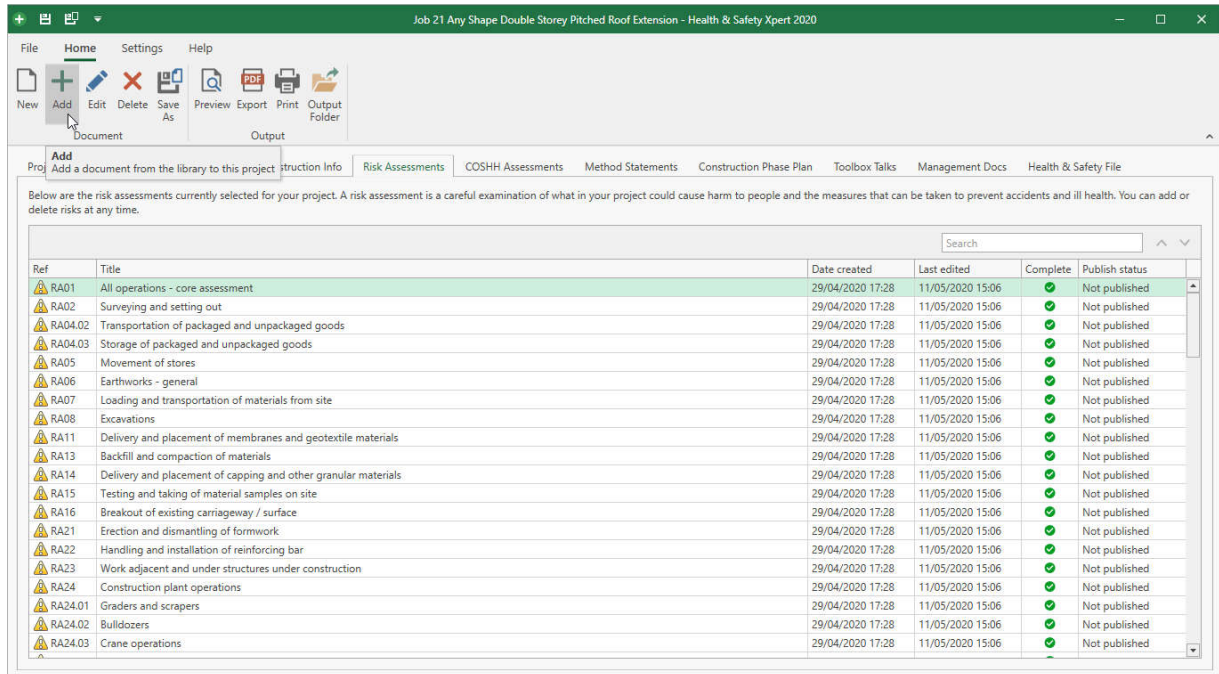A few handy hints on using your new Covid-19 Secure update for <u>existing</u> jobs in your software:
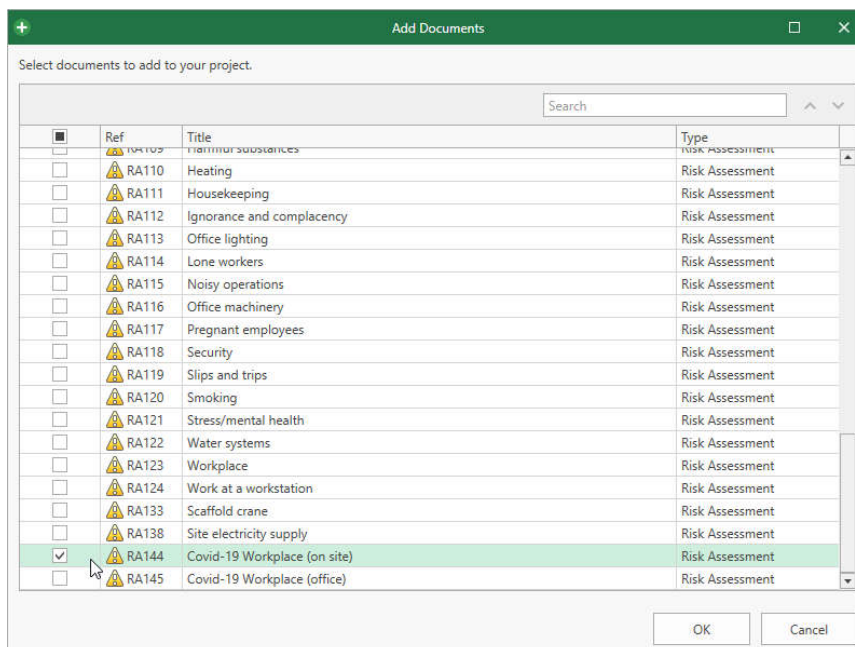
Covid-19 Risk Assessments

To add in your Covid-19 Workplace (on site) and Covid-19 Workplace (office) Risk Assessments to an existing job you need to ADD them to your job.

