



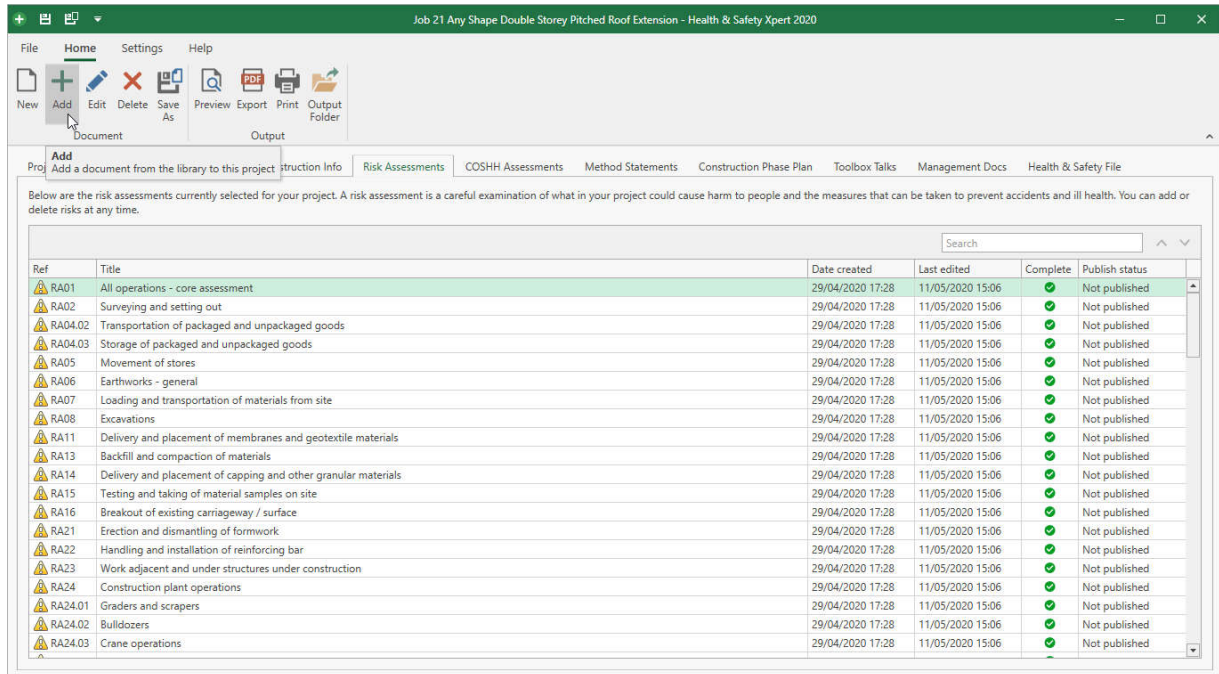
health&safety
xpert
2020

**A few handy hints on using your new covid-19 secure
update for existing jobs in your software:**

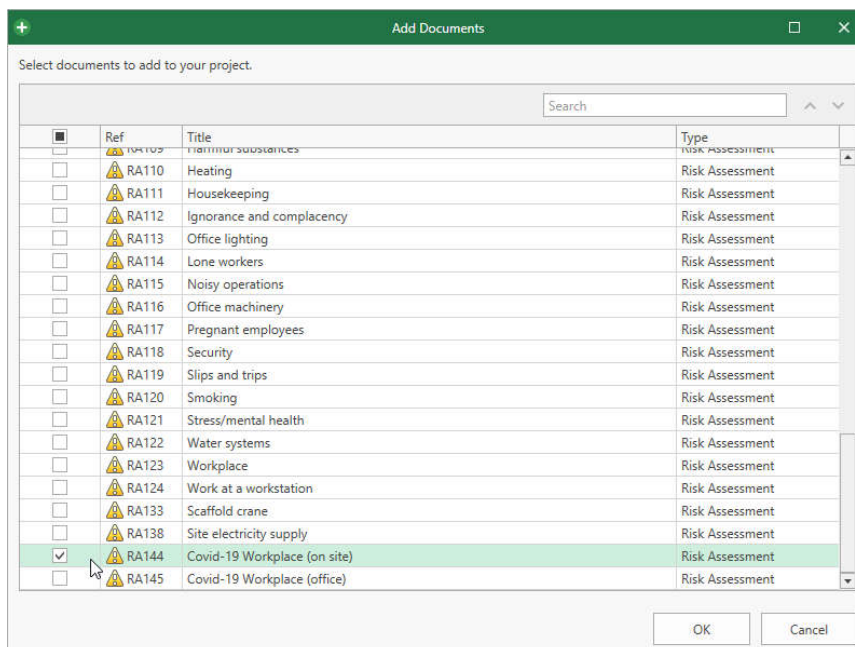
Covid-19 Risk Assessments

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.



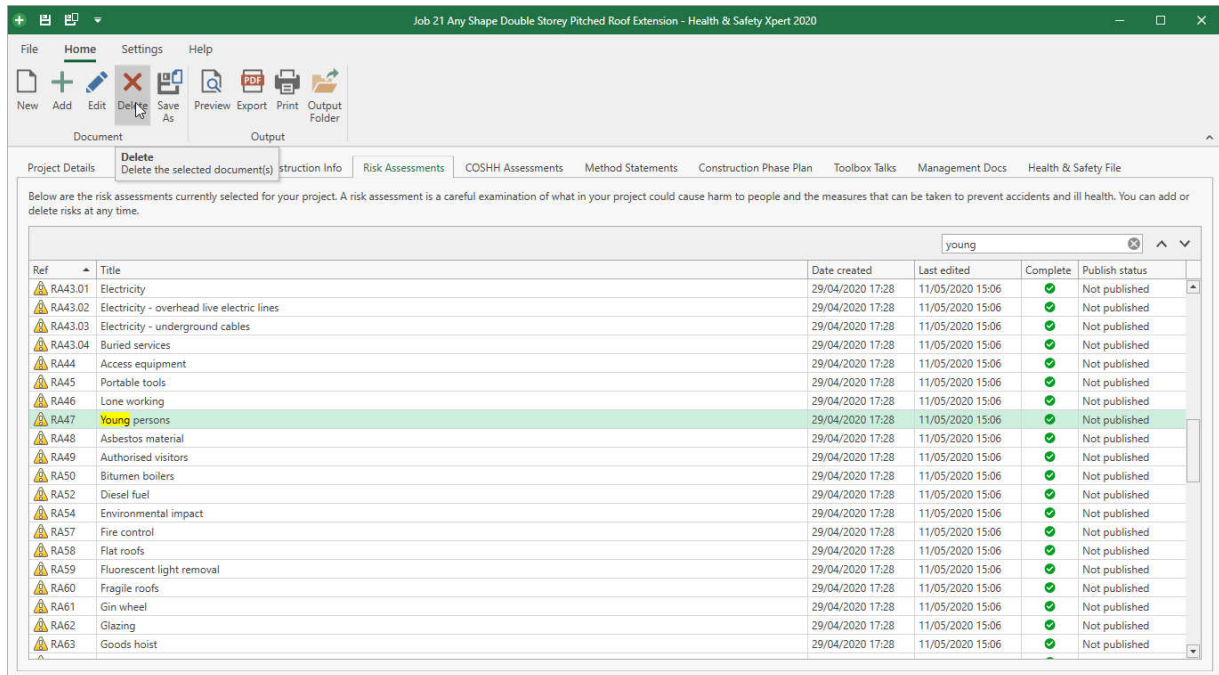
They will now be added to your job to print out.

Young Persons Risk Assessment – updated with Covid-19 clauses

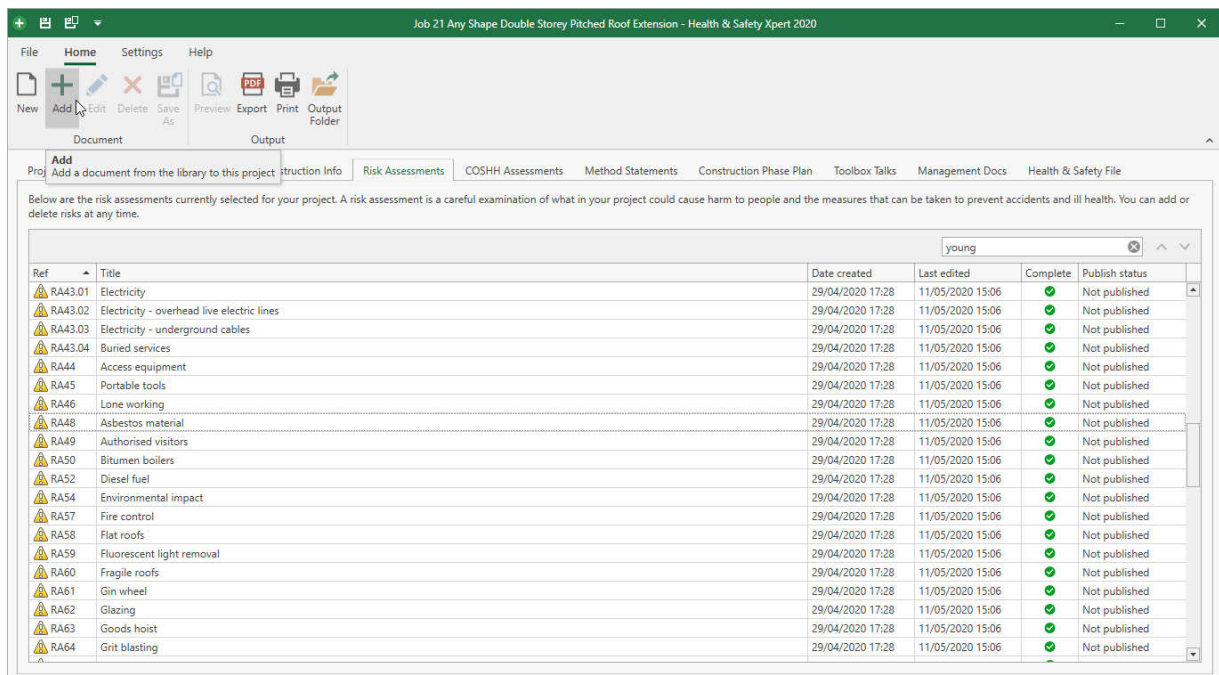
To replace your existing RA47 Young Persons Risk Assessment with the new Covid-19 version in an existing job, you need to delete the existing one, and add the new one in. Here's how:

To do this go to the Risk Assessments Tab.

