

# RHIZA

RISK ASSESSMENT TOOL

WORKING SAFELY  
DURING COVID-19



## WHY UNDERTAKE RISK ASSESSMENTS?

“...a risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace...”

Source: Working safely during COVID -19: Guidance for employers, employees and the self- employed



In May 2020, certain restrictions were lifted in England to allow those who cannot work from home to return to work if it is safe to do so.

On 11 May, the UK Government issued further guidance to help employers, employees and the self-employed understand how to work safely during the coronavirus pandemic.

One of the most important steps before restarting work is to ensure the safety of the workplace by carrying out a COVID-19 risk assessment, in consultation with your staff or a trade union. The risk assessment should be carried out in line with Health and Safety Executive (HSE) guidance and the results shared with your workforce and on your website

While every organisation is different, there are fundamental questions that should be answered as part of your return-to-work plans to ensure the health and safety of staff, customers and other stakeholders. While we recognise that the development of these plans can appear overwhelming, BDO's Resilience, Risk and Business Continuity experts have created a straightforward tool to help business managers to develop effective return-to-work programs in line with the UK "Working safely during coronavirus (COVID-19)" government advice, as you build resilience into your business.

The focus of this mobile, easy to use platform is to facilitate the gathering of information organisations require; in order to answer the critical questions of: can you, should you, and how do you return to physical work places.

# MANAGING THE RISK OF COVID-19

## 5 steps to safer working together

Assessing and evaluating risk has always been a critical aspect of running any successful business. COVID-19 has emphasised the importance of agile and dynamic risk assessment and management to protect and grow your business. As a business you are now explicitly required to confirm your compliance with Government guidance and to publicise this for the benefit of all stakeholders.

### FIVE STEPS TO SAFER WORKING TOGETHER



We have carried out a COVID-19 risk assessment and **shared the results with the people who work here**



We have cleaning, handwashing and **hygiene procedures in line with guidance**



We have taken all reasonable steps to help people **work from home**



We have taken all reasonable steps to **maintain a 2m distance in the workplace**



Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

### SECURE & COMPLIANT

- ▶ Demonstrating compliance: all employers are required to confirm they have complied with the Government’s guidance on managing the risk of COVID-19
- ▶ Fulfilling legal responsibilities: employers have a legal responsibility to protect staff and others from risk to their health and safety
- ▶ Gaining stakeholder confidence: staff, customers and suppliers need to know you take your responsibilities seriously and are taking all necessary steps to protect your business and the wellbeing of your people
- ▶ Commercial benefits: There is a commercial imperative as risk assessments are necessary as part of the road to getting your business back up and running. This will help in resource planning and supporting you as you rethink your business.

### RISK ASSESSMENT NOTICE

Businesses with more than 50 employees are required to sign and display to their workforce a copy of the sample notice below.

## Staying COVID-19 Secure in 2020

We confirm we have complied with the government’s guidance on managing the risk of COVID-19

