

User Guide firesafetyni.net

User Guide - firesafetyni.net

Your fire safety information can now be accessed online. To view your fire safety management system please go to:

www.firesafetyni.net

and log-in with the following details:

Username:	
Password:	
Username:	
Deceverd	
Password:	

Please continue to find the system user guide.





To login, go to **www.firesafetysolutionsni.co.uk** and access the homepage as pictured above. Click on the Fire Risk Management Login bar to access the login page.



Secure Login



You will now be on the secure login page as detailed. Enter assigned username and password. Then click on the login bar to access your Fire Risk Management system.

If you have forgotten your password please select this option at the bottom of the page.

If you would like to change your password please email details of this to **office@firesafetysolutionsni.co.uk**



	MANAGEMENT INF	ORMATION		
		Company Name:		
		Premises		
Premises	()	Address:		
	1 (CO - 1	Contact Person:		
		Tel:		
		Email:		
	Latest 20 Entries ACTIONS MREQUIRED	e 🥚 Within Specified Time	Next Service Visit	
	AR: Ref: Name & Address		Contact:	Due Date:

To view all company premises from the management information page click on the premises button as above.

Figure 1

PREMISES MAN	IAGEMENT					Vi	iew Premises
Searched By Ref. Number, Add	ress, Name Or Date			SEARCH »			
mber of records: 8							
ne:	Building No:	Street:	Tel:	Mobile:	Contact Name:	Status:	Functions:
						Active	~
						Active	0
						Active	0
						Active	0
						Active	0
						Active	0
						Active	0
¹⁰ ▼ 028 9045 2297 (🕥 Contact U	s					



FIRE SAFETY System Mana	NI.net gement \mathbf{OO} Cor	ntrol Panel		
Premises Control Panel Risk Assessme	nt Action Plan Archive Fire Log Book	Fire Safety Documents Pk	an Drawings Online Training	nises Overview
		Premises Address: Contact Person: Tel:		
	Summary Occupier Checks	Who Is Responsible	Due Date	FSS
-	Fire alarm system test	Occupier	10/2/2017	
	Emergency Lighting Test	Occupier	4/9/2016	
	Fire Suppression System	Occupier	N/A	

Figure 3

The main control panel or dashboard screen for the selected premises will now be viewed. This details due dates for checks, tests, servicing & training and displays your live management risk level for the site.

Your main navigation across the top of the page gives the following options:



Premises – Returns the user to the premises selection page Figure 2.



Control Panel – Your main information and navigation page for the selected premises.



Risk Assessment – Shows all fire risk assessment reports completed for the premises.



Action Plan – Details all actions which are still outstanding, require updating or final sign off.



Archive – This area stores all action plan points that have been signed off and fully completed.



Fire Log Book – Your electronic logbook where you can record checks, tests, services and training.



Fire Safety Documents – Online storage facility for fire safety policies, procedures and

documents.



Plan Drawings – Storage facility for evacuation plans, zone charts and fire equipment locations.



Online Training – Record of employees progress with online training courses.



Control Panel Risi	ontrol Panel Risk Assessment Action Plan Archive Fire Log Book Fire Safety Documents Plan Drawings Online Traini							
PREMISES	0		8		6		Risk Ass	
	#	Company:		Premises:		Date Created:	Function	
	2664					01/12/2016 13:44:00	<u>_</u>	
	1959					16/10/2015 14:00:00	0	
	1184					11/10/2013 12:08:00	2 0	
							0	

How to save a Risk Assessment Report as a PDF

- 1. Select Google Chrome as your browser
- 2. Login to your Fire Safety Management System as described
- 3. Select the Risk Assessments option at the top of the screen
- 4. Select the spy glass to access the desired report
- 5. Right Click and select the "Print..." option
- 6. Then select the "Change..." option beside Destination
- 7. Select the "Save as PDF" option under Local Destinations -
- 8. Then select the "Save" option and save in your required location

Print Cancel Destination HP Officejet 5740 series Change HP Officejet 5740 series Pages All e.g. 1-5, 8, 11-13 Save to Google Drive Local destinations Manage Save as PDF Save as PDF Send To OneNote 2016 Microsoft XPS Document Writer Microsoft XPS Document Writer Colour Colour Colour Colour Ontions Two-sided	Print Total: 49 shee	ts of paper	Select a (destination	Showing destinations for
Destination HP Officejet 5740 series Change Save to Google Drive Pages All e.g. 1-5, 8, 11-13 Save as PDF Layout Portrait Portrait Microsoft XPS Document Writer Colour Colour Colour Colour Ontions Two-sided		Print Cancel	۹ șearc	h destinations	
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Pages • All • e.g. 1-5, 8, 11-13 • e.g. 1-6, 11-1	\rightarrow	Change	A Sa	ave to Google Drive	
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Colour Co				Aicrosoft Print to PDF	
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Ontions Two-sided Show All., (9 total)	(and and			P Color LaserJet Pro MFP M177	fw
	Options	Two-sided	Show	/ All (9 total)	
Google Cloud Print Set up to add printers	▲ More se	ttings	Google Cl	loud Print Set up to add print	ers

