

COVID SECURE – METHOD STATEMENT – STORAGE

The purpose of this document is to outline our practices for handling and servicing of storage cages prior to customer arrival to our premises and guidelines during visitor's time on-site.

Studios

John Henry's storage and breakout spaces are utilised by clients only, they are cleaned and sanitised with anti-bacterial sanitiser daily by professional cleaners prior to opening. This includes door handles, switches, tables, chairs, studio equipment and contactable surfaces.

We are currently operating with reduced opening and closing times of 10am to 6pm – Monday to Friday (this is constantly being reviewed.)

Social Distancing

There is a new clear signage system throughout the facility from the entrance to the building through to studios, restrooms, breakout spaces and to the exits – we have a one-way system in place for visitors (A copy of this plan is available from the Studio Manager)

Prior to Arrival

Please notify the Studio Manager of your access list of people wishing to access your storage cage 24 hours in advance.

You will need to book a timeslot for any equipment deliveries or collections.

We will send you individual passes for your team to print off and bring with them to gain access to the facility.

All attendees will need to complete an online Covid Self-Assessment form prior to arrival – failure to complete the form will delay entry.

Customer must appoint a designated point person for collecting/returning Storage cage keys at start and end of visit.

Upon Arrival

Please head to the Security office entrance at the front of the building, notify our Facility point person with your name/storage cage and display your pass at the counter.

You will be allowed entry via an automatic gate to the facility.

If loading equipment in you may request the load in gate is also opened to allow access.

Vehicles are only permitted access to unload/load as soon as they have accessed and parked at the load bay, drivers are not permitted to leave their vehicles unattended.

Storage Reception is located on the first floor – designated key person must head to reception to collect Studio Key.

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Entrances & Exits

All entrances and exits to the facility have sanitiser stations – customers/visitors must use these before entering the building/studios.

Handwashing facilities are available in the dedicated WC's (Studio signage will advise where your nearest dedicated WC is located)

Communicating with John Henry's On-Site

Customers/Visitors can contact the Studio Manager direct on

Email: studiosdept@johnhenrys.com

Tel: 020 7609 9181

WhatsApp also available via 020 7609 9181

Postal Deliveries

Please notify us in advance of all postal or courier deliveries. Failure to do so will result in deliveries being sent back. They will be held in the post room at the security office (Please arrange to collect within 24 hours of delivery)

We will only accept deliveries for Storage customers that are within 24 hours of the planned access date. Any earlier deliveries will be turned away.

We are unable to facilitate handling or storage of Merchandise.

WC's

WC's are located as follows – please use your allocated WC.

Storage Areas – Main Building Reception - 1st Floor

Hand Towels are available as an optional alternative to hand dryers, sanitising wipes are also available.

We carry out regular sanitising and cleaning in these areas throughout the day.

What to Bring

The Café & Vending Machines at John Henry's are temporarily closed to customers and for John Henry's staff use only. We advise you bring your own drinks/food.

When Leaving

Please dispose of all rubbish/containers/waste packaging in Storage area waste bins and they will be emptied overnight.

Please notify the security office upon leaving and sign out by displaying your pass at the counter. If returning the same day, please notify security office with approximate time.