To do this go to the Risk Assessment Tab and press Add button on the top ribbon.

A dialog box will pop up. Select RA144 and RA145 by checking the tick box next to them, and then press OK.


They will now be added to your job to print out.

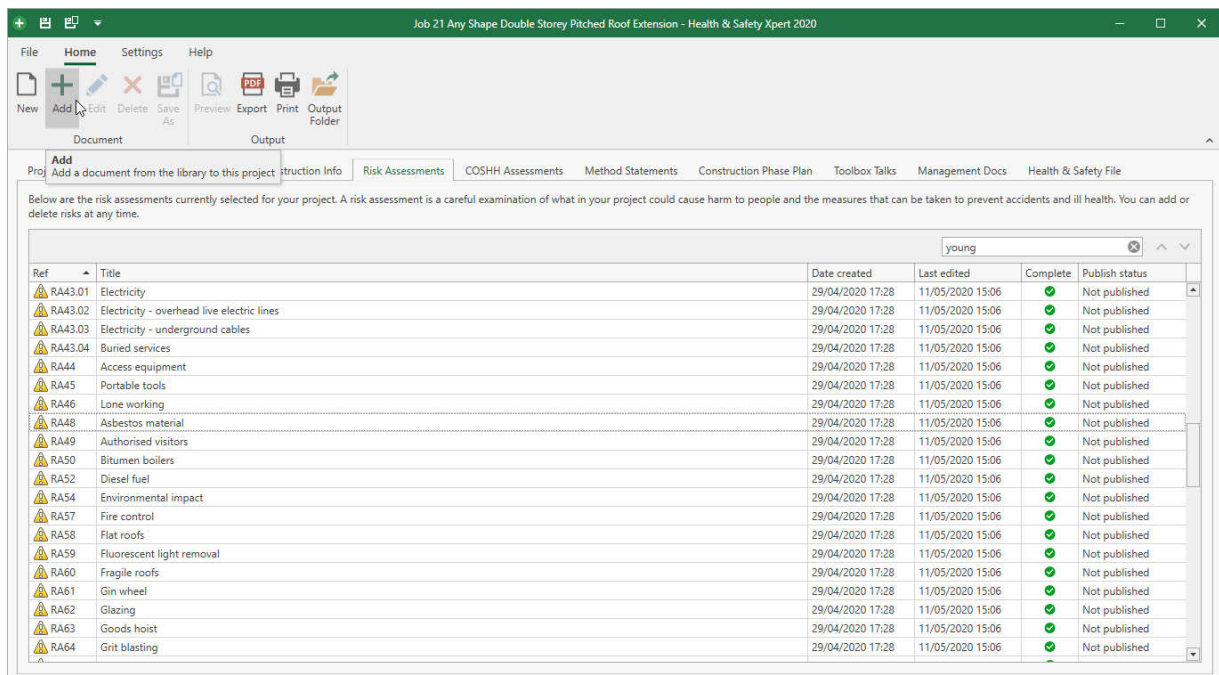## Young Persons Risk Assessment – updated with Covid-19 clauses

To replace your existing RA47 Young Persons Risk Assessment with the new Covid-19 version in an existing job, you need to delete the existing one, and add the new one in. Here's how:

