

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 **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.

- 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.

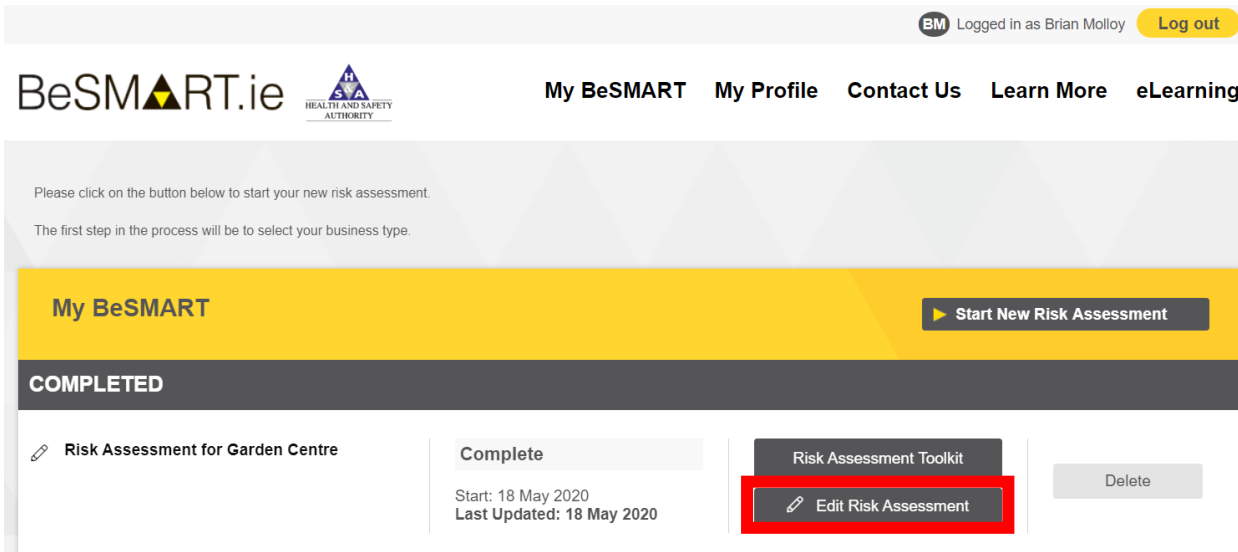


Figure 2 - Select which business type risk assessment you would like to review

- Identify any risk assessments that might require updating due to changes in work practices, the 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.

The screenshot shows the BeSMART.ie web application interface. At the top right, it indicates the user is logged in as Brian Molloy (BM) with a 'Log out' button. The navigation menu includes 'My BeSMART', 'My Profile', 'Contact Us', 'Learn More', and 'eLearning'. A progress bar at the top shows four steps: 1. Select, 2. Risk Assessment - 100%, 3. Consult, and 4. Complete. Below the progress bar, a message states: 'A hazard is anything which could cause harm to anyone in your workplace. The following 31 hazards may be applicable to the business type you have selected. As you progress, the hazards will be marked Start, Continue or Complete. All hazards must be marked Complete before you can progress to the next step.'

The main content area is titled 'Hazard Panel for Garden Centre'. It features a grid of nine hazard categories, each with a 'Complete' button (indicated by a green checkmark):

- Electricity
- Fire** (highlighted with a red box)
- Slips, Trips and Falls
- Manual Handling
- Chemicals
- Work at Height
- Workplace Transport
- Display Screen Equipment
- Maintenance

To the right of the grid is a 'Notes' section with the following text: 'You can risk assess the hazards in any order.' and a bulleted list: 'Click 'Start' on any hazard', 'Click 'Yes' if the hazard exists in your workplace', and 'Click 'No' if the hazard is not applicable'. Below the list, it says: 'You may re-visit any 'Complete' hazard on this screen to review or change the information you have provided'. At the bottom of the notes section, it says: 'Further information and guidance is'.

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	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input data-bbox="1360 758 1406 804" type="button" value="?"/>
Fire alarm, manual call points and smoke / heat detectors are in place where necessary, kept in good working order and checked regularly	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input data-bbox="1360 926 1406 972" type="button" value="?"/>
Emergency routes and exits are clearly marked, kept clear at all times and lead directly outside or to a safe area	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input data-bbox="1360 1125 1406 1171" type="button" value="?"/>
Emergency lights are installed on escape routes where necessary, at and outside exits and near call points / fire fighting equipment and are tested regularly	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input data-bbox="1360 1287 1406 1333" type="button" value="?"/>

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

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.

