

COVID SECURE – METHOD STATEMENT – EQUIPMENT RENTAL

The purpose of this document is to outline our practices for the handling, prepping and servicing of equipment prior to and after delivery/collection from John Henry's Ltd. (JHL) premises and/or delivery/collection off site/on location by JHL drivers.

John Henry's Facility & Staff Protocol

Staff are monitored daily by dept managers, records are kept and managed with regard to any reported symptoms of Covid 19 and we follow the government guidelines on isolation protocols and operate a Covid Secure facility. Any staff member who reports symptoms of Covid 19 or has a household member with symptoms will isolate for 14 days before returning to work (Unless they have had a negative Covid test result provided by the NHS whereby they will isolate for 48 hours before returning to work).

Upon arrival to work staff must complete a quick form and have their temperature read by an Infra-Red thermometer and use a hand sanitiser station before accessing the facility – they then proceed to their department warehouse – use the handwashing facilities and proceed to their designated work area. There is no travel between departments or different areas of the facility permitted unless authorised by management.

Equipment Storage

All John Henry's rental and sales equipment is stored in dedicated warehouses & storerooms, these areas are only accessible by managed teams per each department.

- Audio – 1x Audio Technicians
- Backline – 1x Backline Technicians
- Drums – 1x Drum Technicians
- Staging – 1x Staging Technicians
- Shop – 1x Salespeople

Equipment is only handled in house by the designated prep person – records are kept for each item prepped /de-prepped to ensure tracking of the equipment process and prep person throughout the preparing of equipment for rental.

Each department has their own rest room, handwashing facilities and break area. Warehouses and Offices are cleaned and sanitised by professional cleaners daily.

Sanitiser hand gel is also available at various locations around each warehouse and at entrances.

Equipment Prep Team

The technicians in each department work in designated areas under current social distancing guidelines. Where a 2 man lift situation is required, we ensure that technicians are paired in the same pairs for these tasks to reduce unnecessary close contact between the team. All staff have been issued their own mobile device for

John Henry's Ltd.
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logging of jobs, maintenance, prepping and de-prepping. No sharing of devices, pens, paper and tools is permitted.

Technicians utilise company issued gloves and PPE where required.

Equipment Preparation

Once an item of equipment has been prepped/serviced for a hire all contactable surfaces are sanitised with an anti-viral sanitiser spray/foam and cloth or disposable wipe and then cased. The case and handles are then sanitised using the same method.

The items barcode is recorded on our system along with the technicians record and marked as prepped.

It is then placed in a holding bay where it remains until customer collects or John Henry's takes for delivery.

Equipment De-Prep

Upon equipment return to JHL the case is sanitised, item is removed from case to be checked, sanitiser is applied to contactable surfaces and then the item is re-cased and placed back in the warehouse in its designated area.

Equipment Collection/Return at John Henry's Ltd. (JHL)

Customers collecting from JHL need to book a time slot with their JHL Rep.

They will need to bring a copy of the "Delivery Note" they are sent for collection.

Upon arrival they will contact JHL Security Office (located on the street) or call Reception on 020 7609 9181 and equipment will be brought out to the loading bay or street by the relevant dept team member or members for the customer to load onto their vehicle. (Customer is responsible for loading own vehicle – Crew can be arranged for this purpose – please contact your John Henry's Rep.)

A photograph will be taken of the equipment with the person or collection vehicle.

A copy of the Delivery Note will be emailed to the customer prior to collection and again once equipment has left the premises if any changes have been made.

For return of hire equipment, the customer must book a time slot with their John Henry's Rep.

Upon arrival they will contact John Henry's Security Office on the street or call reception on 020 7609 9181 and equipment will be collected from the loading bay or street. (Customer is responsible for unloading own vehicle – Crew can be arranged for this purpose – please contact your John Henry's Rep.)

A photograph will be taken of the equipment with the person or return vehicle before they depart.

Equipment Delivery/Collection to location by John Henry's Ltd. (JHL)

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John Henry's Delivery Vehicles are sanitised daily using anti-viral spray, cloth and/or wipes. Each driver is designated their own Vehicle – there is no sharing of vehicles. In the rare event that a 2-person driver team is required to travel in the same van face masks will be worn to reduce risk between Co-Drivers.

Drivers have been issued their own mobile device for delivery/collection of jobs and navigation. No sharing of devices, pens, paper and tools is permitted.

Drivers utilise company issued gloves and PPE including face mask when delivering/collecting and loading/unloading equipment. Anti-Viral Sanitiser wipes and hand gel is also stored in the vehicle.

John Henry's Transport Manager notifies relevant department re. collection of equipment for job or jobs and times. Driver is emailed with digital Delivery Notes for jobs on company designated device.

JHL Driver arrives at Load Bay – Contacts Warehouse - equipment will be brought out to the loading bay or street by the relevant dept team member or members for the driver to load onto their vehicle. Driver will load vehicle and secure cargo before setting off for delivery location.

Upon arrival driver will contact the customer or nominated recipient by telephone and arrange to off load and deliver equipment to a designated area.

Following equipment collections driver will sanitise the vehicles contactable areas in the cargo area.

Crew & Technicians On-Site or On-Location

For jobs that require Crew Persons or Technicians we will operate the following protocols.

We will only use a small pool of crew and technicians to service jobs. These crew and technicians will only be working on John Henry's jobs exclusively. They will adhere to our risk assessment, method statements as below.

Equipment Set-Up/De-Rig

JHL Crew/Techs will wear PPE including gloves and facemasks while unloading/loading equipment, uncasing/casing equipment, set-up and de-rigging of equipment.

Once equipment has been set-up in place, any contactable surfaces will be wiped down with anti-viral sanitiser wipes (provided by JHL) by Crew Chief or Technician. Used wipes will be placed in a refuse bag and disposed of – off site by JHL.

Where a 2 man lift situation is required, we ensure that crew/technicians are paired in the same pairs for these tasks to reduce unnecessary close contact between the team.

For de-rig process we ensure that the same team members return for the de-rig.

Full Tech Days

For full day requirements where technical support is required, we require our techs to maintain social distancing throughout the day. Bring their own food and refreshments

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We set-up messaging groups via email or WhatsApp for specific events/projects between the JHL Rep, Technician and Customer where required to maintain communication and reduce the need for face to face contact.

Where it is necessary for our technician to be in close proximity to the client/artist they will wear appropriate PPE including face mask and gloves.

For travel we send our techs direct by taxi or with the delivery vehicle, our crew arrive on foot, by bike or bicycle in London.