



HIRE
CERTIFICATION
SERVICES



COVID-19 EVENT HIRE PRACTICAL GUIDANCE

EVENT HIRE PRACTICAL GUIDANCE

INDEX

Foreword

Minimising the Spread of Infection in
Event Hire and Rental Operations

General

- 1.1 In accordance with Government, Public Health England (PHE) communications, people should work from home wherever possible.
- 1.2 COVID-19 Assessment and Publishing Results
- 1.3 Hygiene Requirements on Arrival at Work
- 1.4 Staff Briefing / Tool-Box Talk
- 1.5 Fire Safety Reviews
- 1.6 First Aid Arrangements
- 1.7 What PPE is Required?
- 1.8 Risks associated with Water Systems

Travelling to Work

- 2.1 Self Isolating
- 2.2 Social Distancing
- 2.3 Persons at Increased Risk
- 2.4 Persons Defined on Medical Grounds as Extremely Vulnerable
- 2.5 If Someone Falls Ill
- 2.6 Travel to Work

Checklist - Daily

- 3.1 Before Starting Work
- 3.2 Staff Briefing / Tool-Box Talk
- 3.3 Attendance for Work
- 3.4 Regular Requirements
- 3.5 End of Day Routine
- 3.6 Before Leaving Work

Guidance for Office and Reception Areas

- 4.1 Providing Clear Guidance
- 4.2 Flexible Working Hours and/or Split Shifts
- 4.3 PPE
- 4.4 Point of Sale / Enquiry Equipment
- 4.5 Sanitising of Card Processing Equipment
- 4.6 General Work Equipment Cleaning Practices
- 4.7 Desks and Seating Arrangements to Achieve Distancing Requirements
- 4.8 One-Way Routing
- 4.9 Regulating High Traffic Areas
- 4.10 Washroom Facilities Cleaning Arrangements
- 4.11 End of Day Routine

Customer Collections / Returns

- 5.1 Arrangements for Customer Collection - Pre-arranged Hires
- 5.2 Advance Communication of Social Distancing Arrangements on the Premises
- 5.3 Distancing Control Arrangements for Customers
- 5.4 Equipment Requiring a 2-Person, Close Proximity Lift
- 5.5 Manual Handling Aids
- 5.6 Additional Signage
- 5.7 Regulating Entry
- 5.8 Handwashing Facilities
- 5.9 Floor Markings
- 5.10 Directional Signage
- 5.11 Customer Announcements / Notices
- 5.12 Screening
- 5.13 Point of Sale / Enquiry Equipment
- 5.14 Sanitising of Card Processing Equipment
- 5.15 Accepting Payment
- 5.16 General Work Equipment Cleaning Practices
- 5.17 Obtaining Signatures - Hire Contracts / Delivery notes
- 5.18 Issue of Equipment - Hand-Over
- 5.19 End of Day Routine

Preparation of Equipment for Hire & Workshop Equipment

- 6.1 Cleaning / Preparatory Stages
- 6.2 Documenting the Process
- 6.3 PPE
- 6.4 Employee Pairing / Close Proximity Work
- 6.5 Cleaning of Hire Equipment - Touch Points
- 6.6 Cleaning of Hire Equipment - Power Washing
- 6.7 End of Day Routine - Workshop Specific
- 6.8 End of Day Routine - General

Delivery / Collection of Equipment

- 7.1 Equipment Handover - Customer Site
- 7.2 Delivery Driver PPE
- 7.3 Hire Equipment Touch Points
- 7.4 Communicating On-Site Hand-Over Procedures
- 7.5 Confirming Social Distancing Arrangements Prior to, and on Arrival On-Site
- 7.6 Obtaining Signatures - Hire Contracts / Delivery Notes
- 7.7 Offloading on a Customer Site
- 7.8 Provision of Information - Equipment Hand-Over
- 7.9 Equipment Requiring a 2-Person, Close Proximity Lift
- 7.10 Combining Loads (Delivery and Collection)
- 7.11 Procedural Changes for Delivery and Collection
- 7.12 Use of Equipment Covers / Protective Sheeting
- 7.13 Managing Incoming Goods

Head Office:

