



Recovery Operators Instructions and Declaration

Only professional recovery operators who are fully insured, equipped and trained will be permitted to operate on site. No recovery operator will be allowed to enter or operate in the police pound unless they comply fully with these requirements and sign this declaration.

For safety & security reasons no repairs are allowed on site. This includes jump starting, tyre changing, tyre inflation etc.

1. Documents (Original copies of the following documents must be produced)

- Valid UK or EU photocard driving licence. (If a non-photocard licence is produced, we will also require verifiable photo ID, e.g. passport, EU identity card, Digital Tachograph Card, Driver Qualification card. We will not accept company ID or student ID).
- Valid certificate of motor insurance - Covering the recovery of the vehicle.
- Valid certificate of public liability insurance – Covering recovery operations, loading/unloading in the pounds.
- A letter of authority from the owner or registered keeper, unless they attend with the recovery operator.
- A copy of the owner’s ID, to verify any letter of authority.

2. Personal Protective Equipment - PPE (Which must be worn in the pound at all times)

- High visibility vest or jacket, work gloves, safety boots or shoes.
- Hard hat (in date) or bump cap (If required - see Loading and Unloading Guidelines document).

3. Evidence of Operator Training / Evidence of Equipment Testing - may be required

This includes, but is not limited to:

- Evidence of training or competency for the type of recovery vehicle and equipment to be used.
- Evidence that the recovery vehicle and recovery equipment conform to the current legislation.

4. Operator’s Licence, Braking Trailer, Loads, Recovery Vehicle Condition and TFL Schemes

The recovery operator is solely responsible for ensuring compliance with the relevant legislation relating to:

- Operator licensing and the decision on whether the vehicle being recovered meets the definition of ‘disabled’.
- Braking trailers - if the vehicle being recovered has any wheels in contact with the ground.
- The pound staff will carry out random weight checks before permitting a vehicle to be loaded. Repeated attempts to exceed the maximum load will result in a prohibition from operating at the pound.
- Recovery will not be permitted if, in the opinion of the pound staff or a traffic officer, the recovery vehicle is not roadworthy or not fit for purpose, or if the recovery equipment appears to be defective or not fit for purpose.
- Recovery vehicles exceeding 3.5T must comply with the TFL Safer Lorry Scheme, which commenced on the 1st September 2015 (Exemptions apply).
- Recovery vehicles exceeding 12T must comply with the TFL Direct Vision Permit Scheme, which commenced on the 1st March 2021 (Exemptions apply).

5. Declaration - To be signed by the recovery operator before entering the pound

In accordance with Section 3 of the Health and Safety at Work Act 1974, the Metropolitan Police Service is required to ensure, so far as reasonably practicable, the health and safety of everybody carrying out work at the pound, both employees and non-employees. This applies to training, equipment and working practices.

- I have read the best practice loading and unloading guidelines and will follow them.
- I am not intoxicated (drugs or alcohol) or too tired to undertake the operations.
- I am fully trained and competent to operate the recovery vehicle & equipment I will be using on site.
- I confirm that the equipment I will be using on site is fully compliant with LOLER and PUWER.
- I will wear my PPE at all times whilst on site.
- I either hold an operator’s licence or I do not require one for this recovery.
- I understand that I must leave the site, if instructed to do so by any member of police staff.
- I understand that I must load or unload without any assistance from pound staff or pound equipment.
- I understand that impounded vehicles being collected may be damaged, defective or contaminated.
- I take full responsibility for the safe loading or unloading of vehicles in the pound and may be held liable for any damage or injury caused as a result of faulty equipment, malpractice or negligence on my part.
- I am fully insured for all the operations that I will undertake on site including motor insurance, public liability insurance and employer liability insurance (where required).
- I understand that I must not take photographs or videos whilst on Metropolitan Police Service property.

Have you been involved in a loading or unloading accident in the last two years? YES NO

Are you currently under investigation by the Health and Safety Executive? YES NO

(If you have answered yes to either of these questions, please give details on the back of this page)

Recovery Vehicle Gross Weight	Recovery Vehicle VRM	Weight of Vehicle being Recovered
KG		KG

Operators Name:	Company:
Signed:	Date: