



HIRE  
CERTIFICATION  
SERVICES



---

# COVID-19 HIRE CENTRES PRACTICAL GUIDANCE

# HIRE CENTRES PRACTICAL GUIDANCE

---

## INDEX

### Foreword

Minimising the Spread of Infection in  
Event Hire and Rental Operations

### General

- 1.1 Government Health Authority Advice - Working From Home
- 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 PPE / Face Coverings
- 1.8 Business Continuity - Local Lockdowns / Workplace Outbreaks
- 1.9 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, Reception and Trade Counter Environments

- 4.1 Office and Contact Centre Workers
- 4.2 Providing Clear Guidance
- 4.3 Flexible Working Hours and/or Split Shifts
- 4.4 PPE
- 4.5 Point of Sale / Enquiry Equipment
- 4.6 Sanitising of Card Processing Equipment
- 4.7 General Work Equipment Cleaning Practices
- 4.8 Desks and Seating Arrangements to Achieve Distancing Requirements
- 4.9 One-Way Routing
- 4.10 Regulating High Traffic Areas
- 4.11 Washroom Facilities Cleaning Arrangements
- 4.12 Ventilation
- 4.13 Air Conditioning
- 4.14 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 Arrangements for Return Items
- 5.20 End of Day Routine

### Preparation of Equipment for Hire & Workshop Equipment

- 6.1 PPE
- 6.2 Documenting the Process
- 6.3 Employee Pairing / Close Proximity Work
- 6.4 Cleaning of Hire Equipment - Touch Points
- 6.5 Cleaning of Hire Equipment - Power Washing
- 6.6 End of Day Routine - Workshop Specific
- 6.7 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 Preparing for On-Site Equipment Demonstration
- 7.6 Confirming Social Distancing Arrangements Prior to, and on Arrival On-Site
- 7.7 Obtaining Signatures - Hire Contracts / Delivery Notes
- 7.8 Offloading on a Customer Site
- 7.9 Provision of Information - Equipment Hand-Over
- 7.10 Equipment Requiring a 2-Person, Close Proximity Lift
- 7.11 Combining Loads (Delivery and Collection)
- 7.12 Managing Incoming Goods

---

### Head Office:

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

Version V6240920

# HIRE CENTRES PRACTICAL GUIDANCE

---

## APPENDICES

### Portable Sanitation Provision / Services

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

### Power Generation

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

### Site Services Trackways, Barriers, Perimeter Fencing, Hoardings etc

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

### HVAC

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

### Dehumidifiers

- E.1 Guidance for Cleaning of Portable Dehumidifiers

### 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/coronavirus-covid-19/>

<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/>

---

### Head Office:

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

Version V6240920

# HIRE CENTRES PRACTICAL GUIDANCE

---

The information below is based on current Government Information (as of 24/09/2020).  
Further updated versions may follow.

## FOREWORD

**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 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 (see 2.2 below for further details). This advice applies to your business including the external public areas where customers may need to queue. Make it easy for everyone to do so by putting up signs or introducing a one-way system that your customers can follow. Reduce crowding by considering how many people can be in the space while remaining socially distant. Use floor markings to manage queues. Help your staff maintain social distancing. Consider using barriers to separate staff and customers, introduce back-to-back or side-to-side working, and have staff work in the same team each day.

Hands must be washed in keeping with Government Health Authority advice with soap and warm water for a minimum of 20 seconds. Provide hand sanitiser and encourage use by staff, customers and visitors.

Increase how often you clean surfaces, especially those that are being touched a lot. Ask your staff and your customers to use hand sanitiser and wash their hands frequently.

Take measures to ensure that both your staff and customers wear face coverings in any indoor space or where required to do so by law.

Increase ventilation by keeping doors and windows open where possible and running ventilation systems at all times.

Turn people with coronavirus symptoms away. If a staff member (or someone in their household) or a customer has a persistent cough, a high temperature or has lost their sense of taste or smell, they should be isolating.

Limit the handling of goods and clean stock regularly. Store items that have been returned, donated, or brought in for repair in a container or separate room for 48 hours or clean them before display.

Communicate and train. Make sure all staff and customers are kept up to date with how safety measures are being used and updated.

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.

---

## Head Office:

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

Version V6240920

## GENERAL

### 1.1 Government Health Authority Advice - Working From Home

In accordance with the Government National Institute for Health Protection (NIHP), Public Health England (PHE) communications, businesses and workplaces should make every reasonable effort to ensure their employees can work safely. From 1 August 2020, this may be working from home where this remains possible, or within the workplace if COVID-19 Secure guidelines are followed closely. When in the workplace, everyone should make every reasonable effort to comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable). From 1 August, clinically extremely vulnerable individuals, who were previously advised to shield at home, can go to the workplace as long as it is COVID-secure, but should carry on working from home wherever possible. Further details can be found at: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches>

### 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](http://www.gov.uk) guidance details that publishing records of COVID-19 Risk Assessments is expected of all businesses with over 50 employees.

### 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 regular intervals thereafter. Consider appropriate arrangements for hand sanitising when leaving, and before returning to workstations, before and after welfare breaks, and when using any other facilities on the premises.

### 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 PPE / Face Coverings

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 is growing evidence that wearing a face covering in an enclosed space helps protect individuals and those around them from COVID-19.

By law, staff and customers of retail settings are required to wear a face covering, unless they have an exemption. Employers must ensure that all staff in retail settings wear face coverings when in areas that are open to the public and where they are likely to come within close contact of a member of the public, unless they have an exemption. This requirement applies to workers in shops and branches, premises providing professional services, and other business settings. Further details can be found by visiting:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches>

Where face coverings are required for staff, businesses are expected to provide these as part of their health and safety obligations. However, staff are welcome to use their own face coverings if they choose.

If businesses have taken steps to create a physical barrier or screen between workers and members of the public then staff behind the barrier or screen will not be required to wear a face covering.

Enforcement action can be taken if barriers and screens are in place which do not adequately mitigate risks.

A face covering can be very simple; 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.

Face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and the government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.

Employers should continue to follow COVID-19 secure guidelines to reduce the proximity and duration of contact between employees. Consider how this will be suitably implemented and maintained in relation to customers attending the retail areas of the premises. Arrange for appropriate measures to be put in place for example; clear signage, customer notices/announcements, and/or being advised during the booking process prior to arrival in order that customers are fully aware of the requirement to wear a face covering whilst on the premises.

This information is consistent with the guidance published by Department for Business, Energy and Industrial Strategy (BEIS) with input from firms, unions, industry bodies and the devolved administrations in Wales, Scotland and Northern Ireland, and in consultation with Public Health England (PHE) and the Health and Safety Executive (HSE).

Further information regarding Face Coverings, exemptions, and when to wear one can be found at:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches>

Businesses operating in Scotland, Northern Ireland, Republic of Ireland, and Wales should observe the specific rules in those parts of the UK.

### 1.8 Business Continuity - Local Lockdowns / Workplace Outbreaks

Consider reviewing business continuity plans to include the operational and financial implications of either a local lockdown being imposed or having one or more employees testing positive for COVID-19.

**To create an effective plan, there are questions to consider before a local lockdown comes into effect:**

- Does your business operate in or close by to any areas with higher infection rates? It's important to keep an eye on local outbreaks so you can see any potential local lockdowns looming.
- Is your business likely to remain open or closed in the event of a local lockdown? It's important to note that exact restrictions may differ between locations, but it's important to understand what the most likely scenario is for your business.
- Are you aware of where your employees are based? Are the majority nearby, or in neighbouring localities that may have different rules / restrictions in the event of a local lockdown?
- Are you aware of your employees' childcare or other caring responsibilities? A local lockdown situation could impact the opening of nurseries, schools and other childcare facilities.
- Are you able to continue providing services if your hire depot is forced to close temporarily? For example, do you have enough stock within your ranges of plant and equipment available at other locations to continue to meet customer requirements.

Businesses have an important role to play in helping to minimise the impact of local outbreaks by having robust processes in place, and following government guidance on when to escalate to local public health experts. If businesses experience more than one case of COVID-19 in a workplace, they must contact their local protection team immediately. Employers can find further guidance, including how to find their local health protection team, in the government's test and trace guidance for employers.

Further information regarding this can be found at:

Test and Trace workplace guidance:

<https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>

Action cards for various work settings, including shop and branches can be downloaded by visiting:

<https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/resources/workplace-action-cards/>

Designated venues in certain sectors must have a system in place to request and record contact details of their customers, visitors and staff to help break the chains of transmission of coronavirus.

Further information including a full list of settings in scope can be found by visiting:

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

Test and Trace depends on the willingness of people to inform their employer about a positive test and how the business then communicates and manages any outbreak.

### 1.9 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.

## TRAVELLING 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.

### 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>.

**The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:**

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

For most people, COVID-19 will be a mild illness. However, if you have any of the symptoms above you must stay at home and arrange to have a test to see if you have COVID-19. Further details can be found at: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

If you have symptoms of COVID-19 however mild, you must self-isolate for at least 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19. Do not go to a GP surgery, pharmacy or hospital. The latest updates regarding test and trace and self-isolation can be found at: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

If you are not experiencing symptoms but have tested positive for COVID-19 you also must self-isolate for at least 10 days, starting from the day the test was taken. If you develop symptoms during this isolation period, you must restart your 10-day isolation from the day you develop symptoms.

After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone.

If you live with others, all other household members 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 household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period.

If you have symptoms, try and stay as far away from other members of your household as possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom you share a household.

Reduce the spread of infection in your home by washing your hands regularly for 20 seconds using soap and water, or use hand sanitiser, and cover coughs and sneezes.

Consider alerting people who you do not live with and have had close contact within the last 48 hours to let them know you have symptoms of COVID-19.



## HIRE CENTRES PRACTICAL GUIDANCE

---

Following a positive test result, you will receive a request by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts.

If you feel you cannot cope with your symptoms at home, or your condition gets worse, then use the NHS 111 online COVID-19 service. If you do not have internet access, call NHS 111. For a medical emergency dial 999.

If you develop COVID-19 symptoms again at any point after ending your first period of isolation (self or household) then you must follow the guidance on self-isolation again.

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.

### 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](http://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 at high risk (clinically extremely vulnerable) from coronavirus (COVID-19), was advised to take extra steps to protect themselves until 1 August 2020. This was called shielding. In England, the current guidance for the clinically extremely vulnerable is that shielding has been paused because the rates of transmission of COVID-19 in the community have fallen significantly. Shielding may be advised again if the situation changes and there is an increase in the rates of transmission. This may also be localised.

There are still measures that can be taken to protect anyone who had been advised to shield and others. This advice is for people who have received a letter from the NHS saying they're at high risk from coronavirus.

Information regarding who's at higher risk from coronavirus can be found by visiting:

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

For all those who live, work or study in an area where there is a coronavirus outbreak, the advice may be different.

For areas with local restrictions visit:

<https://www.gov.uk/government/collections/local-restrictions-areas-with-an-outbreak-of-coronavirus-covid-19>

Anyone who had been shielding should work from home if possible. Employer's should support employees who had been shielding to do this wherever possible.

For anyone who cannot work from home and are concerned about having to go to work, they must talk to their employer. Employers should make sure that suitable arrangements have been put in place so that anyone who has been shielding can go to work.

Anyone returning to the workplace after having been shielding should follow the same social distancing advice as everyone else. Further information and advice about work can be found at:

<https://www.gov.uk/coronavirus/worker-support>

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 symptoms including; a high temperature, a new continuous cough, and/or a loss or change to your sense of smell or taste while attending work they should:

- Ensure a manager/supervisor is informed
- Return home immediately
- To protect others, do not go to places like a GP surgery, pharmacy or hospital if you have any of these symptoms. Stay at home (self-isolate) and get a test.
- 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.

## HIRE CENTRES PRACTICAL GUIDANCE

---

- 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/procedure 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>

### 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.
  - Consider seating arrangements to maximise distance between people in the vehicle.
  - Travel side by side or behind other people, rather than facing them, where seating arrangements allow.
  - Keep windows open for ventilation and/or set air conditioning to fresh air (not recirculate).
  - Facing away from each other, and avoiding touching surfaces unnecessarily, may reduce the risk of transmission of infection.
  - Clean the vehicle between journeys using standard cleaning products - making sure that door handles and other surface areas that people may touch are cleaned.
  - Ask the driver and passenger to wear a face covering.
  - Consider alternatives to public transport such as cycling or walking
  - Where it is necessary to use public transport avoid peak times wherever possible
  - Consider the need for additional parking or secure and safe storage of cycles
- 2.6.3 It is currently mandatory to wear a face covering whilst travelling on public transport throughout the UK and the Republic of Ireland. It is important to review Government publications for the latest guidance, for example 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, Northern Ireland, Republic of Ireland, and Wales should follow the specific rules in those parts of the UK.