2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, B37 7YE

Version V030720

APPENDICES

Catering / Furniture / Tableware

- A.1 Hand Dishwashing Arrangements for Cleaning Tableware, Cutlery, Glasses etc
- A.2 Using Dishwashing Machines for Cleaning Tableware, Cutlery, Glasses etc
- A.3 Small Cooking Equipment, Food Preparation, Serving Equipment and Utensils
- A.4 Large Cooking Equipment
- A.5 Linens and Drapes
- A.6 Carpeted Flooring and Rugs
- A.7 Furniture, Chairs and Tables

Temporary Structures, Tents & Marquees

- B.1 Potential Additional Cleaning Processes
- B.2 PPE Requirements
- B.3 Introduction of New Equipment
- B.4 Changes in Cleaning Processes
- B.5 Review Risk Assessments in Relation to New Products / Processes
- B.6 Review of Delivery and On-Site Assembly Services
- B.7 Review Return / Dismantling Services
- B.8 Record Keeping

Portable Sanitation Provision / Services

- C.1 Cleaning and Sanitation
- C.2 PPE
- C.3 Introducing Additional Products
- C.4 Potential Changes to Delivery Process
- C.5 Additional Service Provision

Audio Visual Equipment

- D.1 Pre-Delivery Inspection
- D.2 Cleaning of Equipment
- D.3 Packaging Arrangements

Power Generation

- E.1 Pre-Delivery Inspection
- E.2 Cleaning of Equipment
- E.3 Sanitising Touch Points

Site Services Trackways, Barriers, Perimeter Fencing, Hoardings etc

- F.1 Cleaning Arrangements
- F.2 Pre-Delivery Inspection
- F.3 Quarantining Equipment
- F.4 Disinfecting Equipment
- F.5 Power Washing

HVAC

- G.1 Heating Equipment
- G.2 Guidance for Cleaning of Portable Air Conditioning Units
- G.3 Guidance for Cleaning of Portable Evaporative Cooler Units

References

The above is based on current government information and sources of information including:

<https://www.gov.uk/coronavirus>

<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.eventsindustryforum.co.uk/>

EVENT HIRE PRACTICAL GUIDANCE

The information below is based on current Government Information (as of 03/07/2020).
Further updated versions may follow.

FOREWORD

With Event Hire member organisations looking towards reopening their businesses 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 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 wherever possible. 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 event hire and rental organisation operations to minimise the potential for the virus to spread.

GENERAL

1.1 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.

As part of your risk assessment, you should ensure you have an up to date plan in case there is a COVID-19 outbreak. This plan should nominate a single point of contact (SPOC) where possible who should lead on contacting local Public Health teams.

1.3 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.

Head Office:

2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, B37 7YE

Version V030720

EVENT HIRE PRACTICAL GUIDANCE

1.4 Staff Briefing / Tool-Box Talk

Hold Tool-Box Talks / Staff briefings in order to remind all staff to maintain the 2-metre Social Distancing requirements wherever possible (See 2.3 below for further details). 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.

1.5 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 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.

1.6 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. Further advice in relation to administering First at Work during the COVID-19 pandemic can be found at: <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

1.7 What PPE is Required?

When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.

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 and evaporative condensers, and other water storage systems for example, site accommodation/welfare equipment.

TRAVELLING TO WORK

For many working in Hire Industry Sectors and related supply chains 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.

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>. Following the implementation of the NHS test and trace service which will help to control the rate of reproduction (R), reduce the spread of the infection and save lives, the latest updates regarding this which includes notification to self isolate can be found at: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Organisations in certain sectors should collect details and maintain records of staff, customers and visitors on their premises to support NHS Test and Trace. Further details can be found by visiting: <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>.

2.2 Social Distancing

Ensure workers maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable), wherever possible, including arriving at and departing from work, while in work and when travelling between sites.

You must maintain social distancing in the workplace wherever possible.

Where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Mitigating actions include:

- further increasing the frequency of hand washing and surface cleaning
- keeping the activity time involved as short as possible
- using screens or barriers to separate people from each other
- using back-to-back or side-to-side working (rather than face-to-face) whenever possible
- reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)

Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings. These are often the most challenging areas to maintain social distancing and workers should be specifically reminded.

EVENT HIRE PRACTICAL GUIDANCE

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 at 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

2.5.1 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.

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

2.5.3 Consider arrangements to isolate a symptomatic employee/visitor away from all other persons, for example; outside or in a well ventilated room (open windows), or in a dedicated isolation area.

