

Presteigne Broadcast Hire Covid-19 Secure Working Summary

Our Commitment

At Presteigne we place enormous value on the health of our employees, customers and freelancers and so, following closely the Government advice, we have put in place a number of measures to minimise the risk of transmission of the Covid-19 disease.

This requires us to change the way that we currently do certain things and the way in which we interact with each other. This Summary provides a high level overview of these changes but full details are provided on our website (www.presteigne.tv).

Following these guidelines does not in any way compromise our ability to provide you with exactly the equipment you require, on time and fully tested.

In light of the importance that we attach to creating a Covid-19 Secure Working environment, they were drawn up in full consultation with all staff and two of our longest serving and most senior managers are responsible for ensuring their complete and sustained implementation.

If you have any concerns that our guidelines are not being followed or that you require us to interact with you in a different way then I ask that you call or email me directly.

Thank you for your support.

Adrian Young
Chief Executive Officer
June 2020

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Account Management and Office Staff

- Where our staff do not have to be in the office to complete their work they are continuing to work from home
- We have been home working throughout the lockdown period and have established systems in place that are working well whilst minimising inter-personal contact
- We have placed maximum limits on the number of people who can be in the office area and we have placed screens to ensure working areas are properly separated
- A one-way flow around the office has been established and hand sanitisers are placed at all entries and exits
- Only essential visitors are allowed into the building for meetings, such meetings take place in large open spaces and social distancing is maintained at all times
- Where social distancing and good hygiene cannot be maintained then we have provided PPE (masks and gloves) for staff and visitor use

Engineering, Warehouse and Transportation

- These roles can only usually be completed fully from the Presteigne buildings and therefore detailed guidelines are in place to facilitate the day to day routine
- We operate split shifts to reduce the number of staff within the building at any one time
- Work benches are 2m apart and a one way flow through the building minimises the risk of people crossing in corridors to other confined areas
- Hand sanitisers are placed throughout the working space and work tasks are planned to minimise the amount of close contact between staff
- Where social distancing cannot be maintained then we provide PPE (masks and gloves) that are worn for the period of close contact
- The warehouse and engineering areas are sanitised using a thorough fogging process no less frequently than monthly
- High touch areas are disinfected throughout the day and all areas are cleaned daily

Equipment Care

- All equipment is thoroughly disinfected as part of its individual preparation task and prior to despatch from our office
- Returned equipment is quarantined separately from disinfected equipment and is maintained separately from equipment awaiting despatch. All such returned equipment either enters the disinfecting process ahead of despatch or, if not immediately required, is left for 48 hours before being returned to the warehouse
- Equipment that has been disinfected as part of the preparation task is clearly marked by placing a large green "C" on the flight case or other packaging so that you can be confident that all processes have been completed
- All staff who handle any piece of equipment delivered to a customer initials the flight case or the equipment description card so that we can track back who handled the equipment in the event that this is necessary

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Transportation

- Each of our drivers has an allocated vehicle and they typically deliver and/or collect alone in the vehicle
- In the event that a different driver needs to use a vehicle then a thorough process of disinfecting the vehicle is undertaken prior to leaving our premises
- Each vehicle is equipped with hand sanitiser and with PPE
- Upon arrival at a customer's premises for a delivery, our driver will unload his vehicle alone. Where the equipment cannot be safely handled alone then PPE will be used so that the unloading can be completed with the help of a member of the customer's staff
- Where our driver arrives to collect equipment then our driver will remain with the vehicle and the customer will load the equipment into the Presteigne van in order to minimise the need to enter the customer's premises and interact with their staff