My BusinessSafe

This is the key part of the system giving access to Risk Assessment (general, fire, DSE, personal and hazardous substances), Hazardous Substances Inventory, Accident Records and Investigations, Checklists.

General Risk Assessment

To add a general risk assessment

- Select **My BusinessSafe/General Risk Assessment** from the BusinessSafe Online toolbar followed by <mark>Add New Risk Assessment</mark>.

- Give the new risk assessment a title and a unique reference (both are mandatory) and select <mark>Start Risk Assessment</mark>.

This will open the first page of the risk assessment. You can continue or go back to **My BusinessSafe/General Risk Assessment** and <mark>Add New Risk Assessment</mark> to enter the title and reference for another assessment.

Repeating this step will create a list of tasks to be assessed which can be viewed by opening general risk assessments.

Detailed information can be added to a risk assessment in the list of risk assessments by selecting the Edit icon, 🖉 or by continuing the process after adding the title and reference to a new assessment. In either case you will start at the **Premises Information** page.

NB: Where there are drop down lists you can only select an entry from the list.

Employees involved in a risk assessment can only be chosen from those available in **My Employees**. Start typing their name and the system will predict a list of available employees.

Non-employees; if any have been entered in the default lists predictive typing will apply as above. If there are no default names the **Add New Non Employee** will become live (adding a non-employee will also update your default list)
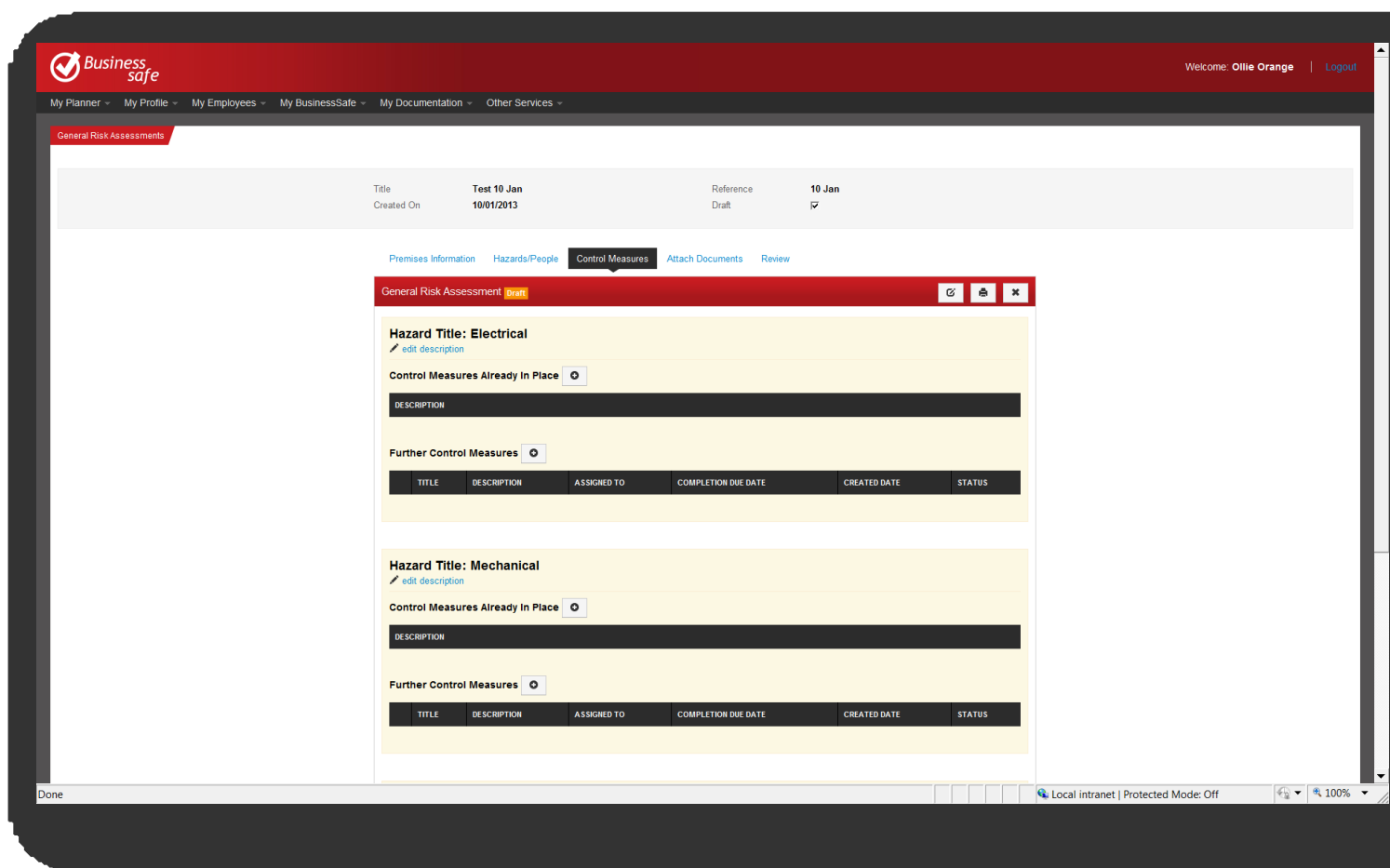
At this stage <mark>Save</mark> will save the data and allow you to navigate away from this page. <mark>Save and Continue</mark> will take you to the next page for Hazards and People Affected.