2.5.4 Consider arrangements/procedures to identify who a symptomatic employee or visitor has come into contact with whilst on the premises or during delivery duties.

2.5.5 Consider the need for arrangements to minimise the spread of infection from the symptomatic employee/visitor (for example; prevent further contact with surfaces on the premises, wearing a mask where this is not detrimental to the individuals breathing ability, identifying where the individual has been on the premises to arrange cleaning and sanitising of such areas including washroom facilities, canteen facilities etc.).

2.5.6 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>

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Version V030720

EVENT HIRE PRACTICAL GUIDANCE

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

2.6.3 Depending where you are in the UK the requirements to wear Face Coverings whilst travelling on public transport currently differs. The following requirements for the wearing of Face Coverings whilst travelling on public transport were current at the time of writing:

- England - Mandatory
- Scotland - Mandatory
- Northern Ireland - Advisory (Check the rules of private travel companies before you travel)
- Republic of Ireland - Advisory (Expected to be made mandatory within the next few days/weeks)
- Wales - Recommended whilst using public transport when it is difficult to maintain 2 metres physical distancing. (Check the rules of private travel companies before you travel)

It is important to review Government publications for the latest guidance by visiting:

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

This guidance detailed in the above sections applies in England – people in Scotland, Wales and Northern Ireland should follow the specific rules in those parts of the UK.

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 Social Distancing requirements (as detailed in 2.3) wherever possible 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.

Head Office:

2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, B37 7YE

Version V030720

EVENT HIRE PRACTICAL GUIDANCE

- 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.
- 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 themselves 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, handrails, 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 work surfaces 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, forklift 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 the fridge which should also be cleaned.
- 3.5.4 Wash all cups/mugs in warm soapy water or put in the 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.

Head Office:

2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, B37 7YE

Version V030720

EVENT HIRE PRACTICAL GUIDANCE

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.

GUIDANCE FOR OFFICE AND RECEPTION AREAS

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. Organisations in certain sectors should collect details and maintain records of staff, customers and visitors on their premises to support NHS Test and Trace. Further details can be found by visiting:

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>.

Consider the number of both employees and visitors that can reasonably follow Social Distancing requirements 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 sanitisers 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. 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.

Head Office:

2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, B37 7YE

Version V030720

EVENT HIRE PRACTICAL GUIDANCE

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, including 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

Where applicable, 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

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 4.6.

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, for example; by using floor line markings, crowd control barriers, directional signage at the recommended distance of 2 metres where this can be suitably and practicably facilitated.

EVENT HIRE PRACTICAL GUIDANCE

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 (or with risk mitigation as 2.3). 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.

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 and visitors to follow Social Distancing advice and clean their hands regularly.

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 4.4.

5.14 Sanitising of Card Processing Equipment

As 4.5.

5.15 Accepting Payment

Encourage the use of contactless payments wherever possible.

Head Office:

2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, B37 7YE

Version V030720

EVENT HIRE PRACTICAL GUIDANCE

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 4.6.

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 safely in the dispatch area agreed (adjacent to their vehicle) until the hire operative is 2 metres away.

5.19 End of Day Routine

Observe end of day routine cleaning guidance as 4.11.

PREPARATION 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 organisations:

6.1 Cleaning / Preparatory Stages

Many of the cleaning and preparation procedures for event equipment will remain unchanged however, appropriate arrangements must be considered to manage the risk of any items becoming contaminated during the preparatory stages.

6.2 Documenting the Process

In order to satisfy the client that suitable preparatory cleaning/disinfecting measures have been taken to ensure that hire products/equipment reach them without further risk of contamination, it may be appropriate to provide a documentary record of the cleaning and delivery process completed in support of this.

6.3 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.

6.4 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.

EVENT HIRE PRACTICAL GUIDANCE

6.5 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.

6.6 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.

6.7 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 towels (Blue Roll) immediately. Always follow the equipment manufacturers guidance for correct cleaning procedures.

6.8 End of Day Routine - General

Observe end of day routine cleaning guidance as 4.11.

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 handover 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

Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so. There is no specific requirement 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 requirements, the use of face coverings may be required. This should be determined with the client prior to any deliveries.

