

Site Installation

All equipment must have a current safety label

Power supplies must be checked with tester unit before installation of Alpha Hire equipment

The 32amp single phase cable from the outlet on the wall to the marquee will be covered by a cable cover.

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First aid

How first-aid cover at work is provided and ensured

Appointed persons for first aid provision

Warehouse /Office

R.W.Evans
E.Rendall

Site / Delivery Supervisors

W Matthews
S.Hunt

First Aid boxes

- 1). Warehouse/ Cloakroom
- 2). All Vehicles

Contents to be checked and re stocked monthly by house keeping

Training to be executed by authorised training consultant

Procedures to be monitored by safety committee

Health and Safety Statement

Hazardous Substances

How compliance with statutory requirements is ensured

Safety committee to review any new substances before introduction to working procedures

All cleaning substances must remain in manufacturer's containers with identifying labels

Current cleaning substances considered

1). Auto Washing powders

No risk

2). Vanish stain remover

Low risk irritant
Storage in sink unit
Protective gloves
to be worn as provided

3). Traffiklens

Low risk irritant
storage in sink unit
Protective gloves
to be worn as provided
Always
dilute
before use 1 litre
solution 4 litres water

4). Fuel for Vehicles/Generators / Heaters

Low risk
Diesel or Kerosene
storage tanks at
rear of building
Protective gloves to be
worn as provided



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Health Surveillance

How Health surveillance (where necessary is provided)

All new employees must complete “new employee” form to identify any risk areas and ongoing health problems.

All Health and Safety risks to be reviewed annually at group consultation

The onset of any Covid 19 symptoms must be reported to the supervisor immediately and expulsion from the workplace is mandatory, pending testing procedures.

All existing procedures and new policies to be monitored continuously by Safety Committee



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Housekeeping Arrangements

How general cleanliness and tidiness of the work place is maintained

Cleaning and maintenance within the warehouse and utility areas to be monitored by warehouse technician

Gangways and exits to be maintained by warehouse technician

Office storage, furniture etc to be maintained and monitored by administrator

Access to racking by step ladders provided

No fork lifts or mechanical handling machinery to be used at any time

Vehicles must be parked in such a way to leave a clear walkway through warehouse

All external doors must be unlocked at the commencement of every working day

All stock must be positioned within racking as specified on plan at end of each rack i.e. heavy items on lower levels



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Information, Instruction, Training

How health and safety information, instruction and training is ensured:

Continuous assessment by safety committee and information from operatives will be reviewed at regular committee meetings.

Supervisors will be responsible for initiating new procedures and notification of new potential risks or hazards.

Formal first aid training to be implemented and maintained by St Johns Ambulance Brigade

Annual staff meeting to review and discuss all Health and Safety policies

Induction and general conduct to be responsibility of operations supervisors



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Machinery

How Health and Safety of persons in the workplace is ensured

No production machinery required in warehouse or on site
Nil risk

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Manual Handling

How manual handling operations are dealt with:

Lifting/loading

Larger items i.e. Doors, Heaters, Large rolls of carpet must be lifted in pairs

All canvas is bagged in sizes for individual handling; however you should seek assistance if this weight is beyond your individual capability.

Always ensure the following routine when lifting

- Good grip
- Straight back
- Bend knees
- Lift using leg muscles

Storage

Step ladders as provided (Ref: work equipment) must be used for placing or removing stock from shelves above eye level.

Environment

Supervisor to assess site and prevailing conditions i.e. high winds, slippery surface and extreme weather conditions and implement working in pairs to avoid risk or injury if necessary.

Site work must cease if sufficient light is not provided after daylight hours

Operative tasks to be rotated to avoid prolonged effort on any particular task



Health and Safety Statement

Medical emergency

How serious accidents or health conditions are dealt with:

Appointed First Aid person to secure area and avoid any further risk

Attend to injury if necessary

Contact emergency services by mobile phone 999

Inform R.W.Evans



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Monitoring and review

How Health and Safety performance is monitored and reviewed:

Continuous review by committee discussions to review risks and procedures

Regular committee discussions to review risks and procedures

Annual staffs meeting to review assess and instigate policy changes



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Noise at work

How compliance with statutory requirements is ensured:

Continuously assessed by committee members

No risk considered currently



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Personal Protective Equipment (PPE)

How compliance with statutory requirements is ensured:

Hand sanitiser is available and must be utilised at entry point to all buildings and in all company vehicles

Face masks must be worn at all times when travelling in company vehicles and working indoors.

