



Health and safety control measures

A COVID-19 CHECKLIST FOR CLIENTS BEFORE WORK IS CARRIED OUT

COVID-19 CLIENT HEALTH AND SAFETY CONTROL MEASURES



Note for user: This checklist can be forwarded to your customer to allow them to implement safety control measures in preparation for the works to be carried out. This checklist is not exhaustive: you will be required to add any specific control measures that are specific to your customer requirements. Send this checklist to your customer allowing enough time for them to respond with questions. Please delete this section before sending.

Customer requirements:

This quick reference sheet should be followed to allow both you and us to create a safe environment that will protect you and your family and us and our families.

What we need you to do:

- Advise us if anyone is suffering symptoms of COVID-19
- Advise us if anyone has been in contact with a person confirmed to have COVID-19
- Advise us if anyone is 'shielding'
- Explain any specific requirements you have
- Ventilate the work areas
- Open access gates and doors
- Clear work areas to minimise the requirement to touch property
- Advise all people at the property that we will be present
- Secure all children and pets away from work areas
- Always follow physical distancing requirements
- Ask us questions if you do not understand any health and safety requirement we require

- Cover up if you cough or sneeze
- Do not attempt to shake hands
- Do not provide us with any refreshments.

What we will do:

- Follow all relevant guidelines to keep you and us safe
- Always communicate clearly with you
- Support you in achieving a safe environment
- Work in an efficient/logical manner to minimise risk
- Maintain good hygiene procedures by:
 - washing hands regularly
 - washing tools regularly
 - covering up when sneezing and coughing
- Report to you if we suffer any symptoms of COVID-19 within seven days of attending your job.

Everyone has an essential part to play in achieving a safe working environment. We appreciate your support in carrying out the work in a manner that will protect us all from COVID-19.

If you have any questions, please contact us on:

Phone: [enter]

Email [enter]

Address [enter]

CURRENT MEMBERS OF THE CONSTRUCTION INDUSTRY CORONAVIRUS (CICV) FORUM:

- Association of Consultancy and Engineering (ACE)
- Association of Project Safety (APS)
- British Constructional Steelwork Association (BCSA)
- Building Engineering Services Association (BESA)
- Builders Merchants Federation (BMF)
- Chartered Institute of Architectural Technologists (CIAT)
- Chartered Institute of Building (CIOB)
- Civil Engineering Contractors Association (CECA Scotland)
- Construction Plant-hire Association (CPA)
- DHF
- Electrical Distributors' Association (EDA)
- Federation of Master Builders (FMB)
- Finishes and Interiors Sector (FIS)
- Lift and Escalator Industry Association (LEIA)
- National Federation of Roofing Contractors (NFRC)
- Royal Incorporation of Architects in Scotland (RIAS)
- Royal Institution of Chartered Surveyors (RICS)
- Scaffolding Association
- Scottish Building Federation (SBF)
- Scottish Contractors Group
- Scottish Plant Owners Association (SPOA)
- Single Ply Roofing Association (SPRA)
- SELECT
- SNIPEF
- Stone Federation (GB)

Further information



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This document has been prepared by way of guidance and anyone who proposes to use it should consider the details based on their business's obligations and, if necessary, take independent advice either from their own trade or professional body or legal advisors. This will of course include recognition of all relevant health and safety legislation. Again, your trade or professional body will be able to assist with this.
