



RiskBase - How to download a Significant Findings Register report

What is it?

A 'Significant Findings Register' report collates all actions and controls that have been raised on an FRA for a specific building.

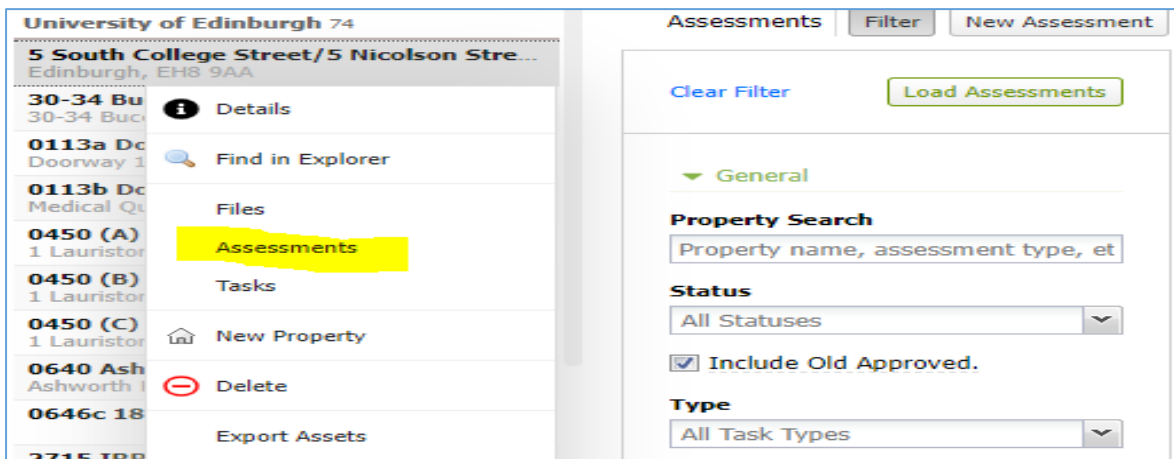
This report shows the status of these actions divided into the following categories:

- Actions not started
- Actions in progress
- Actions completed
- Control measures in progress

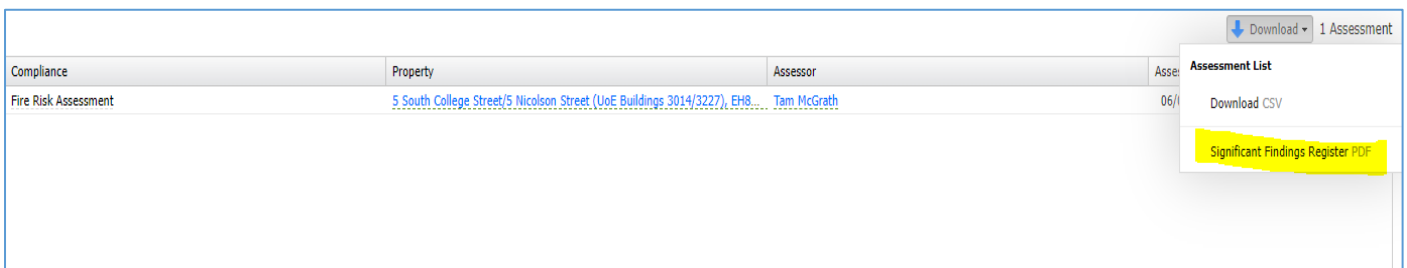
How do I access it?

This report is configured from the individual building profile tab in [RiskBase](#) admin.

- Search for the building you require and right click on the building name.
- In the drop down menu select assessments.