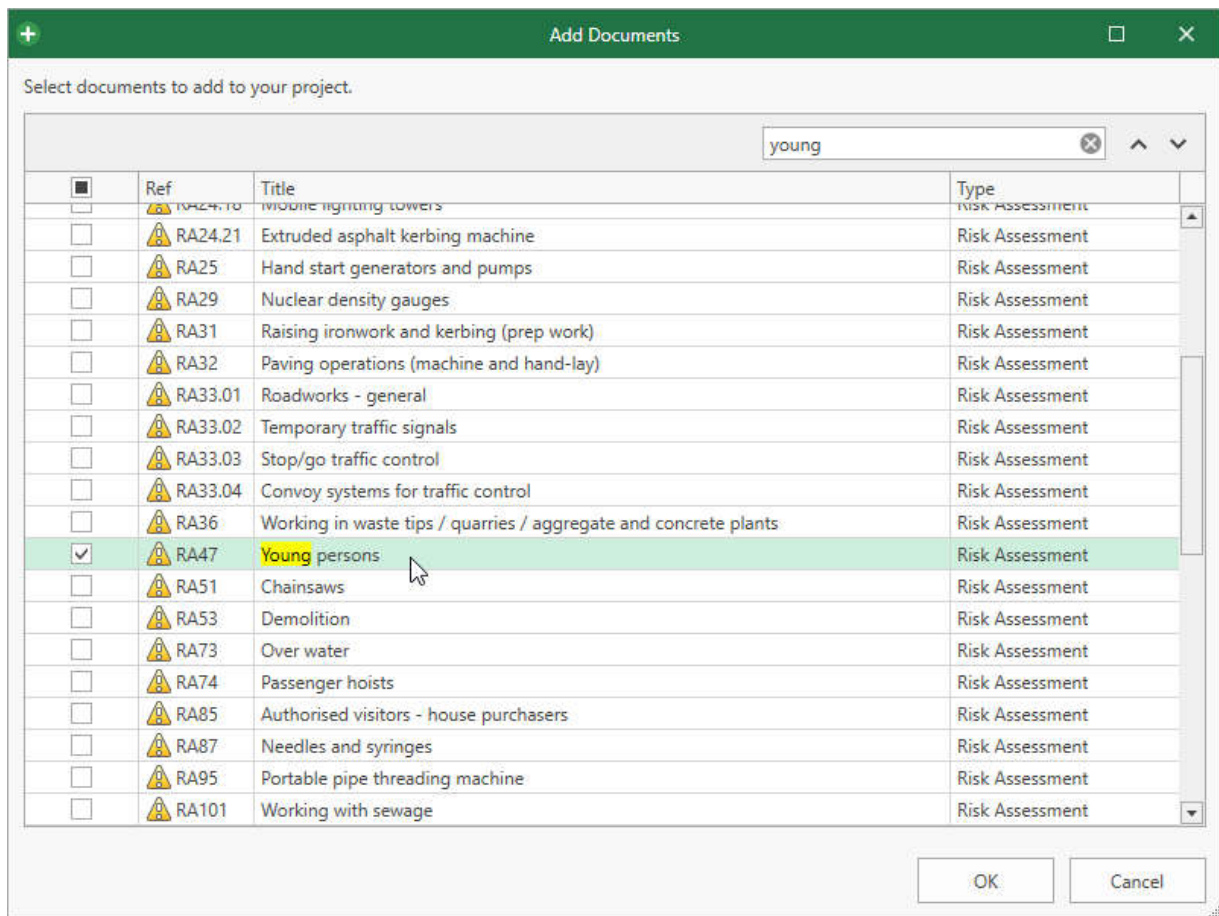
Locate the RA47 Young Persons Risk Assessment, click on it, then press Delete button on the top ribbon.



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.

