COVID-19 SOCIAL DISTANCING PRACTICAL GUIDANCE FOR HIRE CENTRES

COVID-19 SOCIAL DISTANCING
PRACTICAL GUIDANCE FOR HIRE CENTRES V4

The information detailed in Version 4 is based on Government Information as of Monday 18th May 2020. Further changes may occur and will be added accordingly.

REFERENCES

The information detailed in this document is based on current Government information and Construction Leadership Council Guidance. **Throughout this document reference is made to GOV.UK and in places Public Health England (PHE). We are conscious of the members located within the four nations of the United Kingdom and the Republic of Ireland. Accordingly we have included links to respective Government guidance issued in Scotland, Wales, Northern Ireland and the Republic of Ireland.**

https://www.gov.uk/coronavirus

https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm

https://www.nibusinessinfo.co.uk/content/coronavirus-workplace-safety-guidelines-and-social-distancing

https://www.gov.scot/publications/coronavirus-covid-19-business-and-social-distancing-guidance/pages/overview/

https://gov.wales/taking-all-reasonable-measures-maintain-physical-distancing-workplace

https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/

https://www.who.int/

www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus

Foreword

Minimising the Spread of Infection in Hire and Rental Operations

With many businesses in the Plant, Tool and Equipment Hire sector either remaining open or reopening their operations for customer collections and/or deliveries, implementing appropriate measures to minimise the spread of infection, including Social Distancing and hygiene arrangements is essential to protect us all.

We all need to do what we can to reduce the spread of the Coronavirus (COVID-19), hence the Government has given clear rules for Social Distancing. This guidance is helping control the spread of the virus and reduce the

Hire Association Europe // **Event Hire Association**
2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, West Midlands B37 7YE

1

mounting pressure on our National Health Service, allowing those most acutely affected with COVID-19 to access the care they need.

The advice on Social Distancing measures apply to everyone. Minimise the opportunities for the virus to spread by maintaining a distance of 2 metres between individuals. This advice applies to your business including the external public areas where customers may need to queue. Hands must be washed in keeping with Government Health Authority advice with soap and warm water for a minimum of 20 seconds. Hands should be washed more frequently than normal. Hand sanitiser should be provided and used regularly. Avoid touching the face including when gloves are being worn. The additional guidance within this document has been prepared for the consideration of hire and rental organisation operations to minimise the potential for the virus to spread.

Hire Association Europe // Event Hire Association
2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, West Midlands B37 7YE

2

Index

Hire Association Europe // Event Hire Association
2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, West Midlands B37 7YE

3

Hire Association Europe // Event Hire Association
2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, West Midlands B37 7YE

4

1. GENERAL

1.1 Government Health Authority Advice for Working From Home

In accordance with Government, Public Health England (PHE) communications, people should work from home wherever possible. Further details can be found at: https://www.gov.uk/government/organisations/public-health-england

1.2 COVID-19 Assessment and Publishing Results

An assessment of the risks posed by COVID-19 in the workplace should be carried out and shared with the workforce. If possible, you should consider publishing it on the Company's website. Current www.gov.uk guidance details that publishing records of COVID-19 Risk Assessments is expected of all businesses with over 50 employees.

1.3 Jobs Requiring Travel to Work

For many working in the construction industry and related supply chain their job requires them to travel to work. The following guidance has been prepared to assist in understanding whether or not it is appropriate for workers to travel to work.

1.4 Hygiene Requirements on Arrival at work

Ensure that all staff attending work wash their hands on arrival, prior to touching any work surfaces, and at least hourly thereafter.

1.5 Staff Briefing / Tool-Box Talk

Hold Tool-Box Talks / Staff briefings in order to remind all staff to maintain 2 metre Social Distancing requirements. Remind all staff to wash their hands regularly particularly prior to use of any kitchen/canteen equipment such as the fridge, microwave oven or kettle. Items left in fridges must first be thoroughly cleaned. Remind staff not to touch their face if they have not washed their hands first as this is how infection can be transmitted. Remind all staff to use hand sanitisers on a regular basis.

