

COVID-19 POLICY

BUSINESS CONTINUITY STATEMENT

OVERVIEW

We know things are a bit different at the moment and we're all having to adapt as things change on a daily basis. However, we are currently open for business and continue to support productions' equipment hire and crew requirements. In order to do this safely, and in accordance with government restrictions and guidelines we have made the following changes to our day-to-day operations:

Following the latest government guidelines, our premises will remain closed from 22nd March until further notice. Our core team will continue to work remotely from home and can facilitate all kit hire requests over the phone with our usual business hours.

SAFETY

Health and safety of our employees, clients and the general public is of up-most importance to us at this time and so going forward we will adhere to the following strict practices:

- We are currently operating a delivery only service with no client access to our offices
- All kit will be deep cleaned before and after hire
- Alcohol wipes will be provided with all hires
- The team will practice social distancing measures, maintaining a safe distance of 2 metres minimum when delivering or collecting kit

We know it can be a logistical challenge filming to a high broadcast standard in the current climate, however we've developed a few specialist solutions that might just help.

If you have any queries about our current services or wish to discuss an upcoming project then please feel free to give us a call on our usual office number 0161 425 0071, or email hire@lensflaretv.com

Thanks, stay safe and keep smiling.

RISK ASSESSMENT

HAZARD	WHO MAY BE HARMED?	CONTROL MEASURES	RISK
Infection of Covid-19 through contact with people	<ul style="list-style-type: none"> • Our staff • Our clients • Members of the public 	<ul style="list-style-type: none"> • Our offices remain closed to the general public. • Only a core team of technical staff are allowed to return to the building to prep or return equipment. • Only one member of staff is permitted to be in any single prep-area at a given time. • Any staff who have any of the symptoms will be asked to stay home for 14 days. • Deliveries and collections of equipment only to minimise contact. All deliveries and collections must be done at a 2 metre safe distance. Our staff are not permitted to enter the homes or offices of clients and must leave kit on the doorstep. 	LOW
Infection of Covid-19 through contact with contaminated equipment	<ul style="list-style-type: none"> • Our staff • Our clients • Members of the public 	<ul style="list-style-type: none"> • All equipment will be deep-cleaned before going out on hire with alcohol based foam cleaner and anti-bacterial wipes. • All hire equipment will be provided with additional alcohol wipes. We ask that clients wipe down any equipment used with the supplied wipes before we collect the equipment at the end of the hire. • When equipment is returned to our offices it will be left in quarantine for a minimum of three days. 	LOW