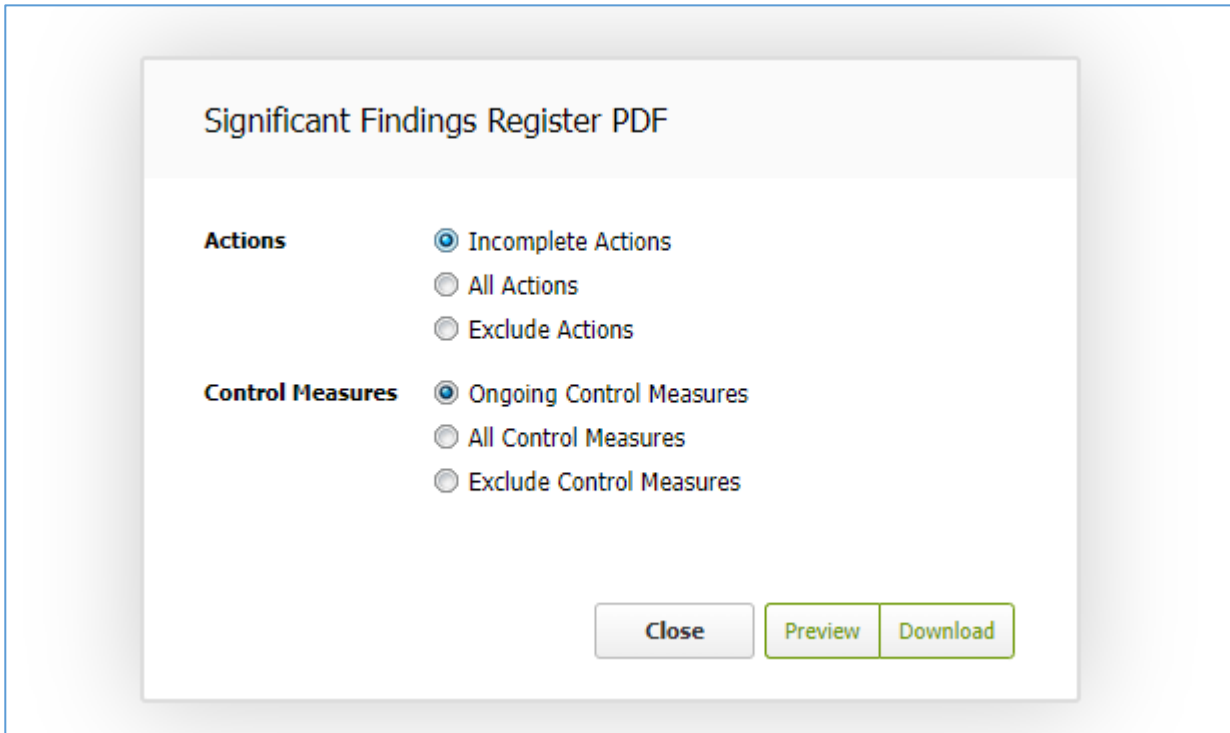
- On the right-hand side, you will notice a [download](#) button, select 'Significant Findings Register'