1.6 Fire Safety Reviews

Review Fire Risk Assessments to include Fire Evacuation procedures and practicable arrangements for Social Distancing at Fire Assembly Points where it would be safe to do so. This should include arrangements for Fire

Hire Association Europe // Event Hire Association
2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, West Midlands B37 7YE

5

Marshalls and suitable communication of the safe working procedures to the workforce. In an emergency, for example, fire evacuation or an accident/incident, people do not have to stay 2 metres apart if it would be unsafe. Anyone involved in the assistance of others should pay particular attention to sanitisation measures immediately afterwards including washing hands.

1.7 First Aid Arrangements

Review First Aid arrangements. Ensure that suitable First Aid provisions remain in place for the workers present and for the activities that they are doing.

1.8 Risks Associated with Water Systems

If premises are being reopened subsequent to closure or reduced occupancy during the COVID-19 outbreak a review of water systems should be considered as stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease particularly in hot and cold water systems, cooling towers & evaporative condensers, and other water/storage systems for example site accommodation/welfare equipment. Further information can be found at: https://www.hse.gov.uk/news/legionella-risks-during-coronavirus-outbreak.htm

2. TRAVELING TO WORK

2.1 Self-Isolating

Anyone who is symptomatic of COVID-19 must follow the specific advice published by PHE which can be found at: https://www.gov.uk/coronavirus. Those who live alone and have symptoms of COVID-19, however mild, must stay at home for 7 days from when symptoms started. Those living with others and who are the first in the household to have symptoms of COVID-19 must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill. Information regarding testing including eligibility for testing can be found at: https://www.gov.uk/apply-coronavirus-test.

2.2 Social Distancing

Follow the advice from PHE; Staying at home and away from others (Social Distancing). Only leave the house for very limited purposes; shopping for basic necessities, for example food and medicine, which must be as infrequent as possible, one form of exercise a day, for example a run, walk, or cycle - alone or with members of the same household, any medical need, including to donate blood, avoid or escape risk of injury or harm, or to

Hire Association Europe // Event Hire Association
2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, West Midlands B37 7YE

6

provide care or to help a vulnerable person. The time spent out of the home must be minimised and 2 metres distancing must be maintained from anyone else that isn't from the same household.

2.3 Persons at Increased Risk

Anyone who is at greater risk of severe illness from COVID-19 is strongly advised to work at home and adhere to the PHE guidance on Social Distancing, washing hands frequently with soap and water for 20 seconds or using hand sanitiser. Refrain from hand contact with eyes, nose or mouth. This will help protect those at increased risk and the people living in the same household. This step is one of the most effective ways of reducing the risk of passing infection to others. Advice for people at higher risk from COVID-19, including older people, people with health conditions and pregnant women can be found www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus

2.4 Persons Defined on Medical Grounds as Extremely Vulnerable

2.4.1   Anyone identified as extremely vulnerable will have been advised by their Health Authority and must follow the advice provided on shielding and protecting extremely vulnerable people.

2.4.2   Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding against COVID-19 should stringently follow the guidance on Social Distancing and minimise contact outside of the home.

2.5 If Someone Falls Ill

- If a colleague develops a high temperature or a persistent cough while attending work they should:

- Ensure a manager / supervisor is informed

- Return home immediately

- Avoid touching anything unnecessarily.

- Cough or sneeze only into a tissue or the crook of the elbow. Dispose of tissues into a bag that can be tied and disposed of into general waste management receptacles.

- Follow the PHE guidance on self-isolation, not returning to work until the period of self-isolation has been completed.

2.5.1   Consider and plan arrangements for how someone who falls ill would get home.

2.5.2   The Health and Safety Executive has also clarified that, in certain circumstances, employers must report new cases of COVID-19 under RIDDOR. Further details can be found at:

https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm

Hire Association Europe // **Event Hire Association**
2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, West Midlands B37 7YE

7

2.6 Travel to Work

2.6.1 Wherever possible workers should travel alone using their own transport.

2.6.2 Where it is only possible for workers to share transport:

- Share transport only with the same individuals and the minimum number of people at any one time.