**FIVE STEPS TO SAFER WORKING TOGETHER**

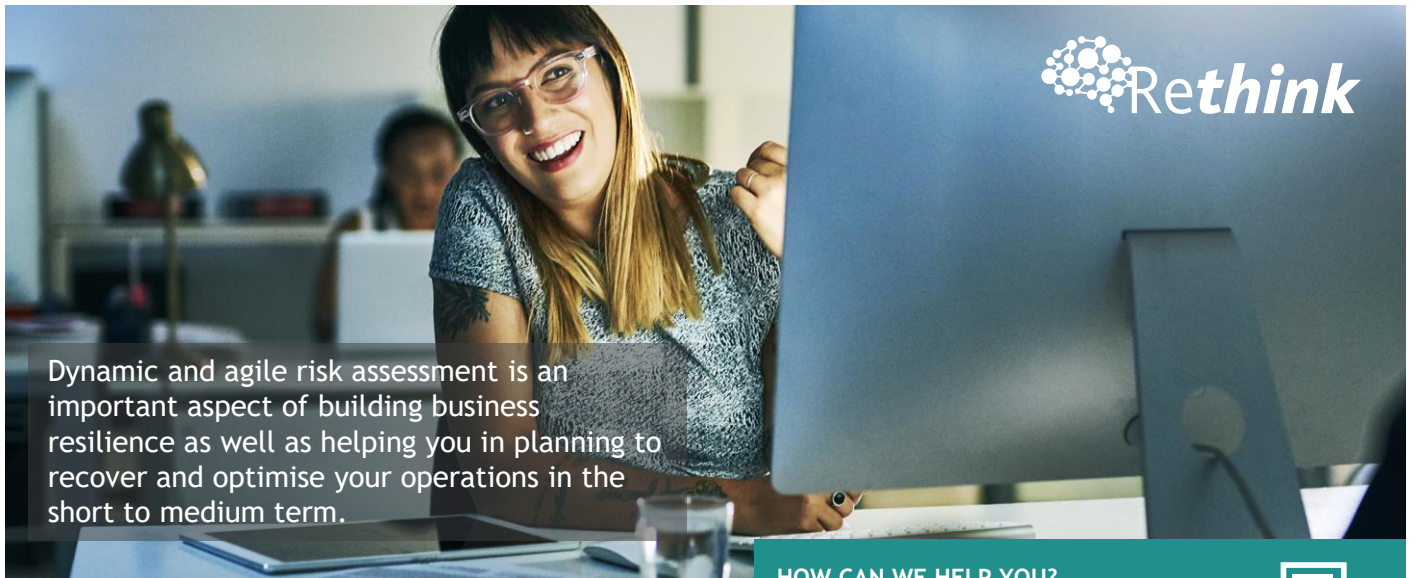
- ✔ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✔ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✔ We have taken all reasonable steps to **help people work from home**
- ✔ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✔ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer \_\_\_\_\_ Date \_\_\_\_\_

Who to contact: \_\_\_\_\_ Your Health and Safety Representative  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

# RISK ASSESSMENT TOOL BENEFITS

Planning now - with an eye on the future - rethink



Dynamic and agile risk assessment is an important aspect of building business resilience as well as helping you in planning to recover and optimise your operations in the short to medium term.

It is accepted that the world will change as a consequence of COVID-19, therefore, businesses need to imagine this “new world” as early as possible and “rethink” how they will be positioned in it. Understanding, assessing and monitoring your risks has never been more important.

The UK Government has indicated that lifting COVID-19 restrictions will depend on a number of conditions being met - meaning the timing of a return to ‘normal’ is incredibly difficult to predict.

You must use Government guidance to inform your decisions and control measures in undertaking your risk assessment. Our tool will help you return to work and succeed in the new normal by:

- ▶ Easing the control and co-ordination of risk assessments across a business, particularly those with multiple sites and outlets
- ▶ Enabling efficient monitoring of results and actions
- ▶ Providing real time information on the status and progress of risks and actions through dashboards
- ▶ Focusing attention on items requiring action, including email notifications to those with responsibility
- ▶ Allowing the risk assessment to be shared with staff, customers and other stakeholders, engendering confidence in the business
- ▶ Demonstrating compliance with Government guidance and Health and Safety legislation
- ▶ Facilitating on-going review and update of risk assessments, maintaining a robust audit trail of any changes.