Face masks are discretionary when working outdoors

Disposable protective gloves

Site helmets to be worn during elevation of structural framework

Protective footwear must be worn at all times

Hi Viz must be worn

To be available in warehouse and in every vehicle (Available from maintenance/ housekeeping)

Vehicles to be checked every week by housekeeping to ensure availability



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Safe system of work

How activities with an element of risk which cannot be avoided area controlled:

Cross reference to Manual Handling and Work Equipment

Methods and procedures continuously reviewed by safety committee



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Serious and imminent danger

How emergency situations are dealt with:

In case of fire explosion or collapse of building, Warehouse staff to evacuate building by nearest exit.

Exits are positioned at each end of the building

3 Fire extinguishers are positioned at front entrance, inspected and maintained executed by local contractor

Local emergency stations

Competent persons

R.W.Evans
W. Matthews
E.Rendall

Managing Director
Operations Director
Resources Manager



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Violence and bullying

How violence and bullying are controlled:

Committee member's continuous consideration for violence and bullying at work

Contract of employment covers disciplinary procedures to deal with this problem

Work Equipment

How safely/ suitable of work equipment is ensured:

Item	Application	Risk	Procedure
Sledge Hammer	Driving in pegs	Injury to hands and feet	<ol style="list-style-type: none"> 1). Ensure handle is dry 2). Ensure head is secure 3). Grip with two Hands
Peg lifter	Removing pegs	Back injury	<ol style="list-style-type: none"> 1). Ensure stand is upright and on firm ground 2). Insert lever at lowest point and lift one notch at a time
Ratchet/spanners	Tightening and removing bolts	Injury to hands	<ol style="list-style-type: none"> 1). Ensure handles are dry 2). Correct size spanner 3). Ratchet is in working condition
Purlin lifter	Frame assembly	Head injury	<ol style="list-style-type: none"> 1). Check hook is not cracked 2). Ensure handle is dry
Step ladders	Several	Falling	<ol style="list-style-type: none"> 1) Choose appropriate size for application 2). Visually check steps 3). Position on firm flat ground



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			4).Ensure diagonal stays are fully open 5).If in doubt ask for assistance to secure steps
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Work place and welfare

How the provision of suitable and sufficient facilities for employees is ensured:

Warehouse

Toilet and hand wash facilities provided and maintained by housekeeping

Kitchen available to provide drinks

Lunch room available to provide seating area for lunch breaks

Chilled mineral water available within operations office

Company policy of non smoking exists in warehouse, office and all vehicles and within a marquee site

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Fixing to tarmac or similar surfaces

In the instance of fixing to a tarmac surface, the following should apply;

A).

- 1). Firstly, steel pegs no longer than 18" (460mm) could be utilised when fixing into tarmac with a consolidated base
- 2). The line of any drainage pipes or underground cables should be observed and avoided
- 3). Upon removal of the pegs sand should be poured into the hole leaving a 1" (25mm) depth for the top coat of tarmac repair to be inserted.

B).

Where pegs can not be penetrated in to tarmac or similar hard surface

- 1). Whenever possible pegs should be driven into the ground surrounding the tarmac and guy ropes or ratchet straps can be utilised.
- 2). Alternatively a concrete weight should be positioned at the base of each upright and fixed by guy rope to the top of the upright.
Each weight should be 250kg in weight to replace a ground stake.
- 3). I.B.C tanks can be utilised as retaining weights where there is a water supply available on site.
The tank should be filled with water to give a total of 1000kg, this is sufficient to replace the retention value of 4 ground stakes.
The tank should be attached to the top of a frame upright with a minimum 1500 kg rated ratchet strap.
The strap should pass under the frame of the I.B.C tank to ensure full load bearing.



Environment policy

Alpha hire are committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and minimises our potential impact on the environment. We will operate in compliance with all relevant environmental legislation and we will strive to use pollution prevention and environmental best practices in all we do.