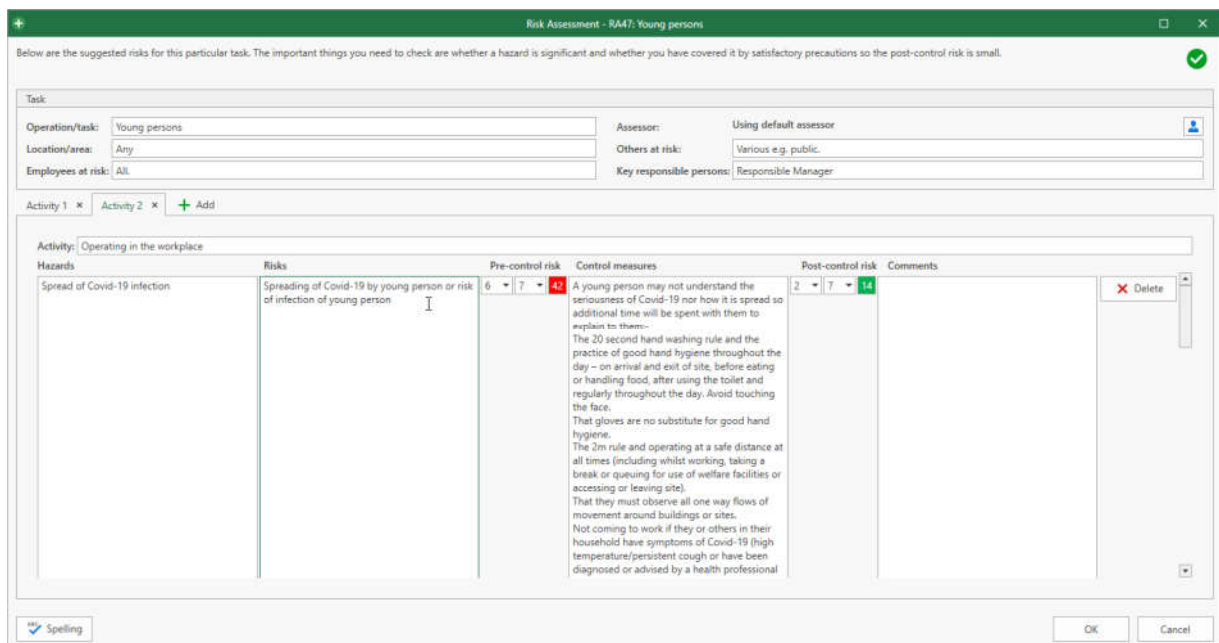


The 'Add Documents' dialog box has a title bar with a green background and a plus icon. Below the title bar, it says 'Select documents to add to your project.' There is a search bar with the text 'young' and a search icon. Below the search bar is a table with columns: Ref, Title, and Type. The table contains 17 rows of risk assessments. The row for 'RA47 Young persons' is highlighted in green, and a mouse cursor is pointing at it. At the bottom right, there are 'OK' and 'Cancel' buttons.

Ref	Title	Type
RA24.10	Mobile lighting towers	Risk Assessment
RA24.21	Extruded asphalt kerbing machine	Risk Assessment
RA25	Hand start generators and pumps	Risk Assessment
RA29	Nuclear density gauges	Risk Assessment
RA31	Raising ironwork and kerbing (prep work)	Risk Assessment
RA32	Paving operations (machine and hand-lay)	Risk Assessment
RA33.01	Roadworks - general	Risk Assessment
RA33.02	Temporary traffic signals	Risk Assessment
RA33.03	Stop/go traffic control	Risk Assessment
RA33.04	Convoy systems for traffic control	Risk Assessment
RA36	Working in waste tips / quarries / aggregate and concrete plants	Risk Assessment
RA47	Young persons	Risk Assessment
RA51	Chainsaws	Risk Assessment
RA53	Demolition	Risk Assessment
RA73	Over water	Risk Assessment
RA74	Passenger hoists	Risk Assessment
RA85	Authorised visitors - house purchasers	Risk Assessment
RA87	Needles and syringes	Risk Assessment
RA95	Portable pipe threading machine	Risk Assessment
RA101	Working with sewage	Risk Assessment

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.



