

THE UNIVERSITY of EDINBURGH Health & Safety Department

Managing Tasks on RiskBase

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

5 tasks	s 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 <u>RiskBase</u> using your password or link and click on the ellipses next to the 'University of Edinburgh tab' and navigate to 'tasks'.

Risk Base	Type to Sear	Details
Type to Search 🔝 🚨	Univers	Dashboard
Diversity of Edinburgh	⊳ 🍰 Tear	Files
▷ 🐣 Users ▷ 🕰 Teams	⊳ 🟠 Accc	Assessments
Accommodation	▷ Cent	Tasks
 A Central Campus A Created on Mobile 	 A Crea A Dem 	Assessments By this organisation
 Image: Second State Sta	 Image: Construction of the second seco	Setup
Mospital Campuses	▷ 🏠 King ▷ 🏠 Rura	New User
 Mings Buildings Campus Mural properties 		S New Team
	10	New Property Group

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.

Developed by Nicola Sangster Shaw for the Fire Safety Unit on [14/03/2024]



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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
Clear Filter Load Tasks) 🎤	RB-XKXPRY	[0225] GALT (Gordon Alkman Le	There is storage of cleaners mat	12/12/2023	Not Schedul	Not Started
	1	RB-UEYV1J	[0225] GALT (Gordon Aikman Le	There was an accumulation of ru	12/12/2023	Not Schedul	Not Started
Search	S	RB-ZI8BJL	[0225] GALT (Gordon Aikman Le	drapes and other items were sto	12/05/2024	Not Schedul	Not Started
Description, reference, property, e	2	RB-AJT4XK	[0225] GALT (Gordon Alkman Le	Paint tins stored within the esca	12/12/2023	Not Schedul	Not Started
Туре	2	RB-BEVDLF	[0225] GALT (Gordon Aikman Le	Significant storage of unwanted	12/12/2023	Not Schedul	Not Started
Remedial Action ×	8	RB-EX3ASI	[0225] GALT (Gordon Aikman Le	The East escape route discharge	No Due Date	Not Schedul	Not Started
Reffieldial Action (B)	J.	RB-MIYHI5	[0225] GALT (Gordon Alkman Le	The East Escape stair enters bac	13/11/2023	Not Schedul	Not Started
Assigned	J.	RB-17DXNA	[0225] GALT (Gordon Alkman Le	The under noted fire doors do n	12/05/2024	Not Schedul	Not Started
Nicola Sangster 🗷 👻	J.	RB-LGVX9Q	[0225] GALT (Gordon Aikman Le	The nominal fire door on the 3rd	12/05/2024	Not Schedul	Not Started
	S	RB-5WR7UK	[0225] GALT (Gordon Aikman Le	Fire door wedged open Action ad	13/11/2023	Not Schedul	Not Started
Severity	S	RB-IXUZW5	[0225] GALT (Gordon Aikman Le	Auditorium fire doors missing col	12/05/2024	Not Schedul	Not Started
All Severities	S	RB-D18DBY	[0225] GALT (Gordon Aikman Le	The glazing within the fire door	12/05/2024	Not Schedul	Not Started
Timescale	-	RB-WR23B4	[0225] GALT (Gordon Aikman Le	The timber panel above the gent	12/05/2024	Not Schedul	Not Started
All Timescales	S	RB-3CZTPN	[0225] GALT (Gordon Aikman Le	There are no designated tempor	12/11/2024	Not Schedul	Not Started
	8	RB-UF272W	[0225] GALT (Gordon Aikman Le	No TWS voice communications	12/11/2024	Not Schedul	Not Started
Category	1	RB-AVU274	[0225] GALT (Gordon Aikman Le	The evacuation chair is located o	12/12/2023	Not Schedul	Not Started
All Categories	J.	RB-VUPD61	[0225] GALT (Gordon Aikman Le	There is a hole in the corridor w	12/12/2023	Not Schedul	Not Started
Tasks In Projects	-	RB-9L3E6B	[0225] GALT (Gordon Aikman Le	Defective emergency light within	12/05/2024	Not Schedul	Not Starte
Any and No Projects	6	RB-YGUADG	[0225] GALT (Gordon Alkman Le	Lack of exit lighting within the b	12/05/2024	Not Schedul	Not Started
,	-	RB-D3TN5F	[0225] GALT (Gordon Aikman Le	Lack of escape signage and lighti	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	Comments & Changes	📝 Basic <mark> + Comment</mark>
Reference	RB-H6TW66	16:19 Wes Boulstridge ► Created	
Property	[0311] Geography (Old Infirmary);	 Identified In Fire Risk Assessment (Fire) 	
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		

	Mark Task a	as Completed	d.			
	$\mathcal O$ Optional Co	mment				
	Your comment will be displayed in the task's 'Comments and Changes'.					
	When					
			E	~		
h. 19	Now	12/12/2023	16:48	-		
		12/12/2023 ater than the last s				
			status: 12/12/202		Update Task	

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Document version

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

Alt format

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