Figure 5



	isk Assessment	Action Plan	Arch	ive Fire Log Book Fire Safety Docum	ents Plar	Drawings Or	uline Traini	ing	
PREMISES	0						9	Action Plan	
-		A(RE	QUIRE	D Immediate	Within Spe	cified Time 🔴 Ne	ext Service V	lisit	\supset
	AR	Assessment Ref	Ref	Recommendation	Time Scale	Who Is Responsible?	Location	Due Date	
_	•	1816	1.9.1	The door is secured with a fastening device (key operated) which must be maintained free from fastening while the premises are occupied.	Immediate	Statutory requirement for the client	Front Doors	05 June 2015	
	٠	1816	5.7.1	The room / area around the ignition source should be cleared and maintained free from combustible storage.	Immediate	Statutory requirement for the landlord	Main Plant room	05 June 2015	1
	•	1816	1.8.2	The fire door is wedged open. The wedge should be removed and all staff should be made aware of the importance of fire doors.	Immediate	Statutory requirement for the client	Side store	05 June 2015	1
	•	1816	1.9.2	The electronically locked door should be serviced on an annual basis.	1 month	Statutory requirement for	In Mall	05 July 2015	y 🎤

The action plan lists all outstanding actions in due date order. To view / edit the point select the pencil icon at the right.





remises Control Panel	SAFETY N m Manage Risk Assessment	Action Plan	(Arc	Archive	nents	Plan Drawings	Online	Trainin D Action	g n Plan Archived
		AC	QUIRE	5 • Immediate	Within	Specified Time	Next Sei	rvice Vis	sit
	AR	Assessment Ref	Ref	Recommendation	Time Scale	Who Is Responsible?	Location	Due Date	
	•	2350	9.2.3	The door should be fitted with a "Please Mind The Step" sign which complies with the current standards.1mm rigid. Internal side of exit door.	2 months	Statutory requirement for the client	See Plan	14 June 2016	Completed on 15 August 2016
		Action Taken:	2016-	07-22 COMPLETED BY FSS.					
	•	2350	9.3.4	The fire blanket should be indicated with the appropriate signage in line with the current standards.	2 months	Statutory requirement for the client	See Plan	14 June 2016	Completed on 15 August 2016
		Action Taken:	2016-	07-22 COMPLETED BY FSS.					
	•	2350	9.3.3	The fire extinguishers should be indicated with the appropriate signage in line with the	2 months	Statutory requirement	Site - Boiler	14 June	Completed on 15
igure 8		The plan actio	arc n po ons	hive button allows ad pints that have been o taken are detailed of	ccess comp n the	s to viev oleted. I e main s	v the Notes creer	act ธ an า.	ion Id
		The view as p	ori ved er f	ginal action plan poir by selecting the spy igure 9 below.	nt de glas	etails ca s to the	n be right	t,	₽_

Action_plan

See Plan	2	Statutory requirement for the client	2 months	with the appropriate signage in	ould be indicated v it standards.	e blanket should th the current sta	ŧ 1
					-	and the second second	
					-		
				1		law m	
						KIDGE THORN	
				157094/2016		NUMBER OF STREET	

Figure 9



		<u></u>	6		\		
PREMISES		9			, 	0	Fire Logb
	Occupier Checks 🎤	Due Date	Who Is Responsible	Checked By Fcc	View	Edit	Alert
	Fire alarm custem test	08/12/2015	Landlord	by rss	0		•
	Unplanned fire alarm activations	08/12/2015	Landlord		0	1	0
	Emergency Lighting Test	29/04/2017	Occupier		0	1	
Logbook Downloads	Fire Fighting Equipment Check	29/04/2017	Occupier		0	1	
- Annual Fire Log Book Engineer Checks - Monthly Fire Log Book Checklist	Sprinkler System Test	08/06/2015	Landlord		P	1	0
	Engineer Services 💉	Due Date	Who Is Responsible	Serviