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# COVID-19 spot checks

The logo for CICV Forum, featuring the text "CICV Forum" in a white, sans-serif font inside a white speech bubble shape with a tail pointing towards the top-left.

**CICV**Forum

Checklist to prepare for inspections by the  
Health & Safety Executive, issued by the  
Construction Industry Coronavirus (CICV) Forum

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# COVID-19 CHECKLIST FOR UNANNOUNCED VISITS FROM HSE



During the COVID-19 pandemic, businesses have been encouraged to follow government guidance and ensure workplaces are COVID-19 secure.

As the regulator, the Health & Safety Executive (HSE) is tasked with enforcing these measures and has been visiting workplaces to confirm that they are in place. Your premises may therefore be visited by contractors working on behalf of the HSE.

These contractors will have appropriate ID and authorisation letters that empower them to undertake visits and spot checks. They should ask for someone in authority on site and will then ask questions from the list below.

This checklist is designed to help you prepare your answers to these questions. If you are unsure of any responses, please contact your health and safety adviser.

Question	Comments/ potential response
<b>Is the building open and in use?</b>	
<b>Approximately how many people are in the building, including contractors and visitors?</b>	
<b>How do you rate your social distancing measures in the building?</b>	
<b>Have you seen government COVID-19 guidance on working safely?</b>	
<b>Have you seen sector-specific guidance from trade bodies etc?</b>	
<b>What guidance would you give to employees who display COVID-19 symptoms?</b>	
<b>Has the business undertaken a risk assessment on COVID-19?</b>	
<b>If yes, who has been involved in putting this together?</b>	



# COVID-19 CHECKLIST FOR UNANNOUNCED VISITS FROM HSE (CONTINUED)



Question	Comments/ potential response
<b>Have the findings of this risk assessment been discussed with employees and other workers?</b>	
<b>Do you have someone in place to ensure these measures are in place and maintained?</b>	
<b>While employees and visitors etc are in the premises, how possible is it for them to keep 2m apart from other people?</b>	
<b>Are any common surfaces in the business touched regularly, e.g. door handles, handrails etc?</b>	
<b>How often are these cleaned?</b>	
<b>Do visitors and/or customers have access to running water/soap?</b>	
<b>Is hand sanitiser available?</b>	
<b>If yes, does it have a minimum of 60% alcohol content?</b>	
<b>Does the business have the link to the HSE's website on these issues?</b>	
<b>Has the business considered changes in ventilation following recent guidance being issued?</b>	
<b>Can we contact you about this visit for anonymous research? No personal or company information will go back to the HSE.</b>	

## CICV Forum members



## Further information



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