

The Happy Wigwam Company

Method Statement

For Non-Contact Sleepover Teepee/Bell Tent/Picnic Table Hire

In accordance with UK Government Guidance July 2020

The Happy Wigwam Company have undertaken an accredited Infection Control and Prevention course before following this Method Statement.

COSHH Assessment Not applicable – no hazardous substances will be used during the set up or dismantling of the equipment.

All party planners at The Happy Wigwam Company will be aware of Risk Assessments.

Distribution of Information

Method Statement will be sent to: Client

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1) Access

1.1) Necessary arrangements should be made by the client to ensure that there is a clear path to the site of installation. There should be no one present in the immediate vicinity of the designated area at any time during the set up. Social distancing rules of keeping 2 metres apart should be adhered to by all parties at all times during set up and collection.

1.2) The client shall ensure that there is adequate parking space directly outside of the delivery area. Where this is not possible, the hirer should contact The Happy Wigwam Company to advise prior to installation.

1.3) It is the homeowners responsibility to inform neighbours where access to the property is shared.

2) Delivery/Unloading/Distribution

2.1) Equipment will be delivered in contained packaging to protect it against damage and contamination.

2.2) All items will be off-loaded by hand and temporarily situated in the immediate vicinity of the work area, taking care to avoid any damage to the products and surrounding area.

2.3) After unloading, items will be distributed to their individual areas provided.

3. Collection

3.1) The client will ensure that all mattress protectors, sheets, blankets, cushions, rugs and soft furnishings are removed and placed in the labelled bin liners provided. The bin bags must be sealed prior to collection.

3.2) Necessary arrangements should be made by the client to ensure that there is a clear path to the site of collection. There should be no one working/walking in the immediate vicinity of the designated area and social distancing rules should be followed.

4. Cleaning of equipment between hires

4.1) The Happy Wigwam Company will ensure that mattress protectors, sheets and blankets are all washed at 60 degrees/with antibacterial liquid.

4.2) Airbeds/mattresses will be wiped clean with soapy water and cloth and then dried completely using a soft cloth.

5.3) Tents and flooring will be steam cleaned and sanitised.

5.4) All accessories will be wiped on all surfaces with soapy water/antibacterial wipes/antibacterial spray and a cloth.

6. Housekeeping / Waste Disposal

6.1) We would reasonably expect working areas to be clear of debris prior to our work commencing. Our company will endeavour to maintain a clear working area and remove any of our own rubbish.

6.2) Any bin bags used for bedding will be first placed in a separate, uncontaminated bag, sealed and then disposed of (duty of care to the Bin Disposal Team).