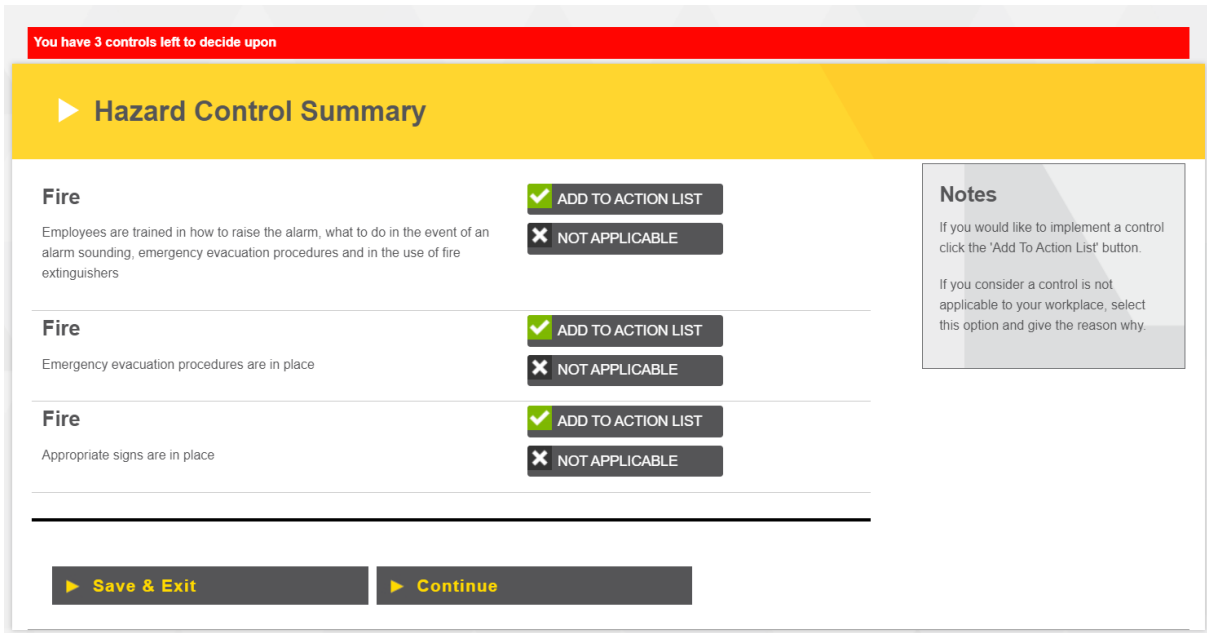


Figure 6 - Add controls to action list as follow up work is required

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.

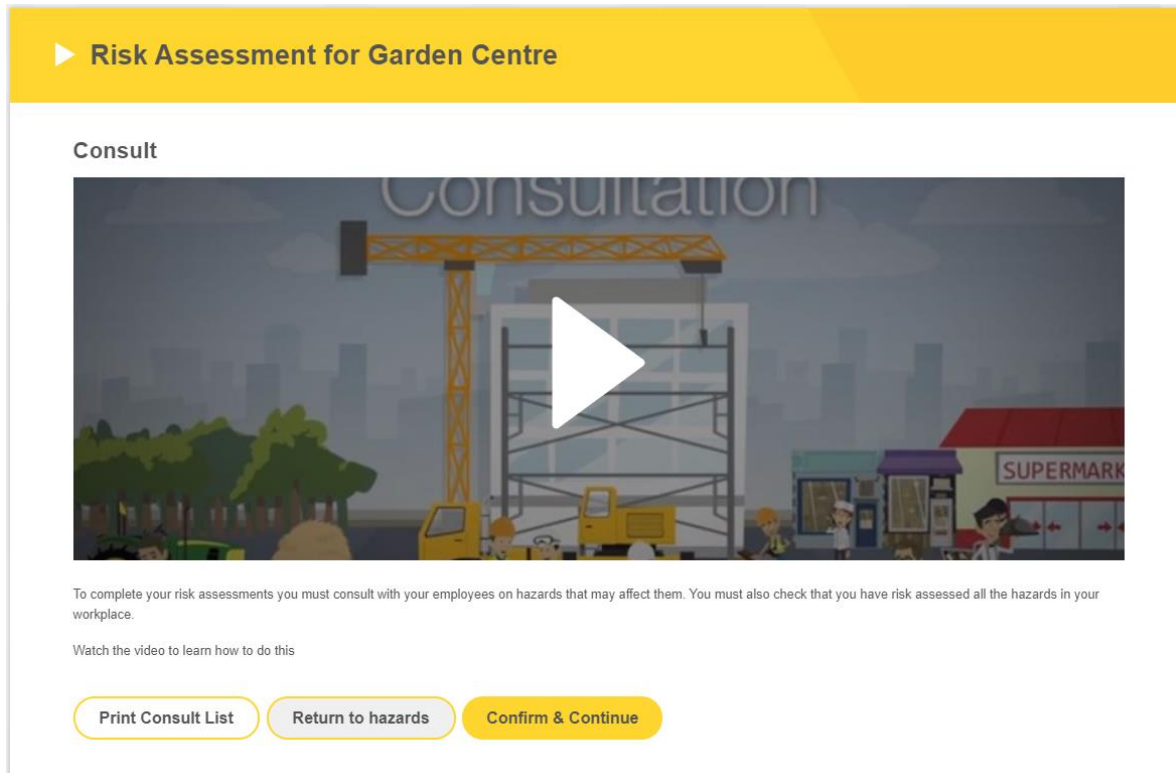


Figure 7 – Consultation with employees on hazards that may affect them

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.

Risk Assessment for Garden Centre
Here you can download your safety statement including risk assessments, allowing you to edit, print or save. You can also manage your action list and browse hazards.

▶ Management Screen

▼ Safety Statement

Download your safety statement including risk assessments and action list

Edit, print, sign and date your document

▶ Download

▶ Manage Your Action List

Assign actions with due dates to individuals

Close out completed actions

View Controls Not Applicable

▶ Manage

▶ Browse Hazards

Browse all available hazards

Select any additional hazard you want to risk assess

▶ Browse

▶ Exit Management Screen

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.

Action List

Risk Assessment for Garden Centre

Assign Controls

Fire
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

Mark as complete
 Assign Control

Assign To
Mary Smith

Due Date
18
June
2020

Fire
Emergency evacuation procedures are in place

Mark as complete
 Assign Control

Assign To
John O'Malley

Notes

To aid you in tracking any actions required to complete your risk assessment, click on the 'Assign' button and provide the appropriate name and a due date.

Once the action is complete please click on the 'Mark as Complete' button.

Figure 9 - Action List Screen