BeSMART.ie Updating Risk Assessments / COVID-19

There is no specific risk assessment that deals with COVID-19 for any business type on BeSMART.ie. If you need help in preparing your response plan the HSA has developed a set of templates and checklists available at COVID-19 RTW Templates and Checklists

We recommend that all businesses that are returning to work review their Safety Statement and risk assessments and look at any aspects of work that might have to be modified to comply with the Government's **Return to Work Safely Protocol** or any changes that were made as part of your COVID-19 response plan.

If any risk assessment needs to be reviewed the following actions should be taken.

1. Log in to your BeSMART.ie account.

Figure 1 - Login As Usual

2. From here you will be brought to your '**My BeSMART.ie**' page where your completed / or *in progress* business risk assessments will be located.

3. To review or update your risk assessments click on the '**Edit Risk Assessment**' button. You will be brought to the entire list of risk assessments that you had completed for your business type. See Figure 2 below.

Figure 2 - Select which business type risk assessment you would like to review

4. Identify any risk assessments that might require updating due to changes in work practices, the Return to Work Safely protocol or your COVID19 Response Plan.

5. Where a hazard has been identified that needs to be reviewed, click on the '**Complete**' button. This will open the hazard and the associated controls. See Figure 3 below by way of example using a Garden Centre as a business.

Figure 3 - Select each hazard individually that needs to be reviewed by clicking 'Complete'

The controls will display your previous record. See Figure 4 below.

Fire

Fire can cause smoke inhalation, burns and other serious injuries to you, your employees and/or visitors

Could your employees and visitors be exposed to fire in your workplace? ☑ YES ☒ NO

Indicate if the following controls have been implemented in your workplace.

Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is **removed daily** ☑ YES ☒ NO ?

Fire alarm, manual call points and smoke / heat detectors are in place where necessary, kept in good working order and **checked regularly** ☑ YES ☒ NO ?

Emergency routes and exits are clearly marked, kept clear at all times and lead directly outside or to a safe area ☑ YES ☒ NO ?

Emergency lights are installed on escape routes where necessary, at and outside exits and near call points / fire fighting equipment and are **tested regularly** ☑ YES ☒ NO ?

Figure 4 – Example of Controls displayed

6. In the example used, the 'Fire' risk assessment will require updating due to changes with the addition of an extra 'Assembly Point' to ensure physical distancing. The user will have to update three controls and can add in further information or another control if required at the bottom of each risk assessment. See Figure 5 below.

Employees are trained in how to raise the alarm, what to do in the event of an alarm sounding, emergency evacuation procedures and in the use of fire extinguishers   ☑ YES   ☒ NO

Emergency evacuation procedures are in place   ☑ YES   ☒ NO   ?

Fire drills are held regularly   ☑ YES   ☒ NO

Appropriate **signs** are in place   ☑ YES   ☒ NO   ?

Have you any additional controls or information you would like to add?   ☑ YES   ☒ NO

Update Safety Statement to reflect additional assembly point. Inform workers of the changes and order a new sign. Emergency evacuation drill will be held when conditions are suitable.

▶ Print Hazard   ▶ Save & Exit   ▶ Save & Continue

Figure 5 - Update control or add in further information or additional controls

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7. In the next step in the example, the three controls that need to be actioned will be displayed. The user will have the option to select '**Add to Action List**' or '**Not Applicable**'. In this scenario all three controls will be added to the action list. See Figure 6 below.

Figure 6 - Add controls to action list as follow up work is required

8. Where there are significant changes in the workplace, you must consult with workers, their representatives, safety representatives and the COVID-19 Worker representative. See Figure 7 below.