---

#### Head Office:

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

Version V6240920

# HIRE CENTRES PRACTICAL GUIDANCE

---

## 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.
- 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.

---

#### Head Office:

## HIRE CENTRES PRACTICAL GUIDANCE

---

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.

### 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, RECEPTION 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 the majority of depots/office environments.**

### 4.1 Office and Contact Centre Workers

The current Government advice in England to help contain the virus is that office workers who can work effectively from home should do so over the winter. Where an employer, in consultation with their employee, judges an employee can carry out their normal duties from home they should do so. Anyone else who cannot work from home should go to their place of work. The risk of transmission can be substantially reduced if COVID-19 secure guidelines are followed closely. Extra consideration should be given to those people at higher risk. Additional local restrictions must also be observed where additional measures have been imposed in relation to high transmission areas.

Further information can be obtained by visiting:

<https://www.gov.uk/government/news/coronavirus-covid-19-what-has-changed-22-september>

Businesses operating in Scotland, Northern Ireland, Republic of Ireland, and Wales should follow the specific rules in those parts of the UK.

---

### Head Office:

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

Version V6240920

### 4.2 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.

### 4.3 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.

### 4.4 PPE

Provide appropriate PPE as determined to all operatives working on the premises. You should also consider the need to provide 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.

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. **See also 1.7 above regarding use of Face Coverings in the workplace.**

### 4.5 Point of Sale / Enquiry Equipment

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

### 4.6 Sanitising of Card Processing Equipment

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

### 4.7 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.

### 4.8 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.

### 4.9 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.

## HIRER CENTRES PRACTICAL GUIDANCE

---

### 4.10 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.

### 4.11 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.

### 4.12 Ventilation

Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems.

Prior to re-opening premises check whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.

Where possible, consider ways to maintain and increase the supply of fresh air, for example, by opening windows and doors (unless fire doors).

Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans or desk fans for example, provided good ventilation is maintained.

Current guidance suggests that the risk of transmission through the use of ceiling and desk fans is extremely low providing there is good ventilation in the area it is being used, preferably provided by fresh air.

### 4.13 Air Conditioning

Current guidance suggests that the risk of air conditioning spreading COVID-19 in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation.

You can continue using most types of air conditioning system as normal. However, if you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply.

You do not need to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate. Also, you do not need to adjust systems in individual rooms or portable units as these operate on 100% recirculation. You should still however maintain a good supply of fresh air ventilation in the room.

Most air conditioning systems do not need adjustment, however where systems serve multiple buildings, or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.

### 4.14 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 4.7.

---

#### Head Office:

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

Version V6240920

### 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 the majority of 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 clear guidance on social distancing and hygiene to people on arrival, for example, signage, visual aids, and announcements. Provide both internal and external separation, for example, by use of floor line markings, crowd control barriers, additional directional signage, introducing one-way systems which will assist in maintaining the recommended distancing of 2 metres where this can be suitably and practicably facilitated.

5.3.1 Display notices and inform customers that they should be prepared to remove face coverings safely if asked to do so by police officers and staff for the purposes of identification.

#### 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 2.2). 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.



## HIRE CENTRES PRACTICAL GUIDANCE

---

### 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.

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

---

#### Head Office:

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

Version V6240920

## HIRE CENTRES PRACTICAL GUIDANCE

---

### 5.19 Arrangements for Return Items

Consider arrangements required for storing items brought in for repair, or sales items that have been returned, for example; equipment, accessories, workwear, safety footwear, packs of sawblades, diamond blades, cutting wheels etc. This may be in a container, a designated and controlled area, or a separate room for 48 hours. Otherwise, consider cleaning/sanitising such items with usual cleaning products before displaying them. It is recommended that manufacturers guidance is observed in relation to use of cleaning/sanitising products. This is reflective of the 'Working safely during COVID-19 in shops and branches guidance for employers, employees, and the self-employed, updated to reflect industry feedback on managing product handling and returns. Further details can be found by visiting:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/updates>

### 5.20 End of Day Routine

Observe end of day routine cleaning guidance as 4.14.