7.2.1 Stock company vehicles 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.

Head Office:

2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, B37 7YE

Version V030720

EVENT HIRE PRACTICAL GUIDANCE

7.2.2 Establish a daily process to wipe down vehicle cabs sanitising all touch points and hard surfaces.

7.2.3 The cleaning of vehicles may need to be more regular where vehicles carry other employees or where there are changes in drivers which would necessitate vehicle cleaning prior to any changes in driver.

7.3 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 towels (Blue roll) immediately. Dispose of sanitising wipes and paper towelling in plastic bags, tying the bags prior to disposal into waste collection receptacles.

7.4 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/handover 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 and toilet 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.

7.5 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 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.

7.6 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.

7.7 Offloading on a Customer Site

Where manual off-load/loading is necessary the driver should complete this alone, or where necessary, with a regularly paired work colleague.

7.8 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.

EVENT HIRE PRACTICAL GUIDANCE

7.9 Equipment Requiring a 2-Person, Close Proximity Lift

The risks associated with 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.

7.10 Combining Loads (Delivery and Collection)

Consider appropriate arrangements required to minimise the spread of infection in instances where equipment being delivered is carried on the same vehicle as equipment being collected after use. For example encouraging regular hand washing, provision and use of hand sanitiser.

7.11 Procedural Changes for Delivery and Collection

Consider any procedural changes and training requirements required to prevent spread of infection as a result of delivery and collection operatives touching both equipment being returned and equipment being delivered on the same vehicle run.

7.12 Use of Equipment Covers / Protective Sheeting

Consider the need to launder/sanitise equipment covers/protective sheeting etc. utilised during delivery and collection, or after each use.

7.13 Managing Incoming Goods

Consider review of the process for receiving all incoming goods in order to minimise the risk of spread of infection, for example;

- Establishing products that require quarantine and the designated areas for such products
- Establishing products and packaging that require sanitising before further processing
- Establishing products and packaging that require isolating prior to any third party service provision (e.g Laundry Service)

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

APPENDICES CATERING / FURNITURE / TABLEWARE

A.1 Hand Dishwashing Arrangements for Cleaning Tableware, Cutlery, Glasses etc.

- A.1.1 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 in readiness for hire are provided with the appropriate PPE, for example; goggles/tyvek suits/shoe covers/gloves, face coverings etc. Having determined appropriate PPE requirements ensure all relevant training is provided in its correct and safe use. Encourage regular hand washing and use of sanitisers.
- A.1.2 Where applicable review the arrangements for cleaning/sanitising of sink unit/s prior to, and after use to determine that they are appropriate.
- A.1.3 Consider requirements for the review of water temperatures to determine that they are appropriate to minimise the spread of infection, and that they are monitored.
- A.1.4 Are there any changes to the soaps, sanitisers, detergents or other cleaning/sterilising solutions used in equipment cleaning processes that will require substance assessment reviews and determined control measures implemented in accordance with CoSHH Regulations?
- A.1.5 Are suitable arrangements in place for cleaning/sterilising of scrubbing brushes and scrapers etc (used to remove stubborn residues)?
- A.1.6 Where applicable review cleaning/sanitisation arrangements for dishcloths, sponges, dish-mops etc, to determine that they are appropriate to minimise the spread of infection?
- A.1.7 Where applicable review drying procedures in place to determine that appropriate arrangements are in place to minimise contamination, including handwashing & hygiene requirements.

A.2 Using Dishwashing Machines for Cleaning Tableware, Cutlery, Glasses etc.

- A.2.1 Run through the cleaning/sanitising cycle as normal. Consider whether the arrangements in place are appropriate for cleaning/sanitising of equipment control/touch points either immediately after use, or at appropriate determined intervals.
- A.2.2 Where applicable, consider review of the current allowing to dry and polishing procedures to determine that they are appropriate to minimise the risk of spread of infection. This should include handwashing & hygiene requirements.
- A.2.3 Where applicable, consider review of the current crating/packaging/wrapping procedures to determine that they are appropriate to minimise risk of spread of infection. This should include handwashing & hygiene requirements.
- A.2.4 Consider review of the loading and

EVENT HIRE PRACTICAL GUIDANCE

A.3 Small Cooking Equipment, Food Preparation, Serving Equipment and Utensils

- A.3.1 Run through the sanitising cycle as normal.
- A.3.2 Review the procedures for drying and polishing to determine that they are satisfactory to minimise risk of contamination.
- A.3.3 Carry out combined inspection and testing of in-service electrical equipment as normal. Ensure that touch points such as handles, switches 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 (blue roll) immediately. Dispose of sanitising wipes and paper towelling in plastic bags, tying the bags prior to disposal into general waste collection receptacles.
- A.3.4 Consider suitability of crating/packaging/wrapping procedure to minimise risk of contamination.