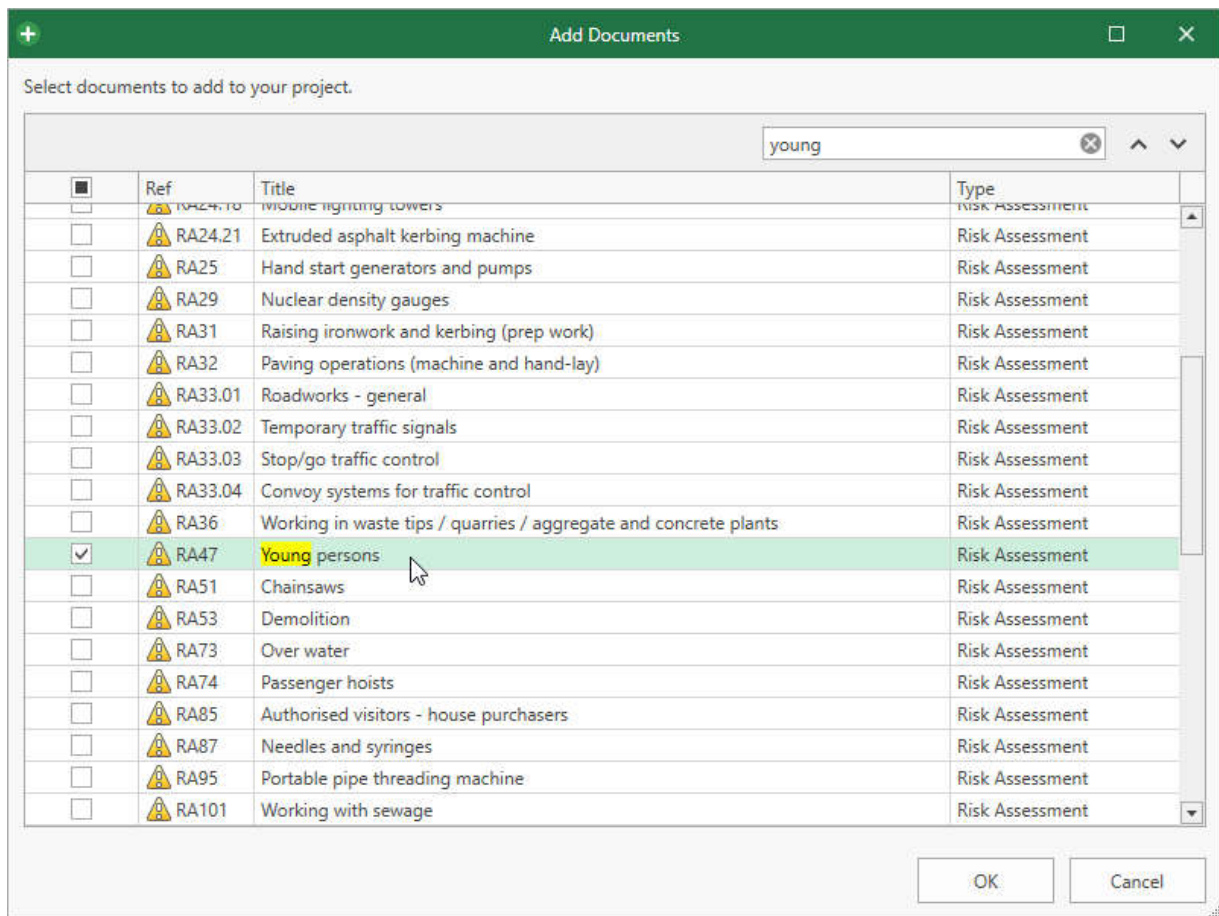To do this go to the Risk Assessments Tab.

Locate the RA47 Young Persons Risk Assessment, click on it, then press Delete button on the top ribbon.