## 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 the majority of organisations.**

### 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 Documenting the Process

There may be instances where it is necessary to satisfy the client that suitable preparatory cleaning/disinfecting measures have been taken to ensure that hire products/equipment reach them without risk of contamination.

It may therefore be appropriate to provide a documentary record of the cleaning and delivery process completed in support of this.

### 6.3 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.

### 6.4 Cleaning of Hire Equipment - Touch Points

Prior to issuing equipment for hire ensure that the equipment, with particular emphasis on controls, switches, handles, steering devices etc. has been wiped clean/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.

---

#### Head Office:

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

Version V6240920

## HIRE CENTRES PRACTICAL GUIDANCE

---

### 6.5 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.

### 6.6 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 (blue roll) immediately. Always follow the equipment manufacturers guidance for correct cleaning procedures.

### 6.7 End of Day Routine - General

Observe end of day routine cleaning guidance as 4.14.

## 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

Review of the delivery procedures should be considered to reduce risks in Company vehicles. Have suitable hand washing/hand sanitising and welfare facility arrangements been considered and implemented for delivery drivers and assistants?

7.2.1 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 or other additional PPE may be required. This should be determined with the client prior to any deliveries.

7.2.2 Stock company vehicles with hand sanitiser, antibacterial wipes, disposable gloves and a suitable PVC bag for containment of used wipes until they can be tied and disposed of in appropriate general waste receptacles.

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

7.2.4 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 such change.

---

#### Head Office:

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

Version V6240920

### 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 towelling (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/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.

### 7.5 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 the 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.

### 7.6 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.

### 7.7 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.

### 7.8 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. Otherwise the driver should remain in the cab whilst the customer completes this only where this is pre-arranged and can be completed by the appointed competent person on site.

### 7.9 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.

### 7.10 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.

### 7.11 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; procedural changes, driver training, regular hand washing/sanitising arrangements, provision of and encouraging use of hand sanitiser.

### 7.12 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 casings/touch points that require sanitising before further processing (inspection, testing, maintenance etc.).
- Establishing products and casings/touch points that require quarantining or cleaning/sanitising prior to any third-party service provision (e.g. equipment calibration, lifting equipment thorough examination, pressure vessel inspection etc.)

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

### APPENDICES PORTABLE SANITISATION PROVISION / SERVICES

#### A.1 Cleaning and Sanitation

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

#### A.2 PPE

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

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

#### A.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.

#### A.4 Potential Changes to Delivery Process

Review the delivery process to 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.

#### A.5 Additional Service Provision

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

### POWER GENERATION

#### B.1 Pre-Delivery Inspection

Pre-delivery inspection and testing as normal procedure.

#### B.2 Cleaning of Equipment

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

#### B.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 (blue roll) in plastic bags, tying the bags prior to disposal into waste collection receptacles. (As 4.6)

## HIRE CENTRES PRACTICAL GUIDANCE

---

### SITE SERVICES TRACKWAYS, BARRIERS, PERIMETER FENCING, HOARDINGS ETC

#### C.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.

#### C.2 Pre-Delivery Inspection

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

#### C.3 Quarantining Equipment

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

#### C.4 Disinfecting Equipment

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

#### C.5 Power Washing

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

### HVAC

#### D.1 Heating Equipment:

Pre-delivery inspection and testing of equipment as normal procedure. (Refer to Section 6).

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

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

The above based on current Government information and Construction Leadership Council Guidance

### DEHUMIDIFIERS

#### E.1 Guidance for Cleaning of Portable Dehumidifiers [View PDF here >](#)

**Note:** 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.

### 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/coronavirus-covid-19/>

<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/>

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

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

<https://www.instituteforgovernment.org.uk/explainers/coronavirus-local-lockdowns>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches>

---

#### Head Office:

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

Version V6240920