A.4 Large Cooking Equipment

- A.4.1 Continue to clean and sanitise equipment in accordance with manufacturers instructions. Review the need for any additional arrangements required to minimise the spread of infection. The current arrangements may be considered appropriate.
- A.4.2 Consider suitability of crating/packaging/wrapping procedure to minimise risk of contamination.

A.5 Linens and Drapes

- A.5.1 Launder as normal in accordance with manufacturers instructions.
- A.5.2 Press at high temperature as normal and individually bag/package to minimise risk of contamination for suitable storage or loading in preparation for delivery.
- A.5.3 Is a suitable procedure established for washing/laundrying of all linens and drapes returned from events? Consider the need for all linen returned from events be washed, or if unused and still packaged/bagged, will it simply be stored having cleaned/disinfected the packaging, or quarantined for a minimum of 48 hours in a dedicated quarantine storage area/room.
- A.5.4 Consider appropriate arrangements for cleaning/disinfecting laundry baskets, laundry sacks, or other forms of containment used during the collection process.
- A.5.5 Has a cleaning routine been implemented to sanitise all touch points on laundry machines and equipment following use?

A.6 Carpeted Flooring / Rugs

- A.6.1 Review the current cleaning procedure to determine whether any changes are necessary. The current processes may still be appropriate. Has the method of handling and cleaning simply altered e.g: quarantining for an appropriate period before handling and depending on the environment or location in which the materials have been used they may require more thorough cleaning/laundrying.

Head Office:

EVENT HIRE PRACTICAL GUIDANCE

A.6.2 Have any changes to the cleaning process been introduced, for example; a change of cleaning products or equipment that will require a review of risk assessments, or substance assessments, and training of staff involved in any such processes?

A.6.3 Are the current storage and packaging arrangements suitable and sufficient (e.g. rolled and/or wrapped?)

A.6.4 Records of additional risk assessments, substance assessments, staff training, and/or Toolbox Talks, completed will need to be updated accordingly.

A.7 Furniture, Chairs and Tables

A.7.1 Are appropriate measures in place for cleaning/sanitising all surfaces with a suitable proprietary disinfectant? Has the method of handling and cleaning simply altered e.g: quarantining for an appropriate period before handling and depending on the environment or location in which the materials have been used they may require more thorough cleaning/laundrying.

A.7.2 Consider plastic covering of chairs either individually or in stacks prior to storage and/or delivery.

TEMPORARY STRUCTURES, TENTS & MARQUEES

B.1 Potential Additional Cleaning Processes

Review potential for any additional cleaning and sanitising requirements and where deemed necessary ensure that any changes are suitably communicated to all those involved in the processes.

B.2 PPE Requirements

Continue to provide PPE that would normally be required for the work being carried out. Consider appropriate PPE requirements being reviewed, determined, and relevant training is provided in correct and safe use eg: goggles/tyvek suits/shoe covers/gloves (Including face fitting of respirators where deemed necessary).

B.3 Introduction of New Equipment

Has any new equipment been introduced for cleaning procedures e.g. fogging machines, and has necessary training been completed and recorded on training records?

B.4 Changes in Cleaning Processes

Has the method of cleaning simply altered e.g: quarantining for an appropriate period, airing for an appropriate period, depending on the environment or location in which the temporary structure has been assembled (Coronavirus Testing Location or Nightingale Hospital) it may require spraying with disinfectant from top to bottom or with a disinfectant fogging machine.

B.5 Review Risk Assessments in Relation to New Products / Processes

Consider all associated risks have been suitably and sufficiently assessed in relation to any new products being introduced to the process e.g. use of disinfectants and/or new equipment and that appropriate training is completed.

Head Office:

2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, B37 7YE

Version V030720

EVENT HIRE PRACTICAL GUIDANCE

B.6 Review of Delivery and On-Site Assembly Services

Is there a need to review the delivery process including assembly services provided on site and social distancing arrangements, hand washing arrangements, and cleaning of any tools and equipment used in the process? Consider any associated training or tool-box talk requirements in order that any changes to existing procedures are suitably communicated to the workforce involved.