- Keeping windows open for ventilation, facing away from each other, and avoiding touching surfaces unnecessarily, may reduce the risk of transmission of infection.

- Cleaning the vehicle regularly with standard cleaning products whilst wearing gloves with particular attention to surfaces, handles etc that passengers may touch.

- Consider alternatives to public transport such as cycling or walking

- Consider the need for additional parking or secure and safe storage of cycles

3. CHECKLIST (DAILY)

3.1 Before Starting Work

3.1.1 Advise all staff attending for work that they must wash their hands immediately on entering the premises.

3.1.2 This should be done before staff are able to touch work services, work equipment and products.

3.1.3 Hands must be washed in keeping with Government Public Health advice, with soap and warm water for a minimum of 20 seconds.

3.2 Staff Briefing / Tool-Box Talk

3.2.1 Remind staff of the requirement to maintain 2 metre Social Distancing and of correct handwashing requirements.

3.2.2 Remind staff of the requirement to wash hands before and after rest periods particularly prior to use of kitchen/canteen facilities including fridges, microwaves and kettles etc.

3.2.3 Advise staff that any items to be left in fridges during the day must be thoroughly cleaned. Nothing should be left in fridges overnight other than milk providing that the carton has been thoroughly cleaned.

3.2.4 Make it clear to staff that they must not cut corners and that the safety guidance must be followed at all times.

Hire Association Europe // Event Hire Association
2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, West Midlands B37 7YE

8

3.2.5   Advise staff and display notices to remind them of Government guidance regarding washing hands regularly and not to touch their face unless they have just washed their hands as this is what transmits the virus.

3.2.6   Remind staff of symptoms and of the basic precautions including to cough or sneeze only into a tissue or the crook of the elbow and to dispose of tissues into a plastic bag that can be tied and disposed of into an appropriate waste container. Dispose of waste into appropriate waste containers regularly, at least daily before closing of premises.

3.3 Attendance for Work

3.3.1   Following any COVID-19 related absence, conduct 'Return to Work' interviews whilst maintaining advised Social Distancing (2m) to confirm that returning employees feel well, appear to have recovered, and that they have isolated for the appropriate period.

3.3.2   Monitor and review to assess that any symptomatic individuals appear to have recovered to enable them to carry out their normal duties without risk to themselves or others. Advise colleagues and supervisors to report any irregularities identified that may be of concern.

3.4   Regular Requirements

3.4.1   Clean/disinfect desks, work surfaces, hand rails, door handles, push pads, work equipment, highly frequented areas, and items regularly used including calculators, staplers, filing cabinets etc.

3.4.2   Ensure that kitchen/canteen worksurfaces are cleaned including; microwaves, kettles, fridges, coffee and tea jars, cups/mugs etc. after each use.

3.4.3   Managers/Supervisors to encourage and monitor that compliance with hand washing or sanitisation and Social Distancing rules are being observed by all.

3.5   End of Day Routine

3.5.1   Sanitise touch points including; door handles, push pads, hand rails, telephones, desks, keyboards, fork lift controls, vehicle controls and accessories, vehicle material handling/lifting attachment controls, vehicle handles, load restraint mechanism/handles and interior of driver cabs.

3.5.2   Clear desks of items other than computer terminal screens, keyboards, and telephones. Store other items away in a drawer or storage box once wiped down.

3.5.3   Avoid leaving items other than milk cartons in fridge which should also be cleaned.

Hire Association Europe // **Event Hire Association**
2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, West Midlands B37 7YE

9

3.5.4 Wash all cups/mugs in warm soapy water or put in dishwasher.

3.5.5 Ensure that washroom and toilet facilities are cleaned and sanitised each day as a minimum with particular attention to frequently touched areas including toilet doors, locks, seats, flush handles, taps etc. Consider additional signage to encourage hand washing as in 3.1.3.