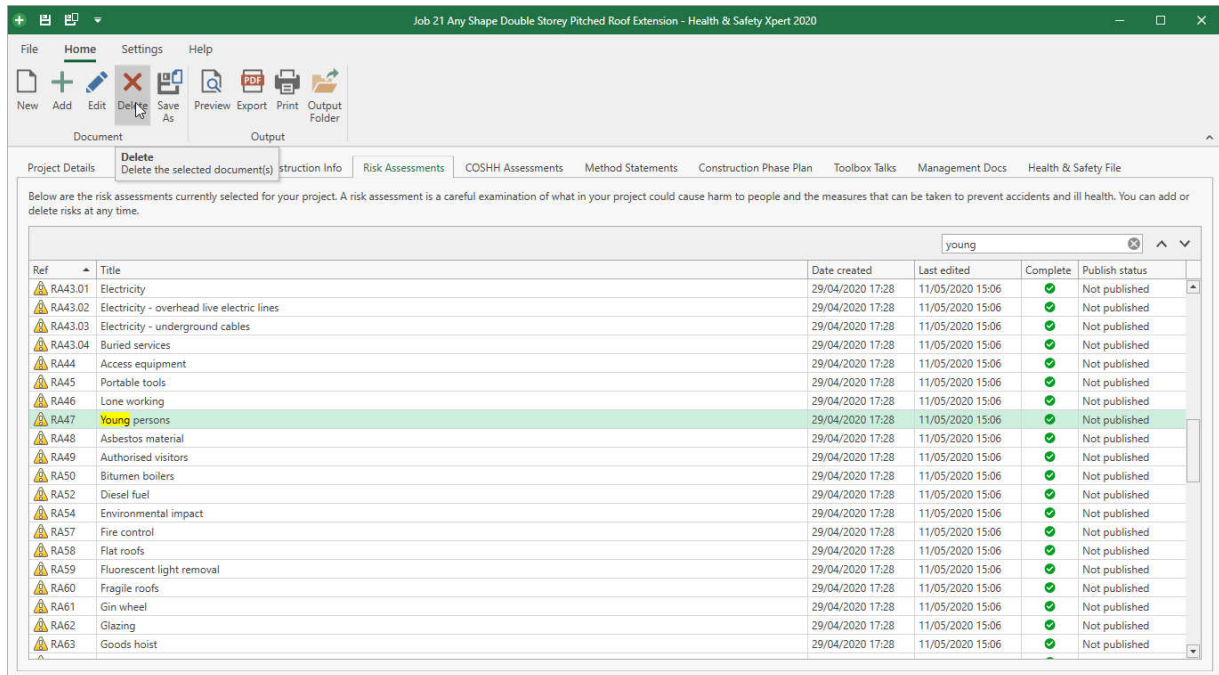
You then need to add in the updated one. Do this by pressing Add button on the top ribbon
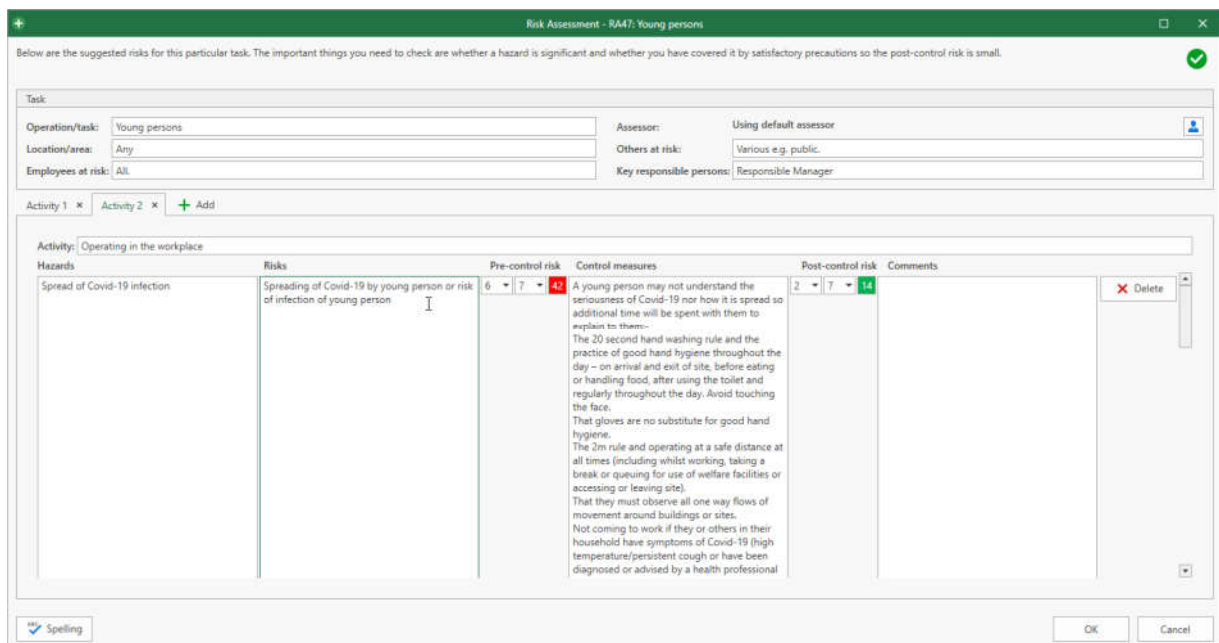
A dialog box will pop up.

