




RiskBase - How to record a weekly fire check

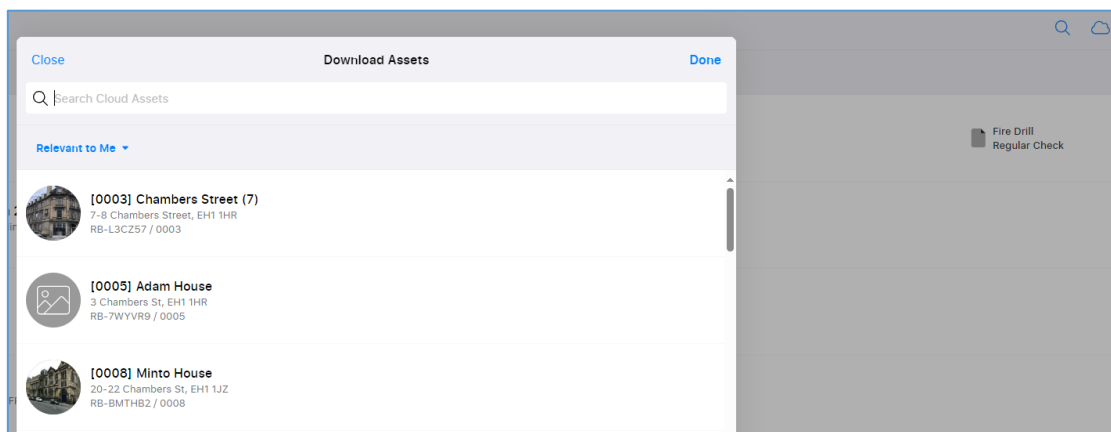
The Routine Fire Safety Checks should be carried out by persons working in that area and comprise of a 'walk round' type inspection.

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

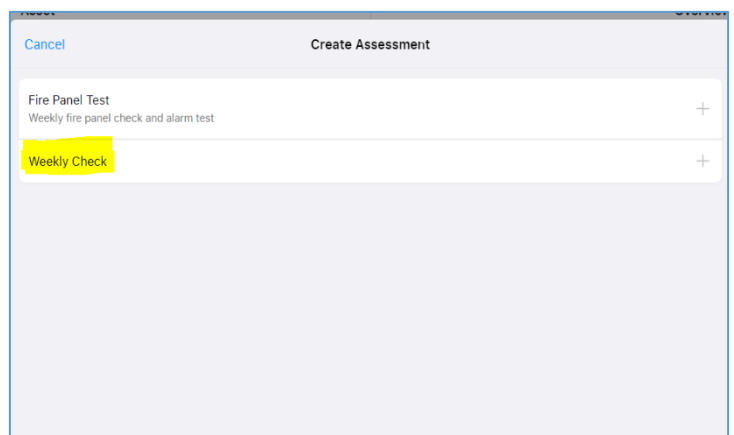
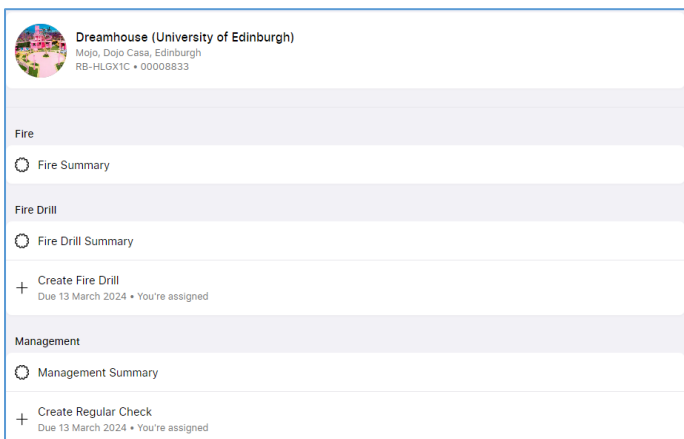
Login to your RiskBase profile via the 'app' site link - [RiskBase](#). (The majority of other tasks are conducted using the 'admin' - [RiskBase](#) site)

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 Fire@ed.ac.uk.



Step 2

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



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



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

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.

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 -



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.



Document version

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