Our Policy therefore, is to:

- integrate the consideration of environmental concerns and impacts into our decision making and activities,
- minimise our waste and then reuse or recycle as much of it as is possible.
- minimise energy and water use within our buildings and processes in order to conserve supplies and minimise the consumption of natural resources.
- As far as is possible, purchase products and services that do the least damage to the environment.
- train, educate and inform our employees about environmental issues that may affect their work,
- promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner,
- communicate our environmental commitment to clients, customers and the public and encourage them to support it
- where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill response programmes,

Product Quality and Safety statement

- 1). Alpha Hire pavilions are constructed from high quality extruded and anodised aluminum framework, steel connectors, pins and feet are galvanised to ensure long life and guarantee Safety.
These pavilions are made by Hoecker.
These structures are calculated for up to 60mph wind .
- 2). Covers are manufactured to UK specifications (Bs 5438 parts 1&2) from pvc coated polyester Fabric which is fire resistant, mould inhibited, UV stabilised and lacquered both sides to provide optimum appearance and ultimate safety.
- 3). Wall panels comply with flammability tests
Additionally all coloured swags are produced from the same trevira cs fabric.
- 4). Flooring: Delta cord carpet is supplied in barley colour.
The carpet complies with Bs 4790:1987(1996) flammability tests
(copy certificate enclosed).
Carpet is nailed to the floor and stretched to provide a flat stable surface.
- 5). Electrical: all electrical supply sockets are provided with an r.c.d. unit at the mains supply socket complying with Bs 7071 and Bs 1363.
Transmission of power is linked with 16 amp outdoor connections to Bs 43b3 standard.
Lighting circuits are wired "in line" and can incorporate 3 hour non-maintained "fire exit" Signs to comply with Bs 4533 102-22
- 6). Heating: all heating is provided by utilisation of arcotherm indirect fired oil burning heaters.
 - Use only in places free of flammable vapors or high dust content
 - Never use heater in immediate proximity of flammable materials. Minimum clearance 2.5m
 - Make sure firefighting equipment is readily available
 - Make sure sufficient fresh outside air is provided according to the heater requirements
 - The internal diffuser should be positioned to avoid any blockage to the free air flow



- The air intake grill should be clear of any items likely to prevent free air flow through the unit
- The clean hot air is conducted into the marquee by a 12 inch flexible ducting , the heater should be positioned to ensure flexi ducting is fully extended to prevent overheating
- Make sure heater is always under surveillance and keep children and animals away from it
- Before starting the heater always check free rotation of ventilator
- Drums of heater fuel should be clearly marked and positioned securely
- Unplug heater when not in use

The heaters are manufactured to E.C regulation and comply with provision of machinery Directives 89/392 and its modifications 91/368, 93/44 and 93/68 and the directives 89/336, 92/31, 73/23.

Marquee Specification

- Eave Height 2400mm
- Roof Pitch 20°
- Aluminium Profile
- 48mm x 89mm 2 track / 48mm x 110mm 4 track
- Wind Speed Rating 60mph, 27 m/s, 97km/h
- Snow Loading 0.2kn m² Not including internal hanging loads
- Purlin Profile 60mm x 60mm
- Steel Spec. Hot Dip Galvanised Steel Inserts
- Bay Spacing 3m
- Frame Bracing Diagonal Bar or Portal Brace
- Ground Fixing 850mm Stakes, Anchor Bolts, Weights
- PVC Spec 650g m², Anti Mould, Low Wick, UV Resistant
- PVC Fire Rating BS, DIN & M2 Standard
- Structural Calculations

BS EN 13782:2015, BS EN 1991-1-4:200+A1:2010 [wind], BS EN 1999 Eurocode 9

Method Statement

Project/Contract	Strategy and Evolution
Contractor	Alpha Hire (Cotswold) Ltd
Site Address	Cirencester park
Project Start Date	Tuesday 11th June 2024
Expected Duration	3 days
Projected Completion Date	Friday 14th June 2024

	Name	Title	Signature	Date
Document Author	Edward Rendall	Operations admin	<i>E.J.Rendall</i>	02/5/24
Authorised by	Rhys Evans	Managing director	<i>R.W.Evans</i>	02/5/24
Authorised by				
Authorised by (for Client)				

Emergency Contact Details			
Contact	R.W. Evans		
Tel	01452 742020		
Mobile	07850 585635		

Data Protection Statement

The information and data provided herein shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from Alpha Hire.