Locate the RA47 Young persons Risk Assessment and press OK.

It will now be added to your job with the Covid-19 content on Activity 2 of your Young Persons RA.
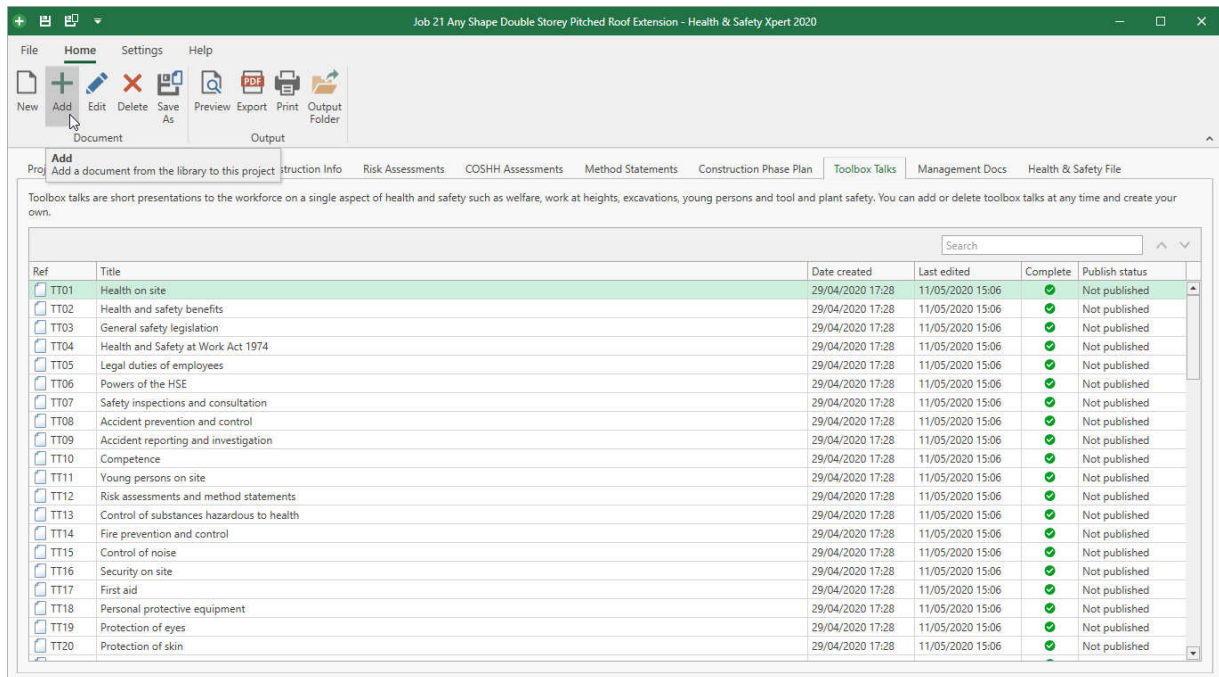
Toolbox talk

