



Managing Tasks on RiskBase

An email will arrive notifying you that a task has been assigned or an assessment has been completed.

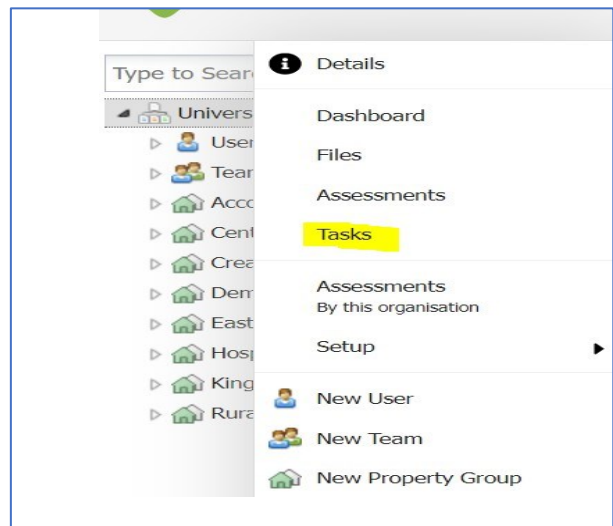
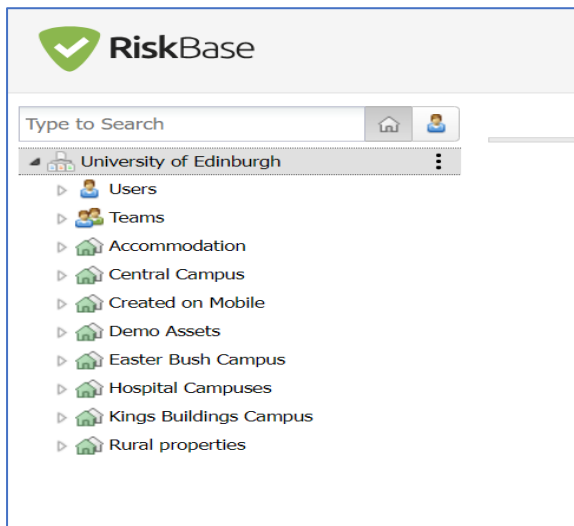
5 tasks were assigned to you yesterday.

Please sign-in to <https://admin.riskbase.uk> to complete the tasks.

| 1. Number of tasks by "Due Group": | Assigned To You |
|------------------------------------|-----------------|
| Future | 5 |

| Number of tasks by "Task Type": | Assigned To You |
|---------------------------------|-----------------|
| Remedial Action | |
| Fire | 5 |

Login to [RiskBase](#) using your password or link and click on the ellipses next to the 'University of Edinburgh tab' and navigate to 'tasks'.



There are multiple filters that can be used to navigate tasks. Not all users will have access to everything. Please select **remedial action** as the task type and select your own name or your group/team to view the tasks that you have been allocated.



Tasks can also be filtered via the search box using:

- building number
- task reference number e.g., RB-EX3ASI
- key word e.g., evacuation chairs

To expand the task details in a new window double click the building name in blue text. Tasks are filtered by due date but this can be changed to suit user preferences.