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by



your manager or safety representative. **Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.**

The main hazards to your safety and health are;

- a) Falling from height
- b) Injury from incorrect Manual handling.
- c) Injury from slips trips and falls.
- d) Injury from the incorrect actions of other contractors on site.
- e) Injury to members of the public during operations.
- f) Injury from overhead services
- g) Injury from underground services

Preventative Measures you must take;

- a) You must be “competent” to carry out the task.
- b) You must NOT carry out this task alone
- c) Barriers erected at entrances and around the work area if deemed necessary by the foreman or safety officer to protect tenants.
- d) You must not lift beyond your capabilities, get help if necessary.
- e) Visitors and other members of staff are prohibited from entry unless accompanied by competent person.
- f) You must read and be familiar with the Safety statement.

Personal Protective Equipment you must wear;

- a) Gloves
- b) Safety boots
- c) Safety helmets

Quality Control;

- a) Adhere strictly to the following procedure to ensure quality of service
- b) If in doubt contact your manager for clarification before proceeding.

Task Description

This method statement describes the work process for the erection/dismantling of pavilion style clear span marquees and internal accessories. The installation of electrical equipment and the connection to power supply either client's main power or sub contracted generators supply.

Staff & Training

The projects will be carried out by staff from Alpha hire. All members of staff are experienced. A site Supervisor will be appointed to each contract that will be responsible for quality and safety. Apprentices and young workers will be supervised and are not allowed to carry out tasks for which they have not been trained. All procedures will be executed in accordance with the Alpha Hire safety statement.

Step by step procedure

Start of works

- 1) Site Supervisor will ensure the site is safe to commence work. Tenants have been warned and barriers erected to prevent unauthorised access. The supervisor should thoroughly read the delivery documents and layout diagram. The contents of which should be verified with the client before the commencement of any work.
- 2) Alpha hire delivery vehicles should be parked as close as possible to the proposed erection site, but not in such a way as to cause congestion to other users of the premises.
If necessary a safety barrier should be placed around the vehicle if there is risk of the general public gaining access.
- 3) P.P.E Staff to put on personal protective equipment in accordance with the Alpha Hire safety statement.
- 4) Work base to be created at rear of vehicles with all tools and equipment placed to avoid trip hazards.
- 5) Supervisor will inspect the proposed site and check for any underground or overhead services before commencing the marking out procedure.

A safe working distance of 6m must be maintained from any overhead power cable.

In the vicinity of any underground services stakes shall not be driven into the ground, alternative methods of securing should be utilised in accordance with the individual site conditions.



- 6) Manual handling. The lifting and carrying of all items must be executed in accordance with the Alpha Hire safety statement.
- 7) Electrical installation .All electrical items supplied by Alpha Hire are tested and P.A.T certificated issued at our own warehouse before delivery to site. Only competent staff will be responsible for the installation and connection of the equipment to the mains supply or a generator that is certified by the sub contractor supplier.
- 8) Upon completion of the erection the site supervisor should complete the safety inspection report and issue the client with a copy.
- 9) The site supervisor should complete a survey of the site before leaving to ensure that no tools dangerous objects have been left behind.
- 10) Wherever possible 2m social distancing should be observed, with a minimum 1m if necessary.



ALPHA HIRE

TFT
(Ilkley) Ltd.

The Sidings Business Park, SKIPTON, North Yorkshire, BD23 1TB
Phone or Fax 01756 792525

Office: 30 Alexandra Crescent, ILKLEY, West Yorkshire, LS29 9ER, Phone or Fax 01943 603459
Reg. No. 3168606, VAT No. 659 9504 77



TEST CERTIFICATE
No. 02465/32

Assessment to BS 5867 : 1980 Specification for Fabrics for
Curtains and Drapes, Part 2 : Flammability Requirements using BS 5438 : 1976

SAMPLE INFORMATION

Client Custom Covers (1984) Ltd., Quayside Road, Bitterne Manor, SOUTHAMPTON,
Hampshire, SO18 1AD
Fabric Reference CQ Supreme, 4oz Excel Black
Dimensions 240cm by full width (164cm)
Pre-treatment None - the material was stated to be inherently flame retardant polyester
Conditioning BS 5438 : 1976, Clause 4.