To add in your Covid-19 Toolbox Talk to an existing job you need to ADD it to your existing job.

To do this go to the Toolbox Talk Tab and press Add button on the top ribbon.

A dialog box will pop up. Select TT85 by checking the tick box next to it and then press OK
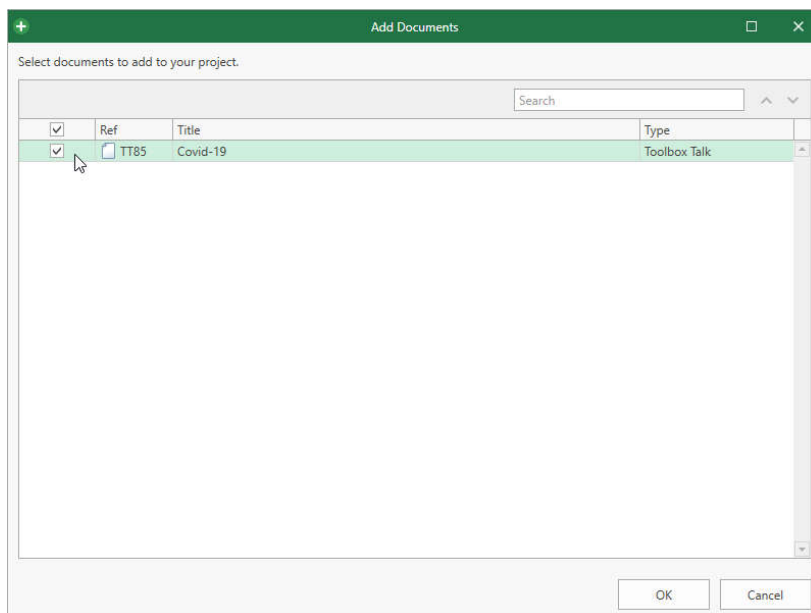
It will now be added to your job to print out.

Site Rules & Site Induction

To replace your existing Site Rules and existing Site Induction with the new Covid-19 versions in an existing job, you need to delete the existing ones, and add new ones in. Here's how:

To do this go to the Management Documents Tab.
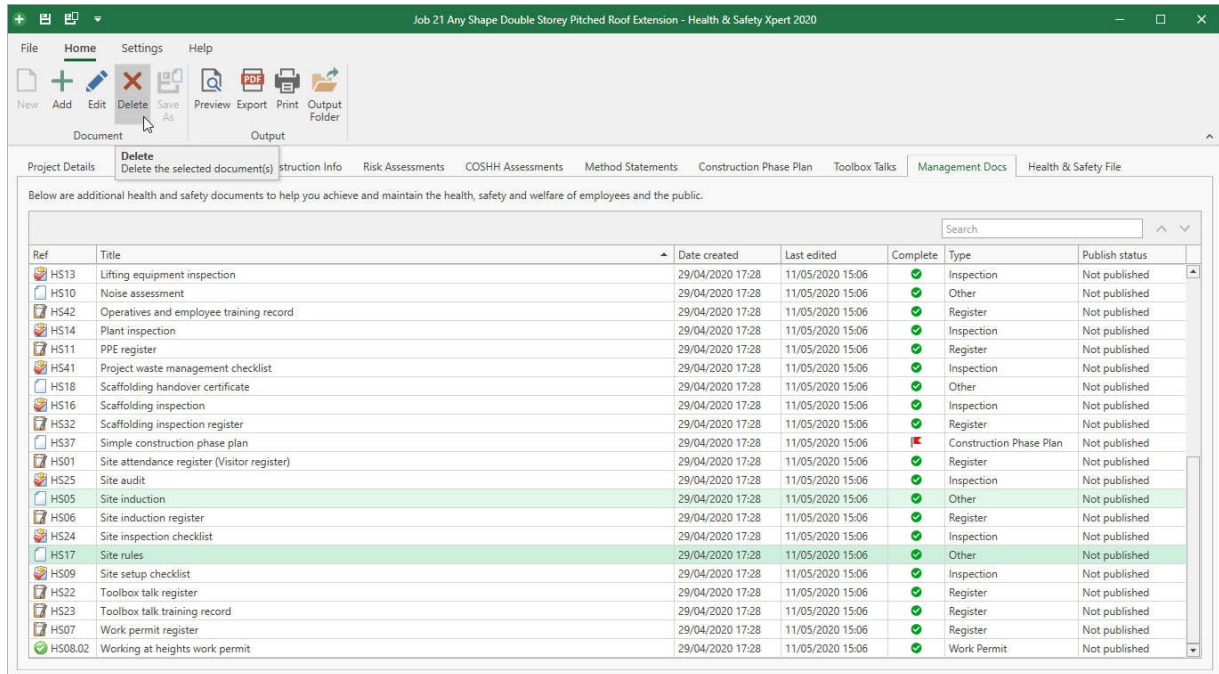
Then locate your existing Site Rules and Site Induction and press Delete, to remove the existing ones from your job.