## HOW CAN WE HELP YOU?

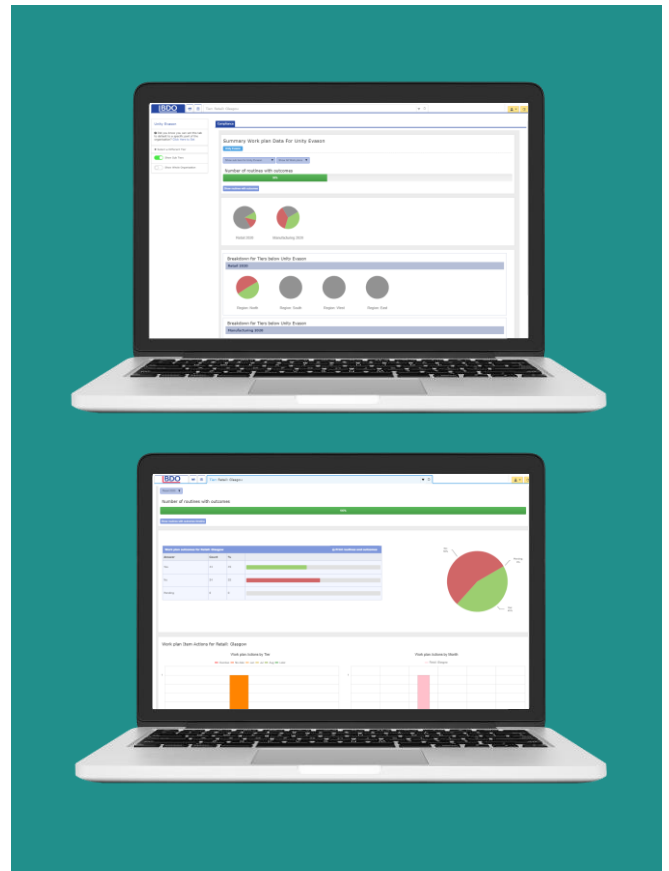
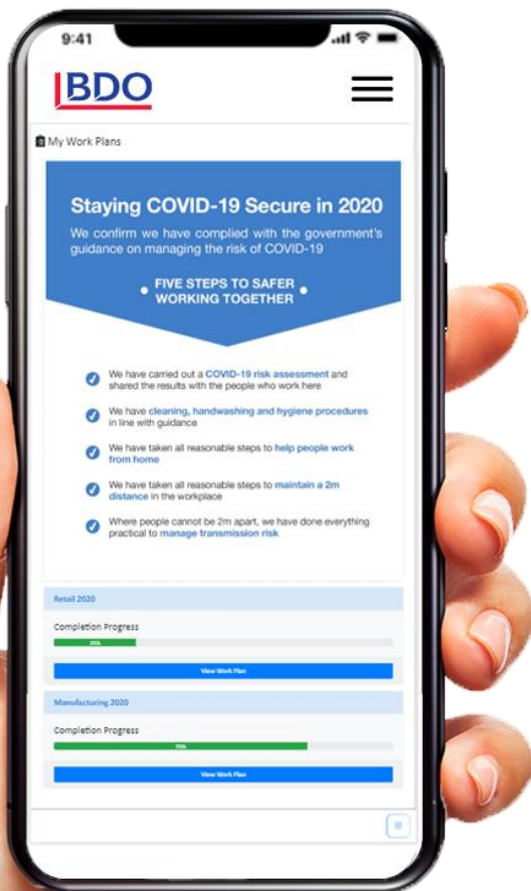
- ▶ Support in evaluating risks as part of your assessment
- ▶ Undertaking spot checks to provide you with assurance that risks are being addressed
- ▶ Sharing experiences of others in addressing similar risks
- ▶ Ongoing horizon scanning to anticipate emerging risks
- ▶ Rethinking your business in light of the risk assessment results
- ▶ Identifying lessons to strengthen your future risk management processes



# FEATURES

Easy-to-use, customisable and cost effective software

- ▶ Pre-built risk templates based on UK Government guidance that you can customise and expand as needed
  - Offices and contact centres
  - Factories, plants and warehouses
  - Restaurants and Bars
  - Shops and branches
- ▶ No spreadsheets or IT knowledge required
- ▶ Mobile and Desktop set up
- ▶ Organisation-wide data collection
- ▶ Track and manage response activity and provide real-time reporting
- ▶ Give ownership of questions to auditors/Managers
- ▶ Respondents can include supporting documentation with their responses
- ▶ Create remedial action with a single mouse click
- ▶ Raise points and exceptions to individual responses
- ▶ Give ownership of actions and track to completion
- ▶ Automated email notifications.



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