3.6 Before Leaving Work

3.6.1 Remind staff to stay safe after leaving work by following Social Distancing guidance and hand cleansing at home.

3.6.2 Thank all staff for the efforts and compliance.

3.6.3 Encourage staff to come forward with any concerns or queries in order that they can be appropriately addressed.

4. GUIDANCE FOR OFFICE AND TRADE COUNTER ENVIRONMENTS

Note: The practical implementation of this guidance will depend on each location. This may be best evaluated by the Senior Management, however most measures will be relevant to most depots/office environments.

4.1 Providing Clear Guidance

Provide clear guidance on social distancing and hygiene to employees, customers and visitors on arrival, for example signage and visual aids. Consider the number of both employees and customers that can reasonably follow 2 metre Social Distancing on the premises. Take into account the total floorspace as well as likely pinch points and busy areas.

4.2 Flexible Working Hours and/or Split Shifts

Consider flexible working hours and/or split shifts where practicable to minimise the risk of people gathering and breaches of Social Distancing requirements. Consider staggered start, and finish times as well as welfare breaks. Ensure that the same individuals continue to share shifts where possible. This would minimise unnecessary contact with other individuals.

4.3 PPE

Provide appropriate PPE as determined to all operatives working on the premises including Gloves as well as hand sanitiser and antibacterial wipes. UK Government and devolved administrations have published guidance for specific sectors outside of health and social care with regard to PPE and how these sectors should be using PPE.

Hire Association Europe // Event Hire Association
2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, West Midlands B37 7YE

10

Details can be found in the newly created PPE guidance hub by visiting:

https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe

For all other workers and sectors, based on current evidence, there is very little scientific evidence of widespread benefit from PPE. Instead, practising good hand hygiene and social distancing are key to minimising the risk of infection.

4.4 Point of Sale / Enquiry Equipment

Operate a one phone, one computer terminal, and one card payment machine per person policy.

4.5 Sanitising of Card Processing Equipment

Wipe-down card payment machines each time after being handled.

4.6 General Work Equipment Cleaning Practices

Wipe-down/disinfect desks, trade counters, telephones, desk stationary/equipment regularly with antibacterial wipes. Dispose of wipes in a refuse sack and after tying transfer to general waste management receptacles.

4.7 Desks and Seating Arrangements to Achieve Distancing Requirements

Review layouts to allow workers to work further apart from each other. Desks and seating in rest and/or break areas may need to be repositioned in order to achieve 2 metre distancing requirements.

4.8 One-Way Routing

Consider introducing one-way flows through buildings, providing directional floor markings and signage which will remind the workforce and customers to follow social distancing requirements wherever possible.

4.9 Regulating High Traffic Areas

Encourage use of stairs wherever possible. Regulate use of high traffic areas including corridors, lifts and walkways to maintain social distancing, making sure that people with disabilities have access to lifts.

4.10 Washroom Facilities Cleaning Arrangements

Hire Association Europe // Event Hire Association
2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, West Midlands B37 7YE

11

Ensure that washroom and toilet facilities are cleaned and sanitised each day as a minimum with particular attention to frequently touched areas including toilet doors, locks, seats, flush handles, taps etc. Consider additional signage to encourage hand washing as in 3.1.3.

4.11 End of Day Routine

At the end of each day (or more frequently as deemed necessary) wipe down/sanitise touch surfaces and touch points including door handles, desks. telephones, keyboards, handrails, forklift controls, vehicle controls and vehicle cab interior surfaces. Dispose of all waste cleaning materials as in 4.5.

5. CUSTOMER COLLECTIONS / RETURNS

Note: The practical implementation of this guidance will depend on each location. This may be best evaluated by the Senior Management, however most measures will be relevant to most depots.

5.1 Arrangements for Customer Collection - Pre-arranged Hires

Encourage customers at appropriate opportunities, for example pre-arranged hires and telephone orders, to attend at specified collection times in order to space collections and minimise the number of visitors attending the premises at any one time.

5.2 Advance Communication of Social Distancing Arrangements on the Premises

Prior to and/or upon arrival, advise customers collecting or returning goods of the changes in processes and control measures introduced including distancing arrangements at the premises including parking, hand-over procedure, equipment dispatch/return areas, and loading/unloading of vehicle requirements.

5.3 Distancing Control Arrangements for Customers

Provide external separation by using crowd control barriers with directional signage at the recommended distance of 2 metres where this can be suitably and practically facilitated.

5.4 Equipment Requiring a 2-Person, Close Proximity Lift

The risks associated with hiring equipment which requires a 2-person, close proximity lift must be suitably assessed and may not be permissible on products where Social Distancing arrangements cannot be suitably achieved. Consideration should be given to loading and unloading vehicles safely but also to movement of

Hire Association Europe // Event Hire Association
2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, West Midlands B37 7YE

12

equipment by the customer during use. Manual Handling Equipment should be considered to avoid close proximity lifts.

5.5 Manual Handling Aids

Sanitise all trolley handles/material handling device controls immediately following use.

5.6 Additional Signage

Consider use of additional signage to instruct customers that Social Distancing measures are required, hand washing/hand sanitising measures are in place, to avoid touching surfaces unnecessarily and not to enter the depot if they have symptoms.

5.7 Regulating Entry

Consider regulating entry so that the premises do not become overcrowded.

5.8 Handwashing Facilities

Consider providing additional pop-up handwashing stations or facilities if possible, providing soap, water and/or hand sanitiser at appropriate locations (entrance/trade counters) with signage suitably positioned to encourage the use of such facilities.

5.9 Floor Markings

Use floor markings inside the depot to facilitate compliance with the Social Distancing advice of 2 metres, especially at serving counters and payment terminals. Hazard warning tape may be an appropriate means of achieving this.

5.10 Directional Signage

Use directional signage to direct customers into lanes if feasible to facilitate movement within the premises while maintaining 2 metre distance.

5.11 Customer Announcements / Notices

Remind customers to follow Social Distancing advice and clean their hands regularly.

Hire Association Europe // Event Hire Association
2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, West Midlands B37 7YE

13

5.12 Screening

Consider positioning plexiglass barriers at payment areas and counters if feasible, this will provide an additional element of protection for workers and customers. Full face visors may be considered as an alternative where plexiglass barriers are not facilitated.

5.13 Point of Sale / Enquiry Equipment

As 4.3 Operate a one phone, one computer terminal, and one card payment machine per person policy.

5.14 Sanitising of Card Processing Equipment

As 4.4 Wipe-down card payment machines each time after being handled.

5.15 Accepting Payment

Encourage the use of contactless payments wherever possible.

5.16 General Work Equipment Cleaning Practices

Regularly wipe down trade counters, telephones, credit card terminals, stationary equipment (pens, staplers, calculators etc). Dispose of sanitising wipes as in 4.5.

5.17 Obtaining Signatures - Hire Contracts / Delivery notes

As an interim measure it may not be a requirement to obtain signatures on delivery notes. It may be deemed sufficient to confirm the identity/name of the recipient and print their name on the document. Other digital records may be deemed appropriate such as hire goods being photographed time stamped, in designated dispatch areas for hand-over record. Use of PDA or EPOD or other devices which can be wiped clean/sanitised following contact. It will be a commercial decision of each organisation to this regard.

5.18 Issue of Equipment - Hand-Over

Encourage/advise customers to remain in their vehicles wherever possible until the goods are positioned in the dispatch area agreed adjacent to their vehicle until the hire operative is 2 metres away.

5.19 End of Day Routine

Hire Association Europe // Event Hire Association
2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, West Midlands B37 7YE

14

Observe end of day routine cleaning guidance as 4.8.

6. PREPARATIION OF EQUIPMENT FOR HIRE & WORKSHOP EQUIPMENT

Note: The practical implementation of this guidance will depend on each location. This may be best evaluated by the Senior Management, however most measures will be relevant to most depots.