TESTING

Following the pre-treatment described above, the material was conditioned and tested according to Test 2 of BS 5438 : 1976 Method of test for flammability of vertically oriented textile fabrics and fabric assemblies subjected to a small igniting flame, using a 15 second flame application time and the results assessed according to the requirements of BS 5867 : 1980 Specification for Fabrics for Curtains and Drapes, Part 2 : Flammability Requirements. Testing was carried out on the face side of the fabric.

Specimen No.	WARP			WEFT		
	1	2	3	1	2	3
Flame reached an edge	No	No	No	No	No	No
Hole reached an edge	No	No	No	No	No	No
Flaming debris separated	No	No	No	No	No	No

It should be noted that the results may not apply to situations where there is a restricted air supply or prolonged exposure to intense heat as in a conflagration.

CONCLUSION

The sample received meets BS 5867 : 1980 Specification for Fabrics for Curtains and Drapes, Part 2, Flammability Requirements, Type B and Clause 4.16 for Curtains and Drapes of the Guide to Fire Precautions in Existing Places of Entertainment and Like Premises (Home Office, 1994).

It should be noted that the fabric should be supplied with the manufacturers name, trademark or other identifying mark; the statement 'Flammability complies with the requirements of BS 5867 : Part 2, Type B' and instructions on any special precautions to be taken concerning care (including cleansing) of the product to be manufactured from the fabric, preferably using an appropriate care labelling symbol in accordance with BS 2747 and taking account of the pre-treatment used in this test and the requirements of Clause 4 of BS 5867 : Part 2 : 1980.

Dr R J Aron FTI, MIQA
Technical Director
END OF REPORT



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TEST CERTIFICATE

No. 05320/1

Assessment to BS 5867 : 1980 Specification for Fabrics for
Curtains and Drapes, Part 2 : Flammability Requirements using BS 5438 : 1976

SAMPLE INFORMATION

Client Custom Covers (1984) Ltd., Quayside Road, Bitterne Manor, SOUTHAMPTON,
Hampshire, SO18 1AD
Fabric Reference CQ Advantage. Colour: Ivory.
Dimensions 120cm by full width (145cm)
Pre-treatment None - the material was stated to be inherently flame retardant.
Conditioning BS 5438 : 1976, Clause 4.

TESTING

Following the pre-treatment described above, the material was conditioned and tested according to **Test 2 of BS 5438 : 1976 Method of test for flammability of vertically oriented textile fabrics and fabric assemblies subjected to a small igniting flame**, using a **15 second flame application time** and the results assessed according to the requirements of **BS 5867 : 1980 Specification for Fabrics for Curtains and Drapes, Part 2 : Flammability Requirements**. Testing was carried out on the face side of the fabric.

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Mr J Leadbeater LL.B DTS
Technical Manager
END OF REPORT



ALPHA HIRE

Marlings

— www.marlings.co.uk —

Delta Cord

Technical Data Sheet

Specification

Fibre Type	80% Polypropylene 20% Nylon
Product Construction	Needle punch/Fibre bonded
Backing Composition Sheet	Latex
Backing Composition Tile	Polymer Modified Bitumen (PMB)
Tile Size	500mm x 500mm
Standard Roll Size	30 linear meters x 2 meter width = 60 m ²
Total Thickness	Sheet – 6.2mm/Tile – 7.6mm
Total mass per unit area	Sheet - 1020 g/m ² / Tile – 4020 g/m ²
Tiles per box	20 tiles = 5 m ²
Colourways	16

Performance

Wear Rating	BS EN 1307	Class 33 Heavy Commercial
Static Electricity		Suitable for computer rooms
Flammability	BS EN 13501	Sheet – Cfl-s1 / Tile – Bfl – s1
Sound Adoption		-19dB
Colour Fastness	BS EN ISO 105	Light 6 Water 4-5 Wet/Dry 4-5 Shampoo 4-5
Breem		A+
Warranty		Full details available on request



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TESTING • CERTIFICATION • AUDITING

Wira House, West Park Ring Road, Leeds, LS16 6QL, UK.
Telephone: +44 (0) 113 259 1999
Email: info@bttg.co.uk
Website: www.bttg.co.uk

Date: 24 January 2020

Our Ref: 27/05244/01/20

Your Ref:

Page: 1 of 5

Client: Low & Bonar GmbH
Edelzeller Strasse 44
36043 Fulda
Germany

Job Title: Fire Test on One Sample of Material

Client's Order No: ---

Date of Receipt: 07 January 2020

Description of Sample(s): One sample of material, reference; VALMEX 7216

Work Requested: We were asked to make the following test(s):
BS 7837

Note: This report relates only to the samples submitted and as described in the report.

- * subcontracted test, UKAS accredited
- ** subcontracted test, EN ISO/IEC 17025 accredited
- *** not UKAS accredited



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BTTG™ and Shirley™ are trade names of Shirley Technologies Limited.
The supply of all goods and services is subject to our standard terms of business, copies of which are available on request.
Our laboratories are accredited to EN ISO/IEC 17025.

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ALPHA HIRE



Wira House, West Park Ring Road, Leeds, LS16 6QL, UK.
Telephone: +44 (0) 113 259 1999
Email: info@bttg.co.uk
Website: www.bttg.co.uk

Date: 24 January 2020

Our Ref: 27/05244/01/20
Your Ref:

Page: 2 of 5

Client: Low & Bonar GmbH

FIRE TESTS ACCORDING TO BS 7837:1996 (2015) Specification for Flammability Performance for Textiles Used in the Construction of Marquees and Similar Tented Structures

Date of test: 24/01/2020

Conditioning

Prior to testing commencing the sample was water-soaked and then conditioned for at least 24 hours in an atmosphere having a temperature of $20 \pm 2^\circ\text{C}$ and a relative humidity of $65 \pm 5\%$.

Procedure

The test was carried out in accordance with the above standard. The sponsor sampled the material and the specimens were cut from the sample received to the dimensions set out in the standard. Three length and three width specimens were tested.

Test 2B (bottom edge ignition) of BS 5438:1989 was used together with a flame application time of 10 seconds, as specified.

In addition, a piece of filter paper with specified characteristics was placed 55mm below the specimen to detect flaming debris.

The following parameters were determined :-

1. Duration of flaming
2. Extent of damage
3. Filter paper ignition, if applicable



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Date: 24 January 2020

Our Ref: 27/05244/01/20
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Page: 3 of 5

Client: Low & Bonar GmbH

Performance

The sample shall be deemed to perform satisfactorily (pass) if, for at least five of the six test specimens:

- (a) the duration of flaming does not exceed 5s after removal of the igniting flame; and
- (b) the lowest boundary of any flame does not reach the upper edge or either vertical edge; and
- (c) the filter paper does not smoulder or flame.

The sample shall be deemed not to conform to BS 7837:1996 (2015) if more than two test specimens show any of the effects listed in (a) to (c) above. If two test specimens show any of the above effects then a further six specimens shall be tested. In this case, the sample shall be deemed to pass if five of the second set of six specimens performs satisfactorily.

Results

After Flame Time (secs.)		Edge reached (Yes or No)		Filter Paper Ignition (Yes or No)	
Width	Length	Width	Length	Width	Length
0	0	No	No	No	No
0	0	No	No	No	No
0	0	No	No	No	No

The test results relate only to the ignitability of the combination of materials under the particular conditions of test; they are not intended as a means of assessing the full potential fire hazard of the materials in use.



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Comments

The results indicate that the sample met the above performance requirements.

Uncertainty of measurement has not been taken into account when presenting the test result. The relevant uncertainty value is included as an annex which forms an integral part of the report.

Reported by:.....  B Marsden (Mrs), Senior Fire Technician

Countersigned by:.....  P Doherty, Executive Manager

Enquiries concerning this report should be addressed to Customer Services..