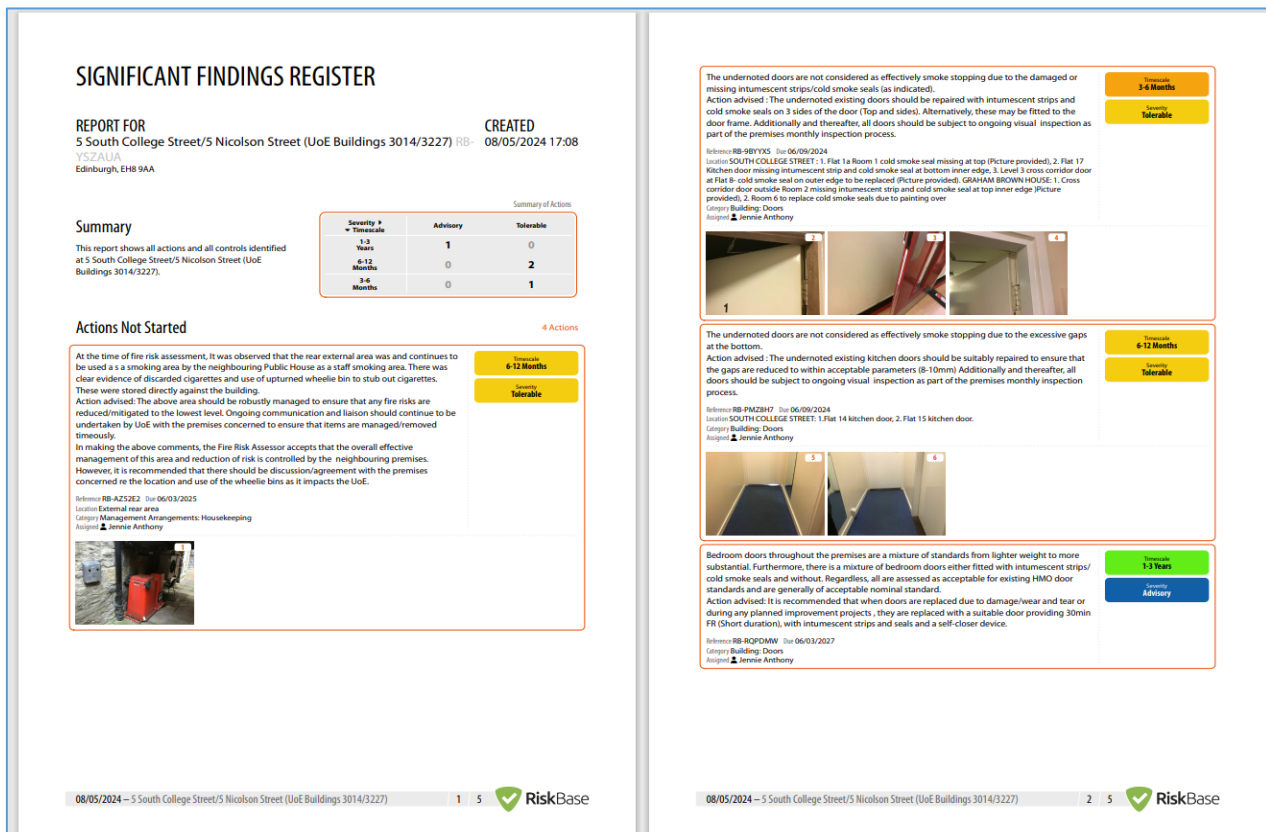




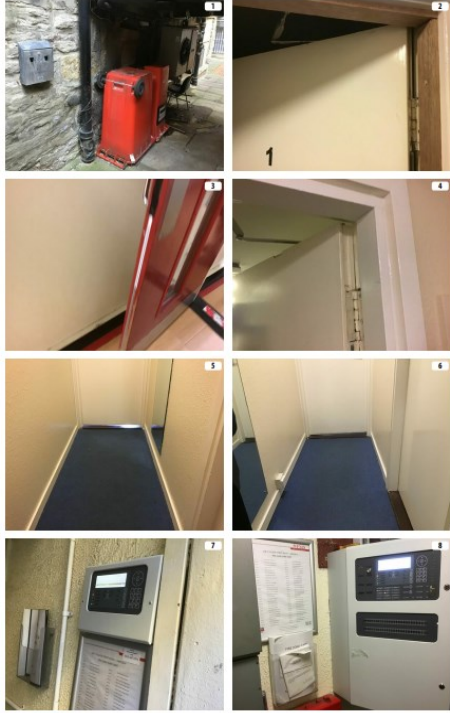
What does the report look like?

An option box will appear which allows you to filter your report.



Please see an example of a short 4 page report below.



<p>Control Measures Ongoing 14 Controls</p> <p>Portable Appliance testing has been conducted within both buildings and within the current year.</p> <p>The University has 'No Smoking' policy, prohibiting people from smoking/vaping in all University building or adjacent to building entrances, windows and air intakes.</p> <p>There was no evidence of people smoking in or adjacent to the building at the time of this assessment visit.</p> <p>There is no history of wilful fire raising in the area.</p> <p>There was no evidence of unnecessary fire loading either inside or outside of the building.</p> <p>All building works or alterations are conducted via the Estates Team, or by approved external contractors appointed by Estates Services.</p> <p>Flammable materials are not used inside this building.</p> <p>The fire warning system is an automatic system that meets the classification of L3 system incorporating heat or smoke detectors in all rooms (incl Kitchens), corridors and staircases. The system is connected to the Security Hub/ARC. The Fire Alarm Panels are located on the ground floor of both addresses within the main common staircases and Zone Plans are available at these locations.</p> <p><small>(Copy) Maintenance: Fire alarm & detection</small></p>  <p>Appropriate fire extinguishers (Foam) and fire blankets are provided to cover the various risks present in this building.</p>  <p>Vehicular access and parking for the SFRES is reasonable and is available on the main public street (Nicolson Street/South College Street) to the front of the buildings.</p> <p>Water supplies for firefighting operations are taken from local authority ground hydrants installed under the public roads/pavements. The nearest hydrants are located on Nicolson Street and South College Street.</p> <p>The number of stairs, the stair widths and exit door widths are appropriate and sufficient to serve the maximum anticipated occupancy of the building.</p> <p>At the time of the assessment, the floor coverings were found to be in good order, with no issues regarding 'tripping and slipping' hazards.</p> <p>The University has an up to date 'Fire Safety Policy', which sits within a Health and safety Framework document. This policy is subject to regular review.</p> <p style="font-size: small; margin-top: 10px;">08/05/2024 – 5 South College Street/5 Nicolson Street (UoE Buildings 3014/3227) 3 5 </p>	<p>2 PHOTOS</p>  <p style="font-size: small; margin-top: 10px;">08/05/2024 – 5 South College Street/5 Nicolson Street (UoE Buildings 3014/3227) 4 5 </p>
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Additional support

If you require any additional help or information please contact: fire@ed.ac.uk

Document version

Version number	Summary of change	Date and by whom
1.0	First publication	08/05/2024 N Sangster

Alt format

If you require this document in an alternative format please contact The Health and Safety Department on health.safety@ed.ac.uk or call (0131) 651 4255