



COVID-19 pre-site visit questionnaire

TO BE SUBMITTED TO YOUR CLIENT TO HELP REDUCE RISK

CLIENT COVID-19 QUESTIONNAIRE: PRE-SITE VISIT V1



Instructions: This questionnaire is designed for you to send to your client before visiting their property. The information can be edited to suit your business requirements. It is essential you contact your client to ensure there is no risk from COVID-19 to you, your staff or the client.

1. **Do you fully understand the safety measures that we intend to use while carrying out the work at your property?**
 - a. Yes
 - b. No

2. **Do you have a disability or condition that will restrict you being able to follow our safety measures? For example, do you have a disability that will restrict 'physical distancing'?**
 - a. Yes
 - b. No

3. **Please provide your telephone number for us to use on the day of the work to communicate with you before arriving at the job.**

4. **Do you live in the same household as someone who has symptoms of COVID-19 who has been in isolation within the last 14 days?**
 - a. Yes
 - b. No

5. **Do you have any of the following typical COVID-19 symptoms; fever, high temperature, persistent coughing, breathing difficulties /shortness of breath, loss of taste/smell?**
 - a. Yes
 - b. No

6. **Have you been in close contact with anyone who has been confirmed as having COVID-19?**
 - a. Yes
 - b. No

Hard copy: Copy and paste to a Word document

Survey Monkey: Create an account at www.surveymonkey.co.uk

Possible Responses:

Q1. If the client answers no, contact them and discuss what they do not understand or cannot achieve.

Q2. If the client answers yes, contact them and determine a suitable solution.

Q3. Having a phone number is essential to support communication with your client.

Q4, Q5 & Q6. If any person answers yes to these questions you should contact them. If there is any indication COVID-19 is or has been present, the job should be postponed until a suitable time.

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



www.cicvforum.co.uk



info@cicvforum.co.uk



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.
