

Eclipse Covid-19 Risk Assessment



Company name: Eclipse Presentations Ltd	
Date of Risk Assessment: 22/06/2020	Manager: Tom Norris

HAZARDS	WHO MIGHT BE HARMED & HOW	CONTROL MEASURES	WHAT FURTHER ACTION IS NECESSARY?
Spread of Covid-19 (offices)	<ul style="list-style-type: none"> • Staff • Visitors to the premises • Contractors • Drivers <p><u>How</u> Touch, close proximity and using the same equipment in the work environment. This may result in mild to major respiratory distress through the contracting of the COVID-19 Virus.</p>	<ul style="list-style-type: none"> • All internal doors (accept bathroom doors) have been left open using fire release doorstops allowing all personnel within our property to travel safely around without the need to open and close doors. • Hand Sanitiser is available upon entry to the building and anyone entering is encouraged to use it. • The office layout has been moved around to ensure a 2m distance is kept at all times whilst employees are at their desk. Employees have also been positioned diagonally from each other instead of in front one another. • Signs have been put up to remind all personnel in our premises to remind 2m apart, wash their hands for 20 seconds and not to enter the building should they have any of the Covid – 19 recognises symptoms or/and anyone they have been in contact with is displaying any of the Covid – 19 symptoms. • Additional hand sanitiser is available in both upstairs and downstairs offices as well as the kitchen area. • Cleaning wipes have been made available and all employees should clean their own work area at the end of each working day. • The “Staying COVID-19 Secure 2020” poster has been signed, dated & displayed to show we have met government guidance on managing the risk of COVID-19. • The risk assessment will be made available to all employees to show the steps the business is making to ensure the business is “COVID-19 secure”. 	<p>Where external suppliers and contractors are used e.g. cleaners, maintenance workers we ensure we request Covid-19 risk assessment documentation is provided and make them aware of our control measures in the workplace.</p> <p>Any additional substances brought into the workplace for the purpose of controlling COVID-19 will follow existing COSHH guidelines.</p> <p>Staff can continue to use rest areas if they apply the same social distancing and particularly hand washing measures.</p> <p>Home working – for employees who are required and/or can carry out their role from home they are encouraged to do so.</p>
Spread of Covid-19 (Onsite)	<ul style="list-style-type: none"> • Staff • Contractors • Clients • Visitors to the premises 	<ul style="list-style-type: none"> • All Eclipse employees have been provided with PPE to help prevent the spread of Covid – 19 including washable gloves and masks. Employees are instructed they must wash their gloves and mask after use. Gloves should not be worn until arriving onsite. 	<p>As much as possible teams of workers are kept together.</p>

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	<ul style="list-style-type: none"> General public <p><u>How</u> Touch, close proximity and using the same equipment in the work environment. This may result in mild to major respiratory distress through the contracting of the COVID-19 Virus.</p>	<ul style="list-style-type: none"> All jobs will be sent with hand sanitiser for our employees to use when they arrive & leave site. All microphones one site will either be cleaned between uses or replaced so they become single use. Presenters wearing microphones (Lapel microphones) will be asked to attach the microphones to themselves with spoken assistance from Eclipse employees rather than physical assistance to avoid unnecessary contact. Our onsite technicians will be positioned 2m apart where possible when at the technical control area. If this is not possible Eclipse Employees must use the face masks provided and keep essential exposure to a minimum ensuring no skin to skin contact is made. 	
Assessor: Tom Norris, Operations Manager		Date: 22/06/20	Review Date: 22/09/20
Signed: <i>Tom Norris</i>		Reason for review: Updated government guidance	Date of last review: N/A

Risk Assessment Action Plan

Actions Required	Responsible Person	Action due by when?	Completion date