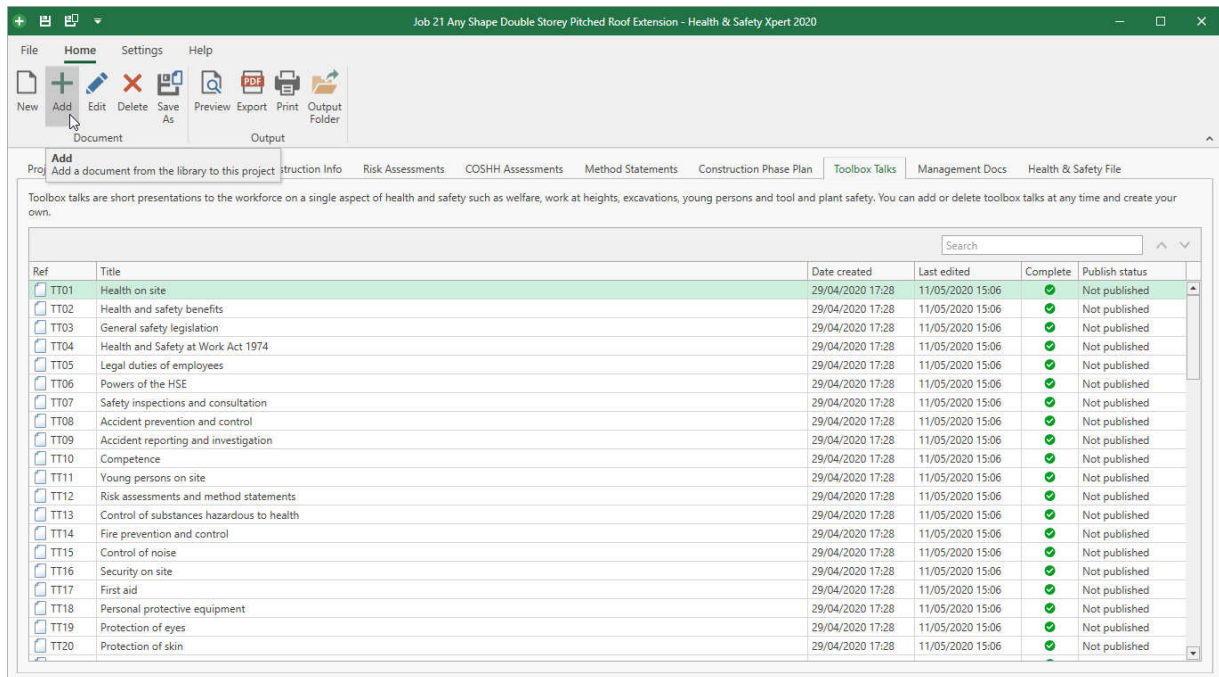
The 'Risk Assessment - RA47: Young persons' window has a title bar with a green background and a plus icon. Below the title bar, it says 'Below are the suggested risks for this particular task. The important things you need to check are whether a hazard is significant and whether you have covered it by satisfactory precautions so the post-control risk is small.' There is a green checkmark icon in the top right corner. The window is divided into several sections. The 'Task' section has fields for 'Operation/task: Young persons', 'Location/area: Any', 'Employees at risk: All', 'Assessor: Using default assessor', 'Others at risk: Various e.g. public', and 'Key responsible persons: Responsible Manager'. Below the 'Task' section, there are tabs for 'Activity 1', 'Activity 2', and '+ Add'. The 'Activity 2' tab is selected. The 'Activity 2' section has a title 'Activity: Operating in the workplace'. Below the title, there is a table with columns: Hazards, Risks, Pre-control risk, Control measures, Post-control risk, and Comments. The table contains one row of data. The 'Pre-control risk' column has a value of 6, and the 'Post-control risk' column has a value of 2. The 'Control measures' column contains a list of measures. At the bottom left, there is a 'Spelling' button. At the bottom right, there are 'OK' and 'Cancel' buttons.

Hazards	Risks	Pre-control risk	Control measures	Post-control risk	Comments
Spread of Covid-19 infection	Spreading of Covid-19 by young person or risk of infection of young person	6	A young person may not understand the seriousness of Covid-19 nor how it is spread so additional time will be spent with them to explain to them:- The 20 second hand washing rule and the practice of good hand hygiene throughout the day - on arrival and exit of site, before eating or handling food, after using the toilet and regularly throughout the day. Avoid touching the face. That gloves are no substitute for good hand hygiene. The 2m rule and operating at a safe distance at all times (including whilst working, taking a break or queuing for use of welfare facilities or accessing or leaving site). That they must observe all one way flows of movement around buildings or sites. Not coming to work if they or others in their household have symptoms of Covid-19 (high temperature/persistent cough or have been diagnosed or advised by a health professional	2	

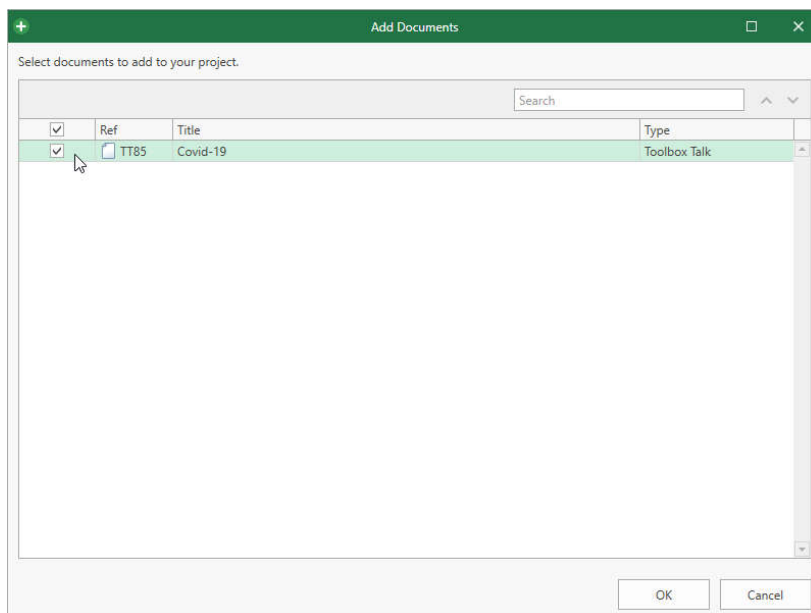
Toolbox talk

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

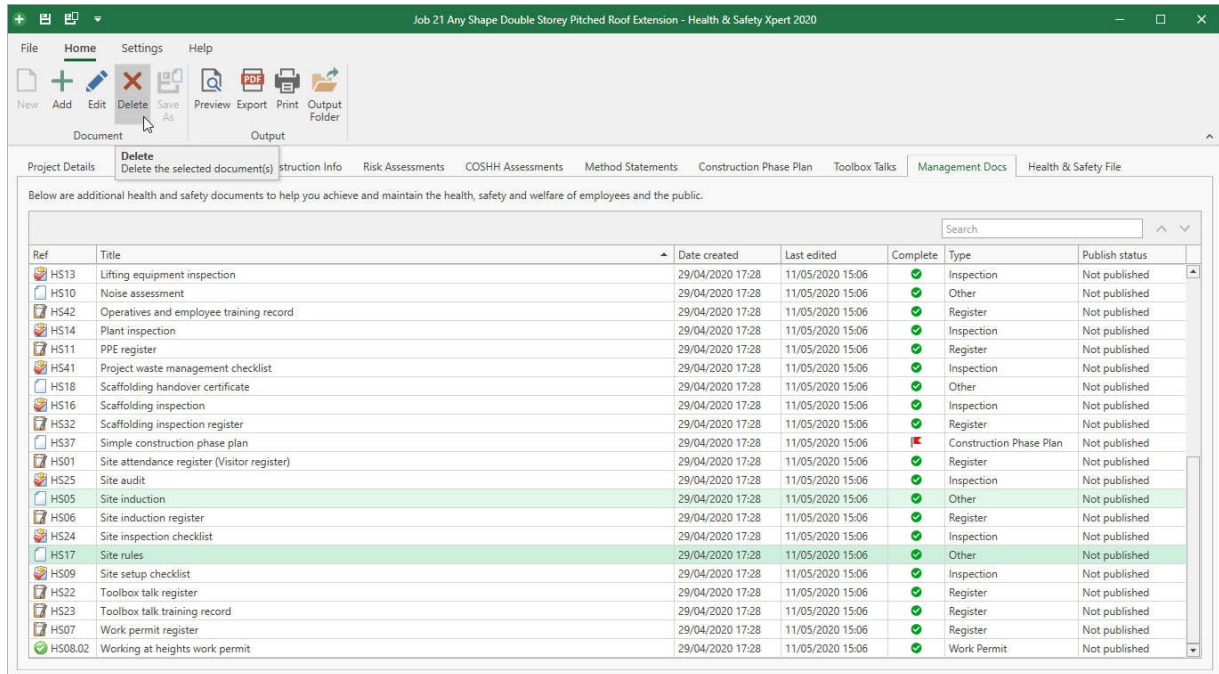


It will now be added to your job to print out.

Site Rules & Site Induction

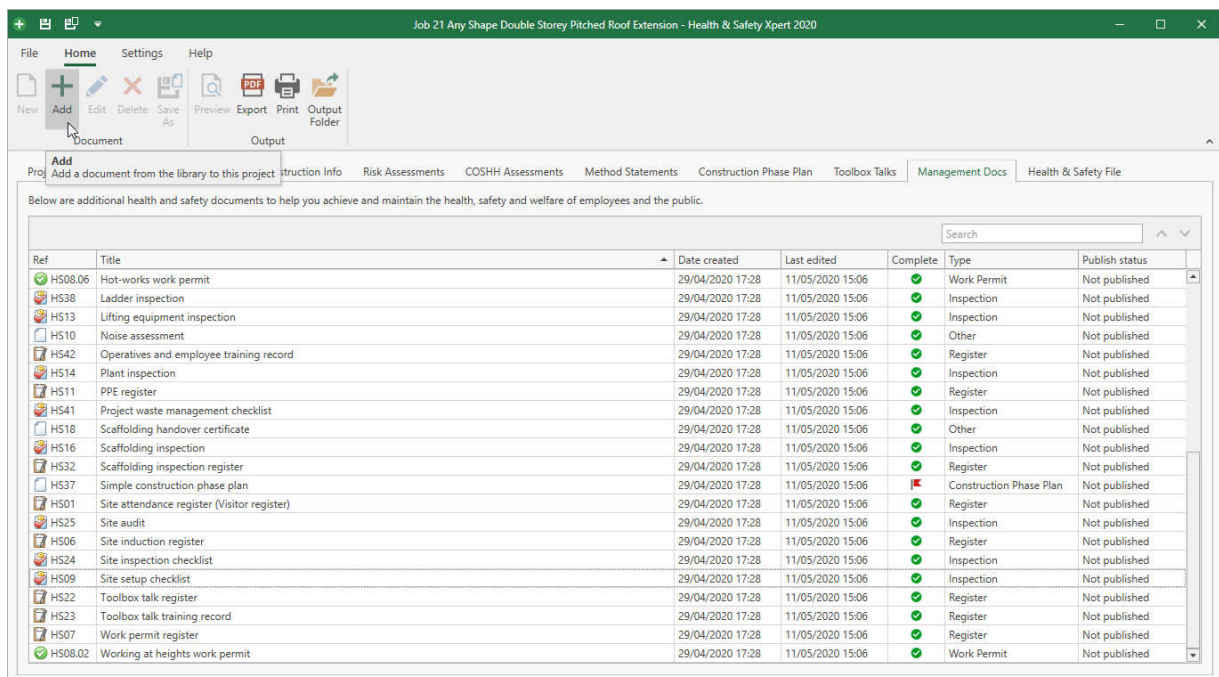
To replace your existing Site Rules and existing Site Induction with the new Covid-19 versions in an existing job, you need to delete the existing ones, and add new ones in. Here's how:

To do this go to the Management Documents Tab.

