8/02/2022

Covid-19 – Business Risk Plan

Use this form to document your thinking about how you could enable your people to work and keep your business operating. Identify your risks, how those risks could impact and what you can/could do to minimise those risks. Share this information to help your workers and other people to know exactly what to do and what to expect. Review your plan regularly and make changes as required.

What could create risk to your operations and / or staff being able to work?	What could the impacts be?	Describe what you can / could do to eliminate or minimise the impacts / risks
Increase in community transmission	*e.g. Risk of exposure, Staff having to self-isolate*	*Consider for example: split teams, engage more people, different operating hours, remote working, online meetings, no visitors on premises, increased cleaning, no work travel, overdraft facility*
Staff member gets Covid-19 and has been at work	*e.g. Self isolation of all close contacts deep clean and possible closure*	*Consider for example: keeping deep clean materials, systems for identifying and notifying close contacts, comms to suppliers/customers, split teams so some staff can work, homeworking if possible, staff keep working from home facilities ready to commission at short notice, all files/documents held in cloud for accessibility, casual/agency staff utilised as needed*
Not having enough staff	*e.g. Inability to operate in full, reduced cashflow, high absence and absence cover costs*	*Consider for example: backup staffing, remote working, cashflow forecasting, overdraft facilities,*
Shared facilities with other businesses	*e.g. Risk of exposure*	*Consider for example: splitting facilities with other tenants, engaging with landlord for extra sanitation, reminding staff to use sanitiser / wash hands well immediately after use, provide extra sanitiser / gloves. Provide own crockery*
Work travel requirements	*e.g. Risk of exposure*	*Consider for example: recommending vaccinations and boosters for staff, reminders – scanning/masks, provide hand sanitiser, review places of interest, limit numbers in each vehicle, ask staff to monitor for symptoms, limit to essential travel only*
Visitors entering premises	*e.g. Risk of exposure*	*Consider for example: scanning, facemasks, protection barriers, social distancing, maximum numbers, sanitation, ventilation, temperature, testing requirements*
Reduced Inwards / Outwards services	*e.g. Inability to get supplies, lack of couriers*	*Consider for example: additional suppliers and courier services,*
Staff not able to operate full from home	*e.g. reduced services and income*	*Consider for example: keeping in touch arrangements, maintenance of homeworking kit, backup staffing*
Reputational Damage e.g. seen as a spreader	*e.g. Loss of custom*	*Consider for example: engage PR services, regular communications*

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Breakages or Lack of Technology	*e.g. Reduced services*	*Consider for example: regular discussion with staff about technology needs, use other suppliers as needed, consider other work that can be done*
Mandate requirements affecting who can work and where	*e.g. Restrictions on who can work*	*Consider for example: staff to provide evidence of compliance, maintain records, staff to follow onsite rules, use hand sanitiser / wear a mask*
Add other risks identified	*e.g. Add what impacts those risks could create*	*Add what you could do to minimise/eliminate the risks*