

WORKING SAFELY DURING CORONAVIRUS (COVID-19)

Video Europe are taking the threat of Covid-19 very seriously. We have remained open throughout and have taken every precaution necessary to minimise the spread of the disease.

This document sets out exactly what has, is and will continue to be done to help combat Covid-19.

The following points detail what measures have been taken within our workplace to ensure the safety of our staff.

1

Reduced amount of staff on site, any member of staff that can work from home will continue to work at home wherever possible

2

Hand sanitiser stations operated by foot pump (to avoid touching with hands) installed in various locations on site

3

Various signage installed on site to ensure staff keep a 2m distance wherever possible

4

Plastic screens to be installed on all forward-facing desks and a 2m distance to be maintained between desks left and right

5

We are operating a clean desk policy, no stationary items to be shared

6











Our workplaces will be cleaned thoroughly every day outside of our opening hours

7

All of our staff have the necessary PPE equipment in order to carry out their job safely

HIRING EQUIPMENT FROM VIDEO EUROPE

The following points detail what measures have been taken when hiring equipment from Video Europe.

-  All equipment will be wiped down with anti-bacterial wipes and gloves before each hire
-  If you are collecting or prepping equipment please contact us prior to arrival, we will then advise you how to proceed
-  If you enter our building, please make use of the hand sanitizer stations on arrival and departure and keep a 2m distance wherever possible
-  Our staff will be wearing protective gear throughout this process
-  If we are delivering equipment to you, we will make contact prior to delivery to arrange a safe drop off
-  Our drivers will keep direct contact to a minimum, they will wear the necessary protective gear and will carry hand sanitiser in their van which will be used immediately before and after each delivery
-  During the hire we can offer advice on how to safely clean the equipment and supply cleaning kits (additional charge) if required. Any damages incurred through improper cleaning will be charged on accordingly – therefore we ask you not to attempt cleaning any delicate optical or electrical components (i.e. camera sensor, mounts, lenses etc)
-  If we are collecting equipment from you, we will make contact prior to collection to arrange a safe pick up
-  When returning equipment please contact us prior to arrival, we will then advise you what to do
-  All equipment returned will be wiped down with anti-bacterial wipes and gloves before being placed back into our storage zone ready for the next hire

We have kept this document as simple as possible so it can be followed with ease but if you do have any additional questions or concerns please don't hesitate to contact bookings@videoeurope.co.uk and we will get back to you.