



COVID-19 Method Statement private family parties

Social distancing measures to be taken

- Only 1 member of staff will be carrying out all operations involved with the hire to prevent spread of covid-19
- MEMBER OF STAFF TO OPERATE WILL BE KEVIN MEE (DIRECTOR)
- Payments to be made contactless via bank transfer or contactless payment via Card, Phone or similar devices.
- All inflatables to incur a downtime of a minimum of 5 days between each hire and noted.
- all inflatables to be given a full clean down with a BS14476 Standard Disinfectant after each hire
- disposable gloves to be worn at all times during all operations stated after the booking has been made

Booking

- Upon booking advise customer the hire in question is strictly family use only and assembled on a private back garden to prevent social gathering
- Check inflatable check sheet for date of last hire and eligible to be hired out on the date requested (Must allow a minimum of 5 days from last hire)
- Gather all information from the customer required and agree to booking with the customer
- Non refundable deposit of 25% to be paid to KCM Inflatables Ltd (only refundable if the weather is unsuitable on the date agreed)
- Complete booking form (**Booking is now confirmed between both parties**)
- Send copy of the following for the customer to read and digitally agree to.
 1. booking form
 2. copy of terms & conditions
 3. copy of Covid-19 method statement

Before the Hire

- Ensure all relevant paperwork and risk assessments are in place and understood
- Ensure safety equipment is available and used as necessary.
- Staff understand their roles and responsibilities.
- Contact Customer to let them know the time of arrival.

Installation

- On arrival at the property ensure that vehicle isn't causing any obstruction to the public
- contact Customer and politely ask to unlock and open the all gates to gain access to the assembly location
- advise the customer that no persons should be present/within 2 metres of KEVIN MEE during set up
- The ground to be checked for suitability for the equipment being used. It must be stable,

clear from debris and level.

- All equipment should be placed at its location in the safest manner possible, either direct from the van/trailer or by moving by trolleys. Manual handling procedures should be observed at all times.
- The equipment should be erected or built up as quickly as possible in order to keep the area safe and disruption to a minimum.
- Walk round to check all equipment and test it without participants.
- Request remaining balance to be paid to KCM Inflatables ltd
- Customer to sign the required paperwork

Operation

- The equipment must be used in accordance with the manufacturer's guidelines.
- Users must be of an appropriate height and be dressed suitably for the equipment.
- A responsible adult will be in control of the equipment at all times to prevent injury
- The Hirer will stop use of the inflatable if they consider that there is any possibility of risk and contact KCM Inflatables ltd for assistance.

Removal

- The method for installation is to be followed in reverse.
- Equipment must be checked for damage and wear and tear.
- Inflatables given a complete wipe over with antibacterial spray on all contact points
- equipment safely packed away
- The site must be left as found, secured as necessary and the client informed that we are leaving.

KCM Inflatables Ltd, 1a Grace Crescent Heanor Derbyshire DE75 7AP
Mobile: 07904600047 Email: kcminflatables@gmail.com Website: www.kcm-inflatables.co.uk