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Uncertainty Budget - Annex

The overall uncertainty budget for BS 7837:1996 (2015) is as follows:-

Timings: ± 2 seconds.



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Terms and Conditions

Definitions

Company means Alpha hire, their subcontractors and agents.

Hirer means the persons hiring the equipment from the Company.

Equipment means framed structures, marquees, tables, chairs, flooring, carpeting, lighting and heaters.

Conditions

Unless otherwise stated in writing the Company reserves the right to revise or withdraw any quotation, prior to acceptance, and to vary the quoted hire charges should any substantial increase in labour, materials or transport cost occur before or during the period of hire. Acceptance of all quotations is made strictly subject the Equipment being available, whilst every effort will be made to ensure the Equipment ordered is delivered, the Company reserves the right to substitute with the nearest available item should the need arise. Confirmation of orders will only be acknowledged upon receipt of the 20% deposit.

Period of hire

The period of hire is understood to be from the time of arrival of staff to commence erection until the equipment has been dismantled and removed from site. 'Event rate'. Means up to 72 hours. 'Weekly rate' means any completed period of 7 days. Including weekend and public holidays.

Terms

The Company's terms are strictly C.O.D, unless otherwise stated. The Company reserves the right to charge interest at the rate of 2.5% per month on any outstanding monies. The company reserves the right to charge a deposit to cover part, or all of the value of the Equipment used.

Cancellation

Once the contract has been made, should the Hirer wish to cancel. The contractor reserves the right to charge 50% of the total hire price quoted. If cancelled within 14 days prior to the event the full charge will be made unless the equipment is re-let where upon and administration charge will be made.

Erection and dismantling

Hire charges for marquees, framed structures, unless otherwise stated, include provision of labour for erection and dismantling.

The hire charges quoted for tables and chairs does not include erection, placing or dismantling unless otherwise stated in writing.

No attendance of the Equipment by the Company staff, or the provision of a night watchman is included. The safe custody of all Equipment will be the Hirers responsibility until collected. In reasonable time from the Company erects any of its equipment, the Hirer shall inform the company. Or provide a site plan of where precisely on the Equipment is to be erected. Should the Hirer fail to do so, the Company shall site the Equipment as he thinks fit. If thereafter the Hirer wishes the Company to erect the Equipment in a different position on the site, the Company. If possible, will re-erect the Equipment before the period of hire commences and the Company shall reserve the right to charge the Hirer a fee to do so.

The hirer will be responsible for the equipment once on site and must ensure that framed structures and marquees are completely closed when not in use and the pegs and ropes which become loose are secured as necessary. Liability for delay, of contract uncompleted due to adverse weather conditions or any cause beyond our control

Modification of Contract

No verbal representation or arrangements are recognised by the Company and these terms and conditions shall only be modified by a supplementary contract.

Site

Hire charges are based on the assumption that the Hirer provides a firm and level site of turf (or some other material not impervious to stakes and able to absorb rain water) and is served by a firm access road with adequate hard standing for commercial vehicles, is free from flooding, trees and overhead obstructions. The Hirer shall provide the Company with an accurate plan of the site showing all relevant services and any obstacles which may affect the erection of the equipment.

The Hirer shall be solely responsible for any damage to any concealed services or pipes or any overhead cables or structures, in addition to the quoted price, all ensuring additional costs and liabilities.

The Hirer is responsible for giving notice to, or obtaining permits from, Local Authorities and or site owners prior to erection Any cost incurred in delays or modifications in the work arising from the absence or misrepresentation of any such permit shall be payable to the Company by the Hirer and shall be deemed part of the hire charges. The Hirer

charges do not include making good any repairs to the site. Special rates will be payable for the hire of equipment on sites not conforming to the above requirements.

Loss or damage

The Hirer shall, during the period of hire, be responsible for the maintenance and safe custody of the Company's Equipment on site. Damage or loss (other than fair wear and tear) will be charged for at current replacement rates. The Company cannot accept responsibility for the safety of customers own Equipment stored or housed in their marquees or framed structures. The Hirer is reminded that it is prudent for him to insure against any such loss and damage.