6.1 PPE

Where you are already providing PPE in the workplace to protect workers from non-COVID-19 risks you should continue to do so. Ensure that all operatives preparing equipment for hire are provided with the appropriate PPE including Gloves. Encourage regular hand washing and use of sanitisers as 3.1.3 and 3.2.2.

6.2 Employee Pairing / Close Proximity Work

Consider using a constant pairing system where close proximity work (or travel) cannot be avoided, for example during maintenance activities that cannot be redesigned. Minimise the period of the close proximity work to that necessary to complete the work.

6.3 Cleaning of Hire Equipment - Touch Points

Prior to issuing equipment for hire ensure that equipment controls, switches, handles, steering devices etc. have been sanitised to reduce the potential risk of spreading infections. Do not use wet sanitising products on electrical switches or on any equipment controls where this may present a risk of electric shock. Use only damp wipes and dry with disposable paper towelling immediately. Dispose of sanitising wipes and paper towelling in plastic bags, tying the bags prior to disposal into waste collection receptacles. Depending on the environment in which hired equipment is to be used and the requirements of the hirer it may be a consideration to wrap touch points such as equipment handles or controls in cling/stretch wrap where safe and practicable to do so following cleaning/sanitisation to minimise the risk of contact until the point of hand-over of equipment when the protective film can be removed. This may be appropriate in relation to equipment used in Health Care Environments and Nursing Homes, for example. Dispose of stretch wrap as with cleaning materials above.

6.4 Cleaning of Hire Equipment - Power Washing

Power washing is still permitted to clean equipment, however this should not be used on electrical equipment or switches as this could lead to electric shock or equipment failure / damage.

Hire Association Europe // **Event Hire Association**
2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, West Midlands B37 7YE

15

6.5 End of Day Routine - Workshop Specific

At the end of each day wipe down workshop equipment including test equipment, test devices, lifting device controls etc. focussing on points of contact, control handles/knobs. This may be necessary after use for specific items of equipment where there are multiple users. Isolate all electrical devices and equipment controls prior to wiping down. Do not use wet sanitising products on electrical switches or on any equipment controls as moisture ingress may present a risk of electric shock. Use only damp wipes and dry with disposable paper towelling immediately. Always follow the equipment manufacturers guidance for correct cleaning procedures.

6.6 End of Day Routine - General

Observe end of day routine cleaning guidance as 4.8.

7. DELIVERY / COLLECTION OF EQUIPMENT

7.1 Equipment Handover - Customer Site

Prior to performing delivery tasks ensure that all relevant information, instruction and training, has been suitably communicated to all drivers carrying out the hand-over of equipment to the hirer/operator in accordance with the advice of PHE to prevent the spread of infections. It may be advantageous depending on the circumstances and wherever practicable and safe to do so, to carry out a trial hand-over exercise with delivery drivers in order to ensure that the process can be effectively completed whilst minimising the risk of infection.

7.2 Delivery Driver PPE

All operatives performing delivery tasks must be provided with appropriate PPE. Relevant information, instruction and training must be suitably communicated in relation to the PPE provided. Key requirements: Gloves/Disposable Gloves. Operatives performing delivery tasks must also be provided with hand sanitiser, antibacterial wipes and a suitable PVC bag for containment of used wipes until they can be tied and disposed of in appropriate general waste receptacles.

7.3 PPE / RPE - Site Specific Requirements

Construction Sites are not required to use Respiratory Protective Equipment for COVID-19 where the 2 metre Social Distancing guidelines are met. However, depending on the nature of the Site or the location-specific

Hire Association Europe // Event Hire Association
2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, West Midlands B37 7YE

16

requirements, the use of RPE may be required. This should be determined with the client prior to any deliveries and the RPE deemed appropriate should be issued.

7.4 Hire Equipment Touch Points

Prior to hand-over of equipment ensure that equipment controls, switches, handles, steering devices etc. have been sanitised to reduce the potential risk of spreading infections. Do not use wet sanitising products on electrical switches or on any equipment controls where this may present a risk of electric shock. Use only damp wipes and dry with disposable paper towelling immediately. Dispose of sanitising wipes and paper towelling in plastic bags, tying the bags prior to disposal into waste collection receptacles.

