



Sandbach Party Supplies Ltd
Website: www.sandbachpartysupplies.co.uk
Email: info@sandbachpartysupplies.co.uk
Phone: 07703 467267

METHOD STATEMENT

Cleaning and disinfecting process to control and prevent the spread of infection

This method statement has been developed in accordance with government guidance and industry best practice to ensure systems are in place to prevent and control the spread of infection to staff and customers.

Sandbach Party Supplies Ltd employees have all undertaken accredited courses on Infection Control and Prevention.

BOOKINGS

All bookings will be made in advance via email correspondence, along with contactless payment via bank transfer. No cash will be accepted prior to or on the day of the booking.

To ensure complete understanding and preparation is in place, customers will be required to complete the generic booking form, read and accept this statement along with the Covid-19 policy and Terms and Conditions of hire.

CLEANING

No hazardous substances will be used during the set up and dismantling of hire equipment. Should you require a copy of our risk assessment or COSHH data sheets, please email: info@sandbachpartysupplies.co.uk

Bed sheets, pillow cases, mattress covers and duvet covers will be placed in a washing machine with anti-bacterial detergent at 60 degrees. Once washed, items will be removed from the machine immediately to prevent the growth and spread of bacteria in a damp environment in the machine. Due to potential shrinkage, tent covers will be placed in the washing machine separately along with anti-bacterial detergent at 40 degrees.

All linen items will be steamed at 60 degrees once dry and placed in clean, sealed bags. These bags will be left for at least 72 hours prior to a booking to ensure they are protected from any possible virus or bacteria presence.

Tent frames, tray tables, lanterns, lights and any other hard surfaces will be cleaned using anti-bacterial spray and placed in clean, sealed boxes for at least 72 hours prior to the booking. Where it is not possible to wash soft furnishings, these will be cleaned using anti-bacterial sprays or wipes and again, placed in clean, sealed boxes.

All staff who handle and package the hire items will ensure they follow these guidelines and have complied with the company risk assessments and COSHH data sheets. Regular hand washing with soap and water, along with paper towels to dry is a mandatory part of this process.





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DELIVERY AND SET UP

Sandbach Party Supplies Ltd will liaise with clients in advance to ensure access to the property is clear and unrestricted. To comply with social distancing regulations, we ask politely that all house residents clear any pathways or access to the room and if possible, prop open any doorways leading to where the tent hire will take place.

Staff will wear appropriate face masks and gloves whilst on site and will be recognised by their uniform t-shirts.

Preferably, space for a large car is required as close to the property as possible to allow for a safe and efficient set up. All items of hire will be unloaded and set up by hand, we do not require any assistance with this from the client.

Once the set up of items is complete, all hard surfaces will be given one final wipe over with antibacterial spray.

COLLECTION

Sandbach Party Supplies Ltd will agree on a suitable collection time, prior to the party. Once again, we politely ask that all pathways and access areas are kept clear to allow for staff to collect hire items and dismantle where necessary.

As a temporary measure, we ask that prior to our collection time, sleepover package clients strip the duvets, mattresses and pillows, and place linen into the bin bags provided initially upon delivery.

Once all items have been collected, Sandbach Party Supplies Ltd will immediately transport them back for cleaning. Once cleaned thoroughly using the methods above, all items will again be left for a period of at least 72 hours in sealed packaging/containers to prevent any potential cross contamination between households.

Transport vehicles and staff uniform will also be cleaned and washed before delivery, after delivery and after collection. The vehicle will not be used for any other purpose during this time frame.

Date of Policy: 01/09/2020

Last Review Date: 01/03/2020





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COVID 19 HIRE POLICY In accordance with UK Government Guidance May 2020

Sandbach Party Supplies Ltd agrees that in line with Government guidance business activities should only take place where we can establish social distancing, safe systems of work, and suitable protection measures for customers/staff and good disinfecting procedures for equipment.

All payments must be made electronically in order to comply with the non-contact guidance that is currently advised.

Sleepover Packages

Teepee hire is only to be used in one room within the household and should not be moved between rooms after installation.

Use of the hire equipment must be for the householder and those living within the household only. Customers must not allow, under any circumstances, persons who are not from their own household to use the equipment. Where customers are found in breach of this, Sandbach Party Supplies Ltd reserve the right to immediately arrange collection of the equipment.

We are currently unable to hire for social gatherings and for use outside of immediate family.

Cross contamination between households will be eliminated by introducing a rest period of 72 hours between hire and additional cleaning before and after use.

Adequate PPE, namely gloves and a mask, will be worn on delivery and collection by staff from Sandbach Party Supplies Ltd. Equipment will be thoroughly cleaned /disinfected before it can be rehired. (additional notes on cleaning are available in Method statement and our risk assessment)

Soft furnishings that cannot be washed at 60 degrees due to potential shrinkage, will be washed at 40 degrees with an anti-bacterial detergent. Duvet covers, sheets, mattress protectors and pillowcases for sleepovers for the hirer to use, will be washed and placed in a fastened bag 72hrs prior to delivery.

All duvet covers, sheets, pillowcases and mattress protectors must be stripped by the customer and placed in a fastened bin bag ready for collection.

The client must notify Sandbach Party Supplies Ltd in advance of delivery if there are any members of the household who have tested positive for Covid-19 or are presenting with symptoms in the run up to hire or during hire. Sandbach Party Supplies Ltd will also notify the hirer if at any point any members of our household become unwell with any symptoms of Covid-19 and reserve the right to cancel the hire if this situation arises. This policy is in addition to the standard risk assessment and terms of hire which must be agreed to prior to hire.





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Luxe Picnic and/or Bell Tent Hire

Once all hire equipment has been set up, the user(s) must not attempt to move or rearrange equipment without prior consent from SPS (for example, in the event of poor weather).

As per Government advice, the 'Rule of Six' will be enforced from March 29th, allowing for groups of upto 6 to meet in a private garden/outdoor space. We will not be able to offer bookings for more than 6, unless all attendees are from the same household/'social bubble'.

Use of the hire equipment must be for the hirer and guests only. Customers must not allow, under any circumstances, persons to misuse, damage or sublet SPS equipment. Where customers are found in breach of this, Sandbach Party Supplies Ltd reserve the right to immediately arrange collection of the equipment.

Cross contamination between households will be eliminated by introducing a rest period of 72 hours between hire and additional cleaning before and after use.

Adequate PPE, namely gloves and a mask, will be worn on delivery and collection by staff from Sandbach Party Supplies Ltd. Equipment will be thoroughly cleaned /disinfected before it can be rehired. (additional notes on cleaning are available in Method statement and our risk assessment)

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