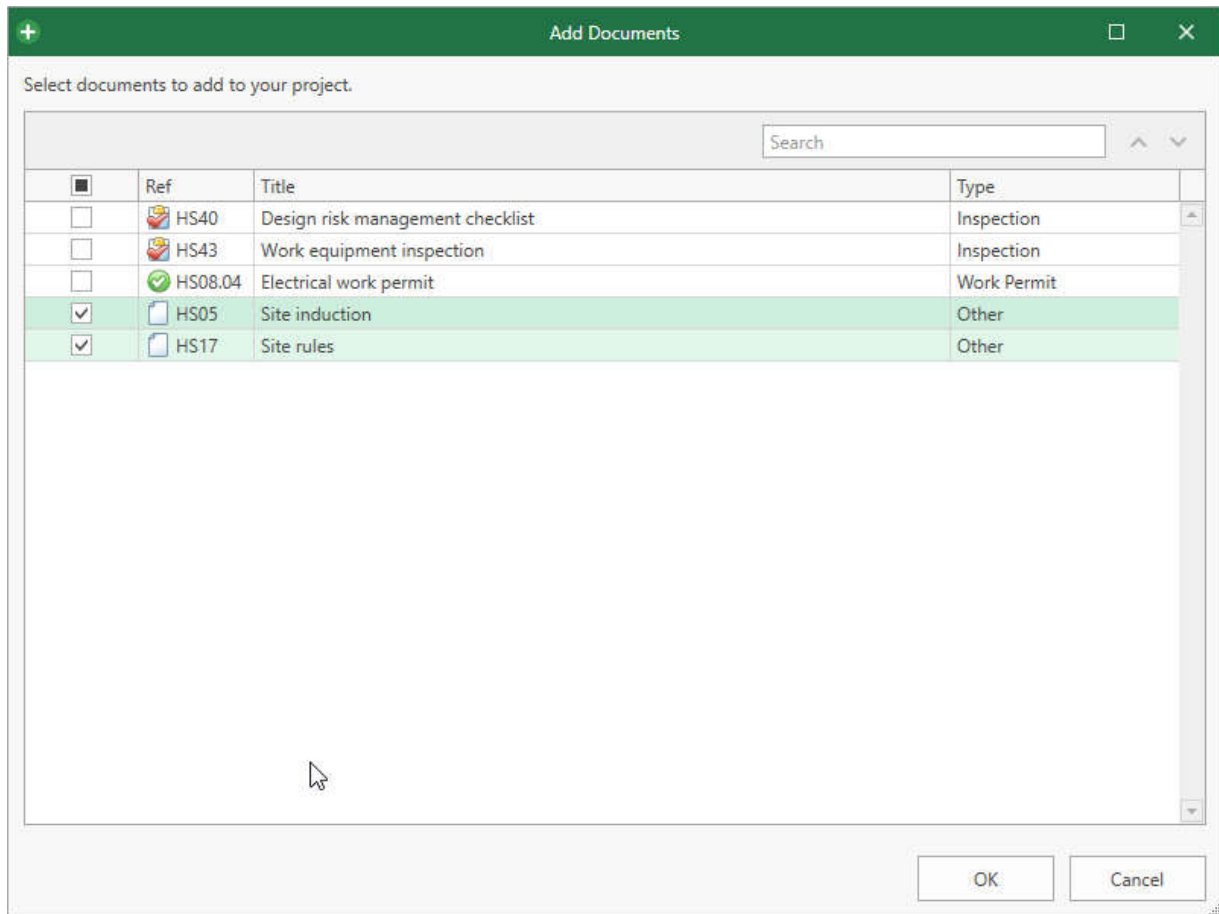


Then locate your existing Site Rules and Site Induction and press Delete, to remove the existing ones from your job.

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.