7.5 Communicating On-Site Hand-Over Procedures

Prior to carrying out delivery / collection of equipment communicate the proposed hand-over procedure to the hirer and establish all potential restrictions that will need to be observed during the delivery/hand-over and to determine acceptance of such by the customer. This shall include gathering all necessary information pertaining to the delivery location including for example; relevant contact information including telephone number(s), communication arrangements on arrival, confirming Social Distancing requirements and arrangements, confirm availability of handwashing/sanitising facilities, how the safe hand-over of equipment can be completed, the safe unloading/loading arrangements, site specific PPE requirements, safe storage arrangements for equipment at the location, site/location specific safety requirements, and any other relevant information.

7.6 Preparing for On-Site Equipment Demonstration

Where established that it is possible, carry an appropriate quantity of suitable temporary barriers on the delivery vehicle in keeping with ability to provide a practicable equipment demonstration area where this is determined to be necessary and where this can be suitably and safely facilitated at the destination. The barriers may be utilised wherever practicable, and safe to do so, in order to provide segregation and suitable distancing for a working demonstration or familiarisation hand-over of the hire equipment to be completed.

7.7 Confirming Social Distancing Arrangements Prior to, and on Arrival On-Site

Prior to arrival on site it may be deemed necessary for the delivery driver to find an appropriate place to pull over, park the vehicle, switch-off the ignition, in order to call the site contact to confirm that they are ready to accept the delivery. Once on site the driver should establish that off-loading/loading practices can be facilitated and site

Hire Association Europe // Event Hire Association
2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, West Midlands B37 7YE

17

operatives are practicing Social Distancing. The driver should have the ability to decide whether or not it is safe to proceed and refuse if necessary, in turn by informing the branch from the cab whilst parked and safe to do so.

7.8 Obtaining Signatures - Hire Contracts / Delivery Notes

Similarly to 5.17 it may not be a requirement to obtain signatures on delivery notes on site. It may be deemed appropriate to confirm the identity/name of the recipient and print their name on the document including date and time. Where EPOD or other electronic devices are utilised in delivery the products may also be photographed in-situ for attachment to delivery record.

7.9 Offloading on a Customer Site

Where manual off-load/loading is necessary the driver should complete this alone or remain in the cab whilst the customer completes this.

7.10 Provision of Information - Equipment Hand-Over

Advise the customer/hirer of all information and resources available with regard to the safe operation, storage, and movement of the equipment being provided. This may be in the form of printed, or digital media, or a combination of both.

7.11 Equipment Requiring a 2-Person, Close Proximity Lift

The risks associated with hiring equipment which requires a 2-person, close proximity lift must be suitably assessed and may not be permissible on products where Social Distancing arrangements cannot be suitably achieved. Consideration should be given to loading and unloading vehicles safely but also to movement of equipment by the customer during use. Manual Handling Equipment should be considered to avoid close proximity lifts.

NOTE: All current organisational transportation, safe loading and unloading rules, and road traffic and transportation legislation must be observed at all times.

REFERENCES

The above based on current Government information and Construction Leadership Council Guidance
Throughout this document reference is made to GOV.UK and in places Public Health England (PHE). We are conscious of the members located within the four nations of the United Kingdom and the Republic of Ireland.

Hire Association Europe // Event Hire Association
2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, West Midlands B37 7YE

18

Accordingly we have included links to respective Government guidance issued in Scotland, Wales, Northern Ireland and the Republic of Ireland.

https://www.gov.uk/coronavirus

https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm

https://www.nibusinessinfo.co.uk/content/coronavirus-workplace-safety-guidelines-and-social-distancing

https://www.gov.scot/publications/coronavirus-covid-19-business-and-social-distancing-guidance/pages/overview/

https://gov.wales/taking-all-reasonable-measures-maintain-physical-distancing-workplace

https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/

https://www.who.int/

www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus

Hire Association Europe // **Event Hire Association**
2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, West Midlands B37 7YE

19