



Method Statement 2024

Includes Non-Contact (DIY) Doorstep Delivery & full set up & Collection

If relevant, Strawberry Moon Sleepovers will action their Covid 19 policy, if relevant, our Hire equipment will have been disinfected and stored for 72 hrs in a separate room/unit before delivery to your home/event. Full cleaning details are shown in this/our method statement:

Strawberry Moon Sleepovers have undertaken the following courses

Accredited CPD Infection Control and prevention Course.

COVID 19 Course

Level 2 City & Guilds Food Safety & Hygiene Course

Level 2 Food Allergy Awareness Course

A Cache Level 3 Distinction award in "The children & young people's workforce" diploma. with over 10 years' experience of working with children and their families.

Strawberry Moon are aware and experienced in producing Risk Assessments, and they are individually written for each party booking/venue/situation

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

Distribution of Information given to the client

A booking form via jotform is sent in advance of the hire - 'The Hirer' confirms they have read and agree to our full terms & conditions, policies - signature provided.

This method statement will be emailed prior to the hire and the welcome pack (given on the day) contains a Handover form, Item checklist and if required DIY set up instructions.

1. Access -

Our teepees & mattresses will all arrive fully dressed & in enclosed packaging; 'The Hirer/client' or Strawberry Moon staff will safely display & decorate the hire equipment in accordance with our own written risk assessment. On the day of the hire we will provide you with a welcome pack which contains a handover form, list of items, (and if relevant) DIY set up & take down instructions for the client.

1.1 – A drop off time will be agreed between the client and Strawberry Moon Sleepovers

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 **Strawberry Moon Sleepovers** prior to their arrival.

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

1.4 - On arrival at the site, to protect both The Hirer & staff members, and for safety reasons the client will ensure that as far as possible the route to the entrance is clear, there should be no one outside at the time of delivery.

2. - Delivery, Unloading & Installation –

2.1 – The vehicle used to transport the sleepover hire equipment has a fully wipeable boot liner, the vehicle will be cleaned using antibacterial cloths/wipes and upholstery sprayed with disinfectant upholstery spray.

2.2 – The vehicle used will be cleaned (as above) both before and after our services have been carried out

2.3 -. Whilst in the vehicle, if required, staff will be wearing a mask & gloves, to protect against contamination. The hired equipment will have already been disinfected and stored in contained packaging for 72hrs prior to the hire.

2.4 - All items will be off-loaded by hand and situated in the immediate vicinity of the clients preferred entrance, taking care to avoid any damage to the products and surrounding area.

2.5 - DIY Drop off Option – If required, Strawberry moon staff will be wearing a mask and use hand gel before removing the equipment and placing in the clients preferred location. We will provide you with a welcome pack with handover documents, & full set up instructions on arrival.

2.6 - Full set up Service - On our arrival, please ensure the room is vacated & well ventilated (windows opened if safe to do so). The set up area should be clean & clear and also (if required) of furniture. Strawberry Moon staff will be wearing a mask and use hand gel before installation.

3. Set up procedure (For DIY set up, Instructions will be given to the client on the day of hire)

3.1- The tepees will be taken from the packaging and placed securely in position.

3.2 - Lights/bunting/decoration garlands will then be hung/strung from the poles between the tepees or on the front of the tepees (depending on the design chosen)

3.3 - Each mattress will be taken from the packaging & then placed on the ground with at least 0.5metre clearance at the front/exit area. The mattress will have mattress protector and fitted sheet already on.

3.4 - The breakfast trays will be placed in front of the teepee but only if it allows 0.5 metres clearance at the egress/exit area. Otherwise, it would be folded and placed at the very end of the mattress or if space is limited.

3.5 - Time/Duration – for full set up or DIY set up, should take no longer than 1.5 hours.

3.6 - The Hirer must ensure that the equipment stays in the same area/place of set up. 'The Hirer' has already signed to say they have read and agree to & will abide by our terms & conditions, and policies, via the booking form.

4. Collection - (For DIY, Instructions will be given to the client on the day of hire)

4.1 - A collection time (a.m.) will be agreed between 'The Hirer and Strawberry Moon Sleepovers. The hirer can text Strawberry Moon once the equipment is available for collection - 07538612174

4.2 - Necessary arrangements should be made by the client to ensure that there is a clear parking space and a clear path to the site of collection.

4.3 - Please ensure you 'The Hirer' removes all food waste and general rubbish.

4.4 - The client will ensure that after use, the cotton fitted sheets and pillowcases are removed & placed in the laundry bag provided.

4.5 –The Hirer (for DIY) or strawberry Moon Staff will place all other items in their original packaging in which they came. At collection time Strawberry Moon will wear mask & gel hands before dismantling or handling the used equipment

4.5 – Strawberry Moon staff will be wearing masks and also have the windows slightly open for the return journey.

5. Cleaning of equipment

5.1 – PPE will be worn if needed, Strawberry Moon Sleepovers will ensure, bedding - such as sheets, quilt covers, pillowcases and mattress protectors and cushions are all washed at 60 degrees. Where this is not possible, they will be washed at the recommended manufacturers temperature and air dried. then stored for 72 hours before re-use/hire.

5.2 - PVC Mattresses will be wiped cleaned using antibacterial spray and dried with disposable paper towels, before storing away.

5.3 - Teepee covers will be washed on a 40-degree wash/washed with sensitive antibacterial detergent. Teepee poles will be sprayed with a disinfectant spray before placing the teepee covers back on and stored for 72 hours before use.

5.4 - All accessories will be wiped with food safe antibacterial spray and disposable cloths.

5.5 – All equipment, once cleaned and packaged will be stored in a separate room within the residence of Strawberry Moon Sleepovers.

6. Housekeeping / Waste Disposal

6.1 - During the hire It is the client's responsibility to remove all food waste and general rubbish from the equipment and prior to our arrival.

6.2 - We at Strawberry Moon Sleepovers, will remove any of our own rubbish.

6.3 - After the hire, the client will strip the mattress of cotton bedding and placed in the laundry bag provided ready to be washed..

6.4 – If any PPE is used, it is disposed of in a double sealed bag and placed in the household external bin for disposal.

7. Cleaning of Vehicle

7.1 - The inside of the vehicle & boot liner used for transportation will be cleaned using antibacterial wipes/cloths and detergent and fabric disinfectant Sprays.

7.2 - The vehicle will be air dried fully before being used again.

Method Statement: Updated 29/01/2024

Written by: Strawberry Moon Sleepovers