

THE UNIVERSITY of EDINBURGH Health & Safety Department

RiskBase - How to record a weekly fire check

The Routine Fire Safety Checks should be carried out by persons working in that area and comprise of a 'walk round' type inspection.

The delegation of this task is recommended to promote 'ownership' of fire safety through participation. It is a simple visual check that escape routes and equipment are available and safe to use. It should not include invasive checks of structural or hidden fire precautions or the physical testing of equipment. The objective is simply to identify any obvious deficiencies or faulty equipment.

Step 1

Login to your RiskBase profile via the 'app' site link - <u>RiskBase</u>. (The majority of other tasks are conducted using the 'admin' - <u>RiskBase</u> site)

Click on the blue cloud icon in the top right corner of the page. In the search bar select which *assets* (buildings) you would like to download. This is restricted based on your access level, users should only be able to download buildings that they are responsible for, if you can't download the building you require please contact <u>Fire@ed.ac.uk</u>.

_			Q (D)
Close	Download Assets	Done	
Q Sear	ch Cloud Assets		
Relevant	to Me 🔻		Fire Drill Regular Check
	[0003] Chambers Street (7) 7-8 Chambers Street, EH1 1HR RB-L3CZ57 / 0003	Î	
	[0005] Adam House 3 Chambers St, EH1 1HR RB-7WYVR9 / 0005		
F (1)	[0008] Minto House 20-22 Chambers St, EH1 1JZ RB-BMTH82 / 0008		

Step 2

Open the relevant asset file and expand the 'Management Summary' menu. + 'Create Regular Check'.

Dreamhouse (University of Edinburgh) Mojo, Dojo Casa, Edinburgh R8-HLGXIC • 00008833	Ca	ancel	Create Assessment	
Fire O Fire Summary	Fi W	Fire Panel Test Weekly fire panel check and alarm test Weekly Check		+
Fire Drill O Fire Drill Summary + Create Fire Drill Due 13 March 2024 + Vitite assumed				
Management O Management Summary + Create Regular Check Due 13 March 2024 + You're assigned				

Select 'Weekly Check' and enter the assessment details - please select a 'custom date' and set the next

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weekly check to occur in 7 days, this will set up a task on RiskBase and prompt a reminder until the task is completed.

Overview	C 0/1	1 Action	1 Control	tę.	Type Regular Check	
	Regular Check 20 March 2024 by Nicola RB-XFWRUK • Weekly Ch	Sangster eeck MDC House - NS			Custom Title Weekly Check	
					Weekly Check MDC House - NS	#
Address ar	nd Photo			- 1	Assessed Date	20 Mar 24 👼
	Dreamhouse (Unive Mojo, Dojo Casa, Edinbur RB-HLGX1C • 00008833	rsity of Edinburgh) ^{gh}			Valid From	Assessed Date
					O Valid From + Asset's Validity Timescale	
					O Valid From + Assessment's Validity Timescale	
✓ Routine Fire Safety Checks			- 1	Valid From + Custom Timescale		
 Week 	y Fire Checks				Custom Date	

Step 3

Open the **'drill check'** checklist. It's best to input the information as you complete your walk round. The RiskBase App is mobile and tablet compatible.

Checklist	
Weekly Fire Checks	
Fire Alarm - Have there been any reports regarding faulty [interfaced] devices during the fire alarm tests?	\times
Means of Escape - Are the escape routes free of obstructions and combustible items?	~
Means of Escape - Are external stairs and pathways free of obstructions and tripping hazards?	\checkmark
Means of Escape - Do final exit doors open easily?	~
Means of Escape - Are handrails secure and in good condition?	\times
Are there any other fire safety issues identified?	—
Evacuation Chairs - Is the evacuation chair located in the correct position? (note position as control measure)	~
1 action and 1 control added to checklist	
Add Actions and Controls	
Add Action	+
Add Control	+

Select yes/no/not applicable for each checklist item. If further action needs to be taken 'create an action' these can be categorised by severity and an appropriate timeline attached, a task will be created and can be allocated to an individual or a team.

An additional option is to create a **control** - this is a positive note to highlight something that is being done well or be used as an opportunity to record a photograph or enter additional information. Select the following icon to upload an image or document -



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Cancel	New Action Sav	ve
Report Loose Handrail	<u>[</u> +]	Î
Unsafe	<u>A</u> +	
Left staircase between 1st and 2nd floor		
Location Suggestions		
Category	Uncategorised	
Severity	Substantial	
📓 Timescale	No Timescale	
Due Due	Custom Timescale – 1 + M	
£ Estimated Cost	No Cost	
Pin Location	No Pin	
		-

Step 4

When you have completed all sections select the 3 blue ellipses at the top of the page and select 'submit assessment'. Follow the on screen syncing instruction, your weekly check is now recorded on the building profile.

Regular Check			
2 Actions	2 Controls	Preview Draft PDF	
		Download Draft PDF \downarrow een any reports regarding	
		Submit Assessment $ ightarrow$ e escape routes free of ob	
		Copy Assessment	
- NS		Means of Escape - Do final exit doors open easily?	
		Means of Escape - Are handrails secure and in good	
urgh)		Are there any other fire safety issues identified?	
		Evacuation Chairs - Is the ovacuation chair located	

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Document version

Version number	Summary of change	Date and by whom	
1.0	First publication	20/03/2024 N Sangster	

Alt format

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