| Reference | Property | Description | Due | Scheduled | Status |
|-----------|-----------------------------------|---------------------------------------|-------------|----------------|--------------|
| RB-XKXPRY | [0225] GALT (Gordon Aikman Le...) | There is storage of cleaners mat... | 12/12/2023 | Not Schedul... | Not Started |
| RB-UEYV1J | [0225] GALT (Gordon Aikman Le...) | There was an accumulation of ru... | 12/12/2023 | Not Schedul... | Not Started |
| RB-Z18B3L | [0225] GALT (Gordon Aikman Le...) | drapes and other items were sto... | 12/05/2024 | Not Schedul... | Not Started |
| RB-AJT4XK | [0225] GALT (Gordon Aikman Le...) | Paint tins stored within the esca... | 12/12/2023 | Not Schedul... | Not Started |
| RB-BEVDLF | [0225] GALT (Gordon Aikman Le...) | Significant storage of unwanted ... | 12/12/2023 | Not Schedul... | Not Started |
| RB-EX3ASI | [0225] GALT (Gordon Aikman Le...) | The East escape route discharge... | No Due Date | Not Schedul... | Not Started |
| RB-MIYHI5 | [0225] GALT (Gordon Aikman Le...) | The East Escape stair enters bac... | 13/11/2023 | Not Schedul... | Not Started |
| RB-17DXNA | [0225] GALT (Gordon Aikman Le...) | The under noted fire doors do n... | 12/05/2024 | Not Schedul... | Not Started |
| RB-LGVX9Q | [0225] GALT (Gordon Aikman Le...) | The nominal fire door on the 3rd... | 12/05/2024 | Not Schedul... | Not Started |
| RB-5WR7UK | [0225] GALT (Gordon Aikman Le...) | Fire door wedged open Action ad... | 13/11/2023 | Not Schedul... | Not Started |
| RB-IXU2W5 | [0225] GALT (Gordon Aikman Le...) | Auditorium fire doors missing col... | 12/05/2024 | Not Schedul... | Not Started |
| RB-D18DBY | [0225] GALT (Gordon Aikman Le...) | The glazing within the fire door ... | 12/05/2024 | Not Schedul... | Not Started |
| RB-WR23B4 | [0225] GALT (Gordon Aikman Le...) | The timber panel above the gent... | 12/05/2024 | Not Schedul... | Not Started |
| RB-3CZTPN | [0225] GALT (Gordon Aikman Le...) | There are no designated tempor... | 12/11/2024 | Not Schedul... | Not Started |
| RB-UF272W | [0225] GALT (Gordon Aikman Le...) | No TWS voice communications. ... | 12/11/2024 | Not Schedul... | Not Started |
| RB-AVU274 | [0225] GALT (Gordon Aikman Le...) | The evacuation chair is located o... | 12/12/2023 | Not Schedul... | Not Started |
| RB-VUPD61 | [0225] GALT (Gordon Aikman Le...) | There is a hole in the corridor w... | 12/12/2023 | Not Schedul... | Not Started |
| RB-9L3E6B | [0225] GALT (Gordon Aikman Le...) | Defective emergency light within... | 12/05/2024 | Not Schedul... | Not Start... |
| RB-YGUADG | [0225] GALT (Gordon Aikman Le...) | Lack of exit lighting within the b... | 12/05/2024 | Not Schedul... | Not Started |
| RB-D3TNSF | [0225] GALT (Gordon Aikman Le...) | Lack of escape signage and light... | 12/05/2024 | Not Schedul... | Not Started |

Updating Tasks

Assigned users can update the task status to 'in progress' or 'completed'. Tasks can only be cancelled or reassigned by managers and FSU administrators. There is space to add comments and the date that the task was updated.

Edit Task
Mark As

In Progress
Completed
Cancelled

Close

Remedial Action — Not Started

Reference RB-H6TW66

Property [\[0311\] Geography \(Old Infirmary\);](#)

Description The emergency light in the temporary waiting space, outside 1:16, was found to have the bulb missing. The bulb should be replaced.

Quantity 1

Comments & Changes Basic [+ Comment](#)

16:19 [Wes Boulstridge](#)

- ▶ Created
- 🔍 Identified In [Fire Risk Assessment \(Fire\)](#)

Mark Task as Completed

Optional Comment

Your comment will be displayed in the task's 'Comments and Changes'.

When

Now
 12/12/2023

Choose a date later than the last status: 12/12/2023 at 16:19

Don't Update Task
Update Task



THE UNIVERSITY *of* EDINBURGH
Health & Safety Department

Document version

| Version number | Summary of change | Date and by whom |
|----------------|---------------------|----------------------|
| 1.0 | Initial Publication | 14/03/2024 NSangster |
| | | |

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