Select the appropriate descriptors from both boxes and use the arrow keys to move them in and out of the selected boxes.

Standard Windows editing tools apply. Use the Shift Key to enable selection of a group of entries or the Control Key to select multiple entries from the list.

If the default lists do not include an appropriate entry type an appropriate entry into the box above each list and select **+**. This action will add the entry to the current risk assessment only. If you want the hazard to appear in subsequent risk assessments, it will require adding into your company defaults to appear when creating new assessments go back to **My Profile/Defaults** and add it to the appropriate default list.

Save to save the data and allow you to navigate away from this page. **Save and Continue** to move onto consider the control measures in place and any additional measures required.

On the Control Measures page every Hazard entered in the previous page is listed with empty fields for a description of the hazard (details of the risks and potential injury), control measures in place and additional measures required. This page is shown above.

Select edit description and give a brief description of the risks and potential injury.

For example :
- Hazard = workplace transport
- Description = *Pedestrian-vehicle or vehicle-vehicle (fork lift trucks, lorries and vans) contact in the warehouse and yard area could lead to serious, even fatal injury.* A 300 character limit applies.

Now select the + icon against Control Measures. In the box that opens enter brief details (a 300 character limit applies) of control measures in place and **Save**.

Add as many existing individual control measures as required against each hazard.

Consider what additional control measures may be required. To add a further Control Measure select the + icon. This will open a Task Box (shown below) requiring the control measure to be identified and the action required put in place to be allocated to an employee. The employee must be registered on BusinessSafe Online. They do not have to be a BusinessSafe Online User, if they are, they will receive an e-mail notifying them a task has been assigned to them, or is required to be signed off. If not the person completing the risk assessment will be informed that they are not a user and can reassign the task to someone else if they choose. Whatever action they take the task will display in the initial task lists from which it can be monitored.

If the task is marked as recurring additional fields will open to allow the frequency to be set along with a target date for the first occurrence (and if selected an end date). Where the task is not recurring a single target date is entered.

Add a Further Control Measure Task

Attach Documents

When all hazards and control measures have been considered the Attach Documents page allows any relevant documents to be attached to the assessment and saved.
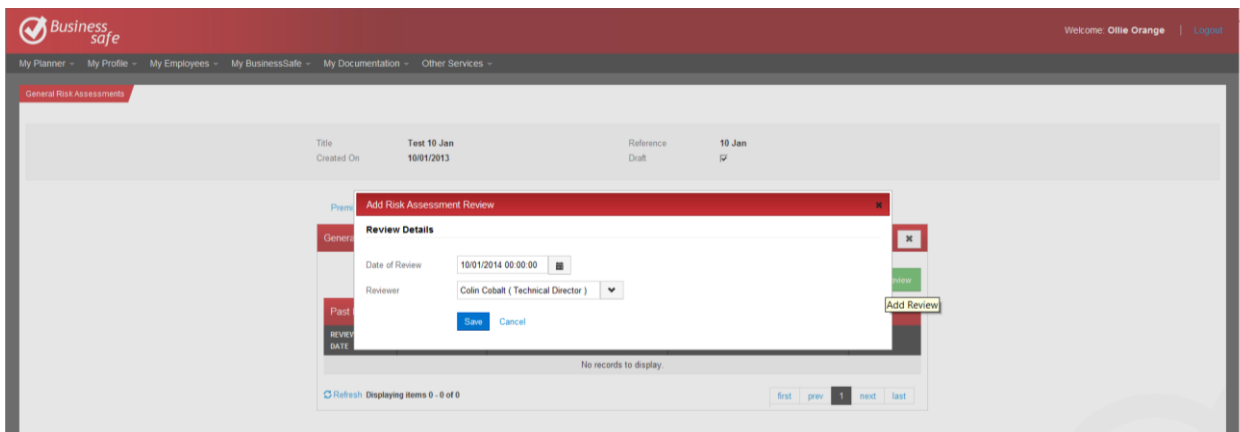
Review

On completion of a risk assessment set a review date by going to the **Review** page and selecting <mark>Add Review</mark>.
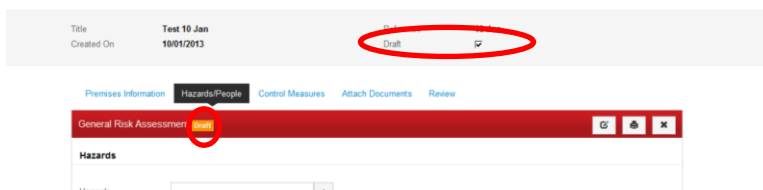

As a default, BusinessSafe Online sets a review exactly one year after the initial assessment date and allocates the review as a task to the person who completed the risk assessment. Both fields can be amended to suit your particular requirements before saving.

Changing the status of a risk assessment from Draft to Live.

When a new risk assessment is created it is marked as Draft. This is displayed on each page of the risk assessment. The status is also displayed in the status column of the risk assessment index.

To mark the risk assessment as live uncheck the tick box against Draft on any page of the assessment.