Once deleted then press Add button on the top ribbon to add new ones in – the new Covid-19 impacted Site Rules and Site Induction.
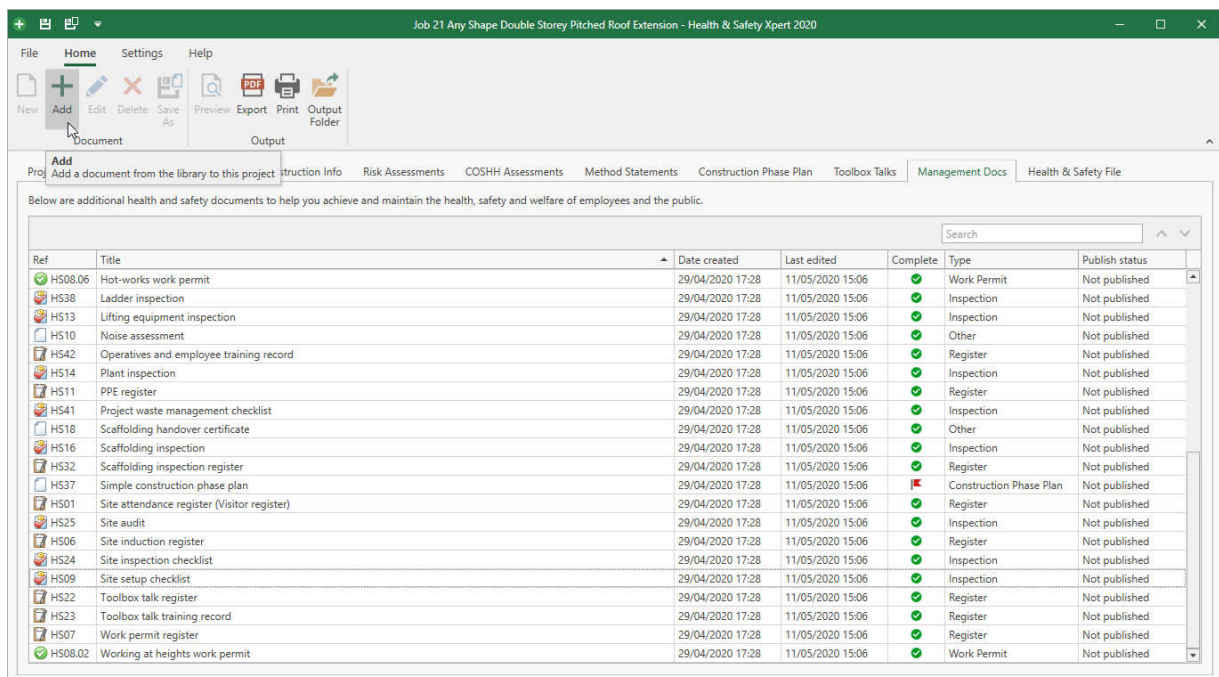
A dialog box will pop up. Check the box next to Site Induction and Site Rules, then press OK.
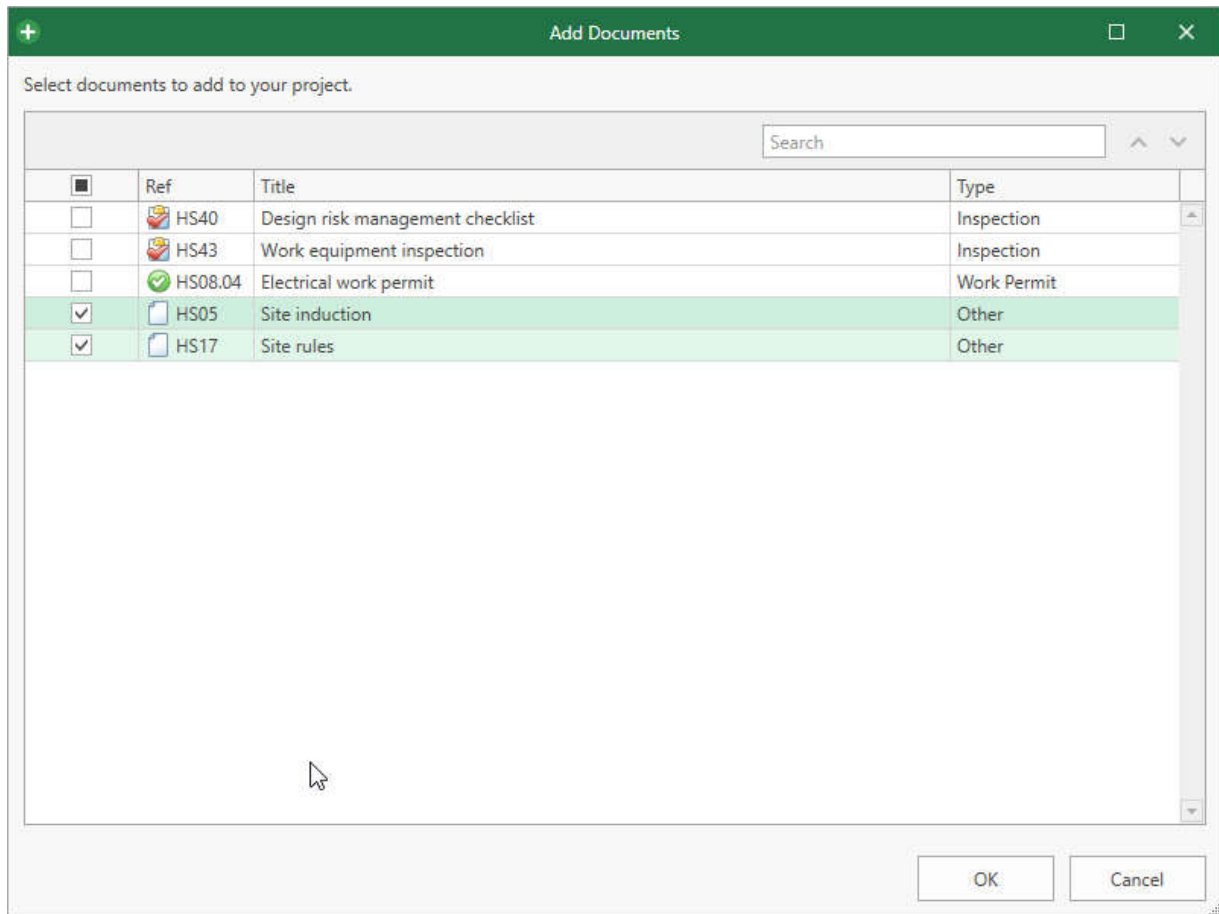
The replacement Site Induction and Site Rules will now appear in your job, and contain relevant Covid-19 clauses.