B.7 Review Return / Dismantling Services

Similarly to above, is there a need to review the return process including dismantling services provided on site, social distancing arrangements, hand washing arrangements, and cleaning of any tools and equipment used in the process?

B.8 Record Keeping

Records of additional risk assessments, substance assessments, and staff training completed will need to be updated accordingly.

PORTABLE SANITATION PROVISION / SERVICES

C.1 Cleaning and Sanitation

Continue to clean and sanitise the equipment in accordance with manufacturers instructions. Review the need for any additional arrangements required to minimise the spread of infection. The current arrangements may be considered appropriate.

C.2 PPE

Continue to provide PPE that would normally be required for the work being carried out.

C.2.1 Have the appropriate PPE requirements been reviewed, determined, and relevant training provided in correct and safe use eg: goggles/visors, tyvek suits, shoe covers, gloves (Including face fitting of respirators where deemed necessary).

C.3 Introducing Additional Products

Consider all associated risks have been suitably and sufficiently assessed in relation to any new products being introduced to the process e.g. use of disinfectants and/or new equipment and that appropriate training is completed and logged.

C.4 Potential Changes to Delivery Process

Review the delivery process in order to determine if any changes are required to minimise the risk of spread of infection. For example, consider appropriate arrangements required to minimise the spread of infection in any instance where equipment being delivered is carried on the same vehicle as equipment being collected after use.

C.5 Additional Service Provision

Consider whether any additional service provision is required during the period of hire for sanitisation of the equipment and the necessary arrangements.

EVENT HIRE PRACTICAL GUIDANCE

AUDIO VISUAL EQUIPMENT

D.1 Pre-Delivery Inspection

Pre-delivery inspection as normal procedure for combined inspection and testing of in-service electrical equipment.

D.2 Cleaning of Equipment

Clean/sanitise all appropriate surfaces with suitable proprietary disinfectant in accordance with manufacturers guidance. Ensure that touch points, cases handles/carrying handles, equipment controls, switches, 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 appropriate wipes and dry with disposable paper towels (Blue Roll) immediately to prevent any potential moisture ingress. 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 bag or wrap equipment where safe and practicable to do so following cleaning/sanitisation to minimise the risk of contact until the point of hand-over or installation of equipment when the protective film can be removed.

D.3 Packaging Arrangements

Considering packaging arrangements for equipment to minimise direct contact until positioned for use on site.

POWER GENERATION

E.1 Pre-Delivery Inspection

Pre-delivery inspection and testing as normal procedure.

E.2 Cleaning of Equipment

Clean/disinfect all external canopies/panels/tow hitches etc

E.3 Sanitising Touch Points

Prior to issuing equipment for hire ensure that equipment controls, switches, handles 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. (As 6.3).

Head Office:

2450 Regents Court, The Crescent, Birmingham Business Park, Solihull, B37 7YE

Version V030720

EVENT HIRE PRACTICAL GUIDANCE

SITE SERVICES TRACKWAYS, BARRIERS, PERIMETER FENCING, HOARDINGS ETC

F.1 Cleaning Arrangements

Continue to clean the equipment in accordance with manufacturers instructions. Review the need for any additional arrangements required to minimise the spread of infection. The current arrangements may be considered appropriate.

F.2 Pre-Delivery Inspection

Carry out pre-delivery inspection of equipment as normal procedure (Visual Inspection).

F.3 Quarantining Equipment

Consider stock rotation to facilitate a quarantine period for returned equipment.

F.4 Disinfecting Equipment

Alternatively, consider spraying with disinfectant either before storage or prior to delivery.

F.5 Power Washing

Power washing is still permitted to clean this type of equipment.

HVAC

G.1 Heating Equipment

Heating Equipment: Pre-delivery inspection and testing of equipment as normal procedure. (Preparation of equipment for hire - as Section 6).

G.2 Guidance for Cleaning of Portable Air Conditioning Units [View PDF here >](#)

G.3 Guidance for Cleaning of Portable Evaporative Cooler Units [View PDF here >](#)

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.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/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus>

<https://www.constructionleadershipcouncil.co.uk/>

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Version V030720