Injury or Damage

In no case shall the company be liable for any damage or injury incurred by any person or property during the period of hire who use or are in the vicinity of the Equipment

Damage Waiver

Unless otherwise stated in writing, we will automatically charge 5% of the total hire fee for 'all risks cover' of marquees, pavilions and furniture only to cover against A Theft, B Vandalism, C Fire and Explosion and D Storm and Tempest

Fire Prevention

Other than the Equipment installed by The Company in its marquees or framed structures, no lighting, heating, cooking or other gas or electrical appliances of any kind shall be used in or next to any Equipment hired from the Company without previous consent in writing from the Company. The Hirer is expected to provide suitable firefighting Equipment.

Where electrical apparatus is hired, the Hirer must provide a suitable 240V power point or supply within 15 metres of the Equipment for the adequacy and reliability of that supply.

Winter hire/Snow conditions

During periods of snow the roof must be regularly cleared to avoid overloading the structure, beyond the recommended safe load limits. 0.2kn m Not including internal hanging loads

Alternatively, the structure must be heated continuously to a temperature of 12c at the ridge point. You must notify Alpha Hire immediately if there are any signs of damage to the structural framework.

Wind conditions

The structure is designed to operate normally in winds of up to 97km/h.

During periods of wind in excess of this speed it is imperative that all canvas covers and entrances are fully closed and secured.

The structure must be vacated and should not be entered before the wind has subsided below the designated safe operational speed.

In a fully enclosed condition, the wind will hold the structure to the ground.

You must notify Alpha Hire immediately if any part of the canvas becomes damaged thus allowing the wind to enter the structure.

Conditions

Heaters or cooking equipment to be placed at least 1 metre from the marquee pavilion walls.

Only electrical or purpose designed gas Equipment to be utilised within the marquee or pavilion.

Barbecue Equipment or open fires must be a minimum of 5 metres from the marquee or pavilion.

During winter months the Hirer is responsible for heating the interior of the structure to not less than 12 C in the event of snow or should snow be forecast. The Hirer is expected to provide suitable fire fighting Equipment and to show due diligence to avoid any loss or damage to the hire of the Equipment. Cover will only apply when the premium has been received by the Company in advance. The Company reserves the right to alter premiums and conditions at any time.

NOTE: Loss or damage arising from fire, theft and vandalism must be reported to the Police immediately upon discovery and to the Company within 24 hours.

Sales items

Title to all purchased goods remains with the Company until invoices are settled in full. Alpha hire reserves the right to amend any of the changes shown in the price list as well as withdraw any of the items illustrated or described within their literature at their sole discretion and without prior notice. The illustration and specification stated within the Company literature are intended as a guide only and the Company accepts no responsibility for any variation in the actual items supplied for



ALPHA HIRE

HM
Hazelton Mountford
Chartered Insurance Brokers

TO WHOM IT MAY CONCERN

17th July 2023

Dear Sirs

Re. Alpha Hire (Cotswold) Limited

We are the Insurance Brokers for the above clients and have pleasure in confirming details of their insurance arrangements as follows: -

Public/Products Liability

Insurer	:	Convex Insurance UK Limited via the agency of BGP Ltd
Policy No	:	MGAM328
Expiry Date	:	15 th July 2024
Limit of Indemnity, any one occurrence and in the aggregate for Products	:	£5,000,000

Employers Liability

Insurer	:	Convex Insurance UK Limited via the agency of BGP Ltd
Policy No	:	MGAM328
Expiry Date	:	15 th July 2024
Limit of Indemnity, any one occurrence	:	£10,000,000

This statement of cover extract has been prepared purely as a confirmation of the insurance in force at the date of this letter, which is subject to the terms and conditions of the insurance policy. We accept no responsibility for any inadvertent or negligent act, error or omission on our part in preparing the statement or for any loss, damage or expense incurred by the recipient arising from the reliance on the information given. We remain solely the agent of our client and owe no legal duty or otherwise to any third party.

Should cover be cancelled assigned or changed in any way during the period of insurance neither we nor the insurers accept any obligation to notify any recipient.

Yours faithfully

Jess Price Cert CII
Account Executive

Always the right decision

Hazelton Mountford 4 Bank Street Worcester WR1 2EW
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