Company Health & Safety Policy / Pre Construction Info / Construction Phase Plan

As you are working on an existing project and are likely to have already updated your Policy, Pre Construction Info and Construction Phase Plan with your wording, HBXL have not overwritten your content automatically.

The **EASIEST** way to apply the Covid-19 wording to these 3 documents is to create a NEW job, and you will automatically get the NEW Covid-19 measures in your Policy, Pre Construction Info and Construction Phase Plan.

However, if you don't want to do that, there is a process to apply them to your existing job – which is basically to go through, clause by clause and apply them as follows:

For example, navigate to Policy Tab, and press the Open button next to a paragraph:
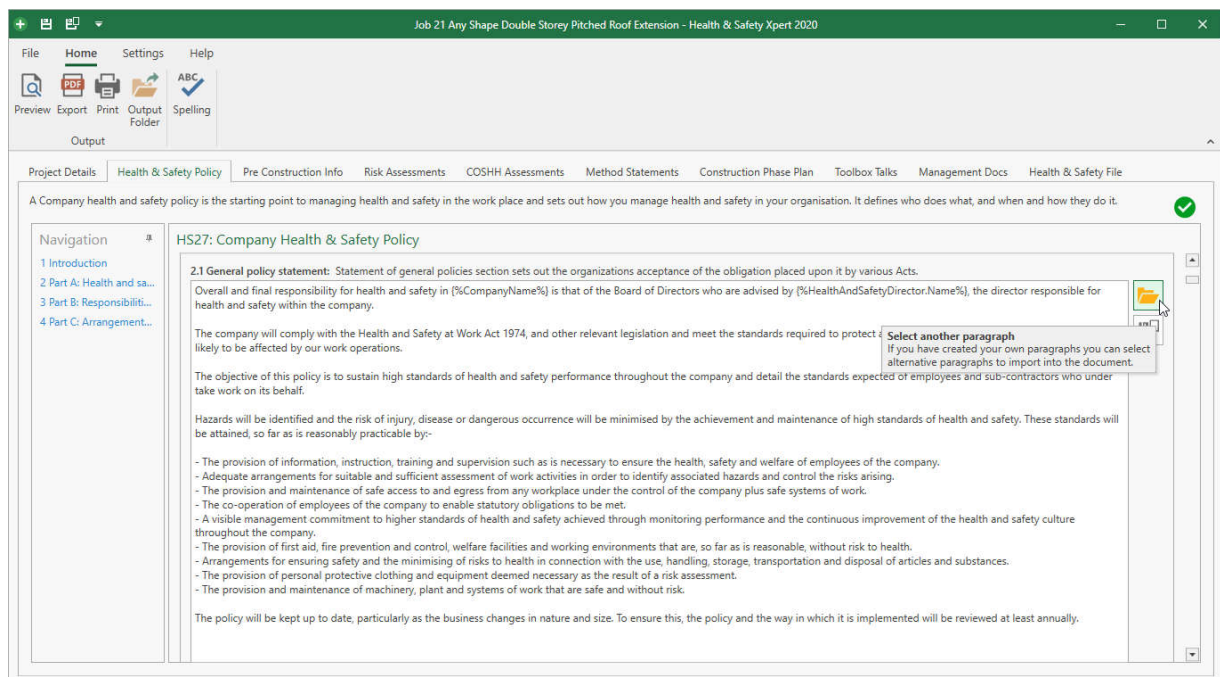
A dialog box opens. You'll see an alternative paragraph is available for the section.
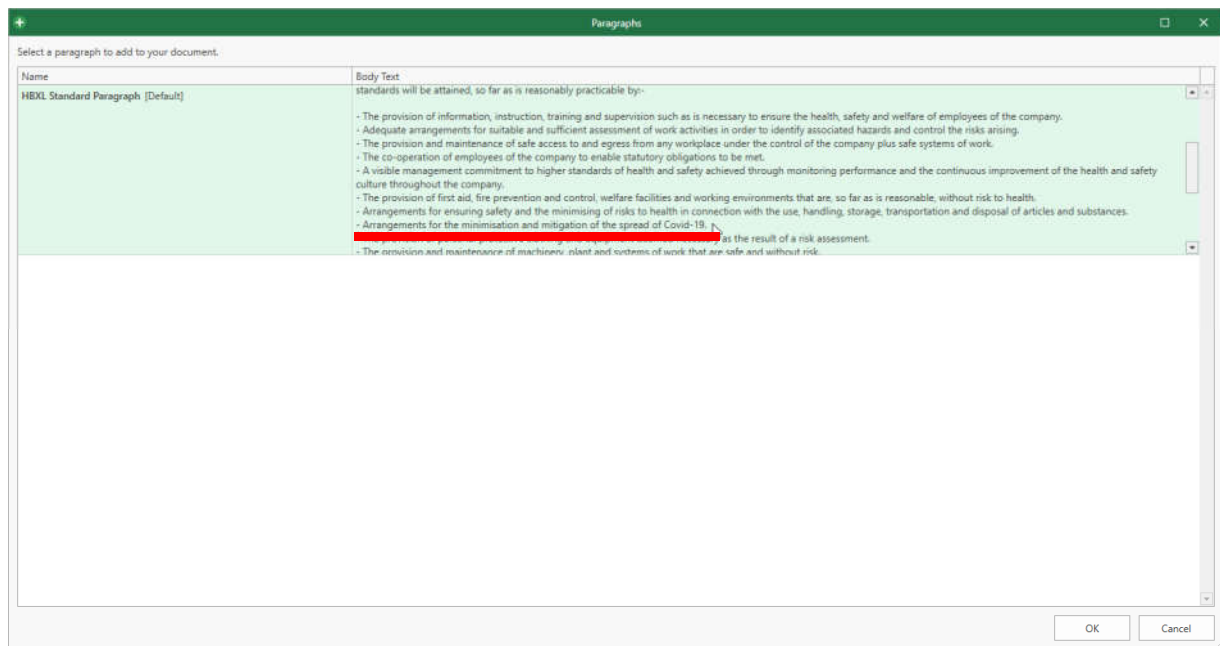
Click on the section and then press OK to select the alternative "Covid-19" paragraph.

This will then apply it to your Policy /Pre-Construction Info / Construction Phase Plan

Unfortunately you will need to do this for every paragraph of your Policy, Pre-Construction Info and Construction Phase Plan. As above we have not wanted to override your wording as they are specific to your business and projects. The easiest and quickest way to apply the changes to your Health & Safety Xpert software, is to create a brand new project and they should be automatically applied.

Still got questions?

If you still have questions, please contact our Technical Support Team

Call us on 0117 916 7899 / Monday - Friday, 9am - 5pm

Email us at support@hbxl.co.uk

Or chat with us online at https://help.hbxl.co.uk/support/home

Please be aware that we are experiencing high call and chat volumes at this time and we'll do our absolute best to reach you asap!