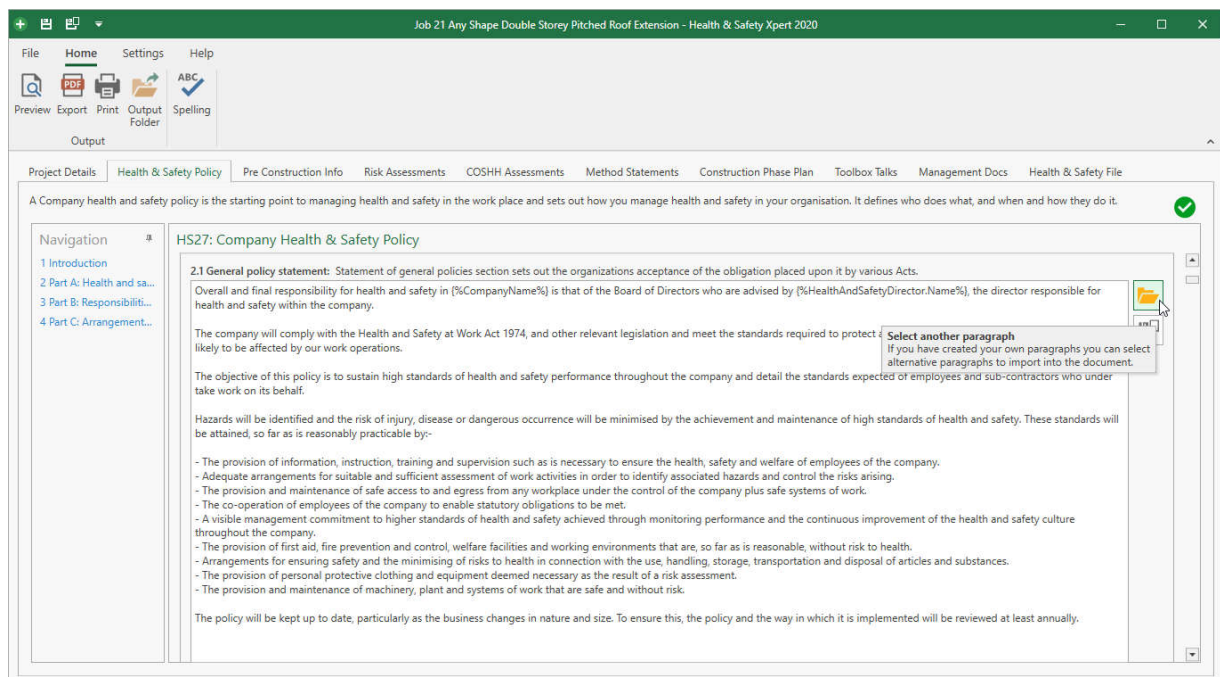
Company Health & Safety Policy / Pre Construction Info / Construction Phase Plan

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.

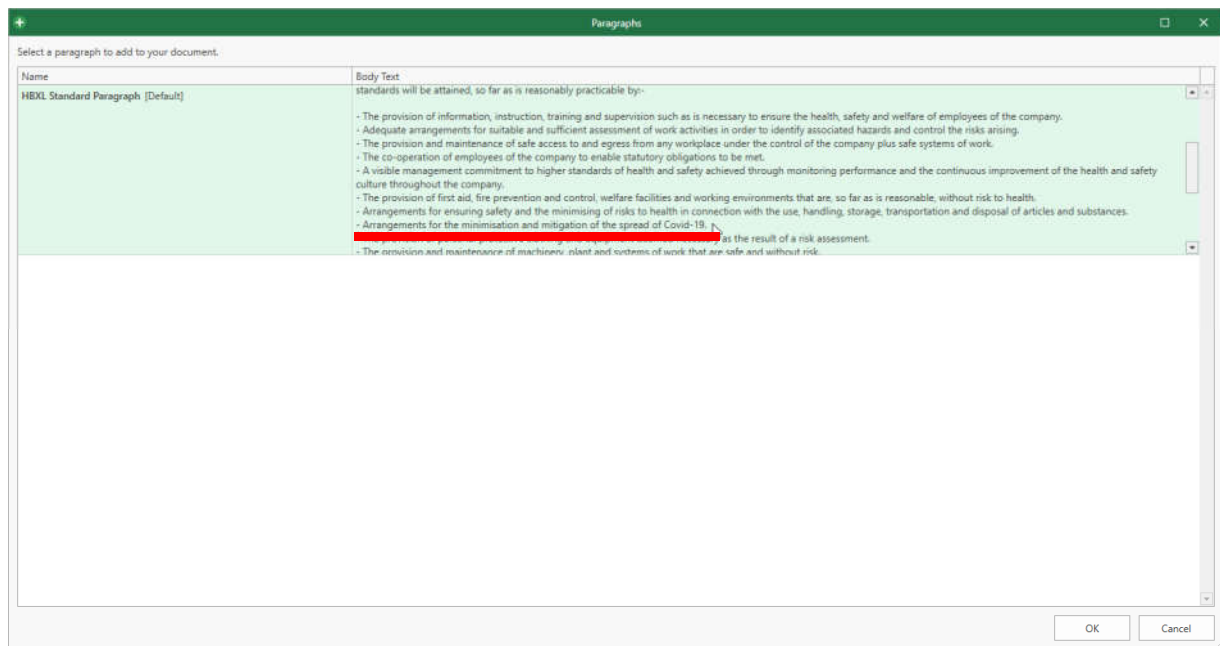
The **EASIEST** way to apply the Covid-19 wording to these 3 documents is to create a NEW job, and you will automatically get the NEW Covid-19 measures in your Policy, Pre Construction Info and Construction Phase Plan.

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@hbxi.co.uk

Or chat with us online at <https://help.hbxi.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!