Figure 7 – Consultation with employees on hazards that may affect them

9. Management Screen:

Here you can download, amend your safety statement e.g. emergency procedures, browse other hazards not associated with your business type and manage your action list.
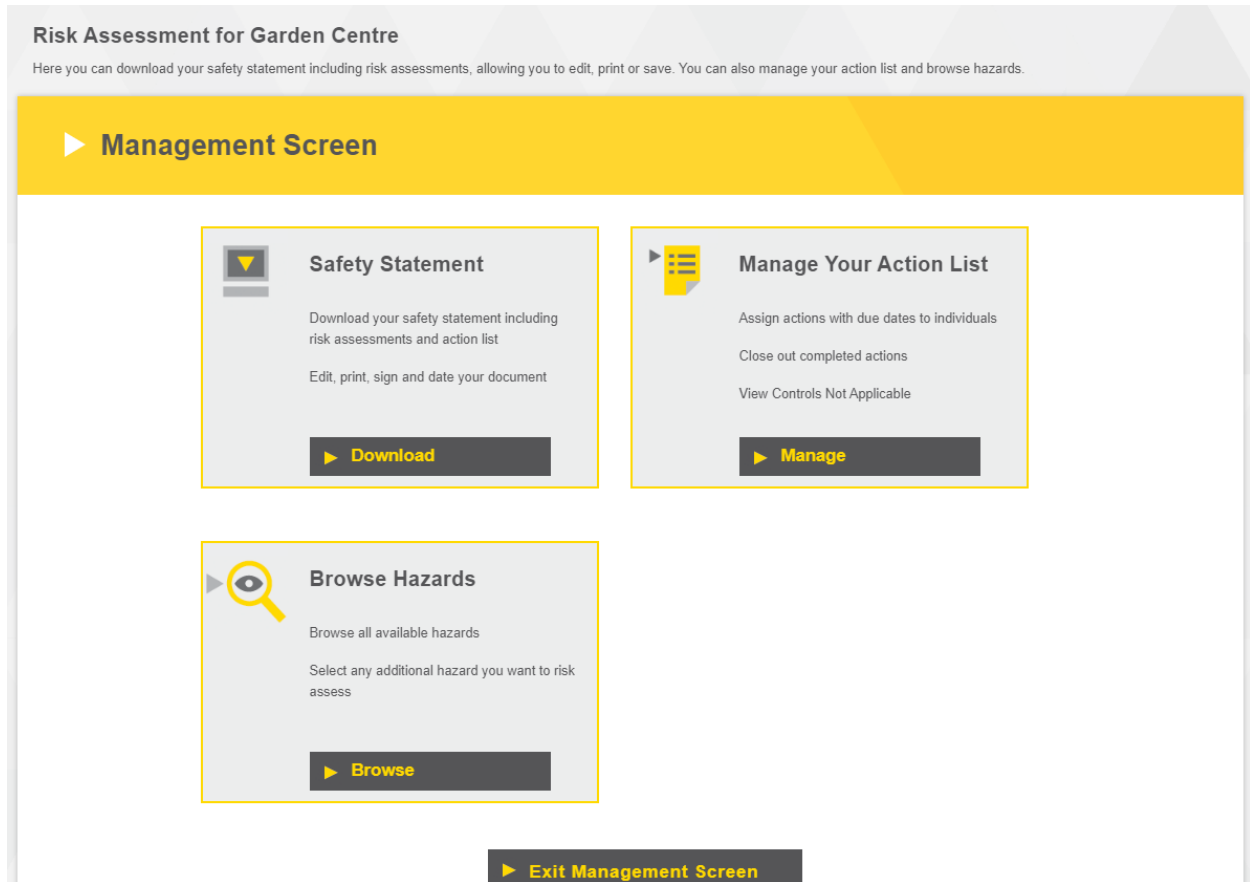

Figure 8 - Management Screen with Safety Statement, Manage Your Action List and Browse Hazards

10. Manage Your Action Lists

In the example given here, then you assign the 3 controls to appropriate staff who have the time and resources to action the changes. The items should be closed out within a reasonable time period and the actions on the **Action List** screen updated when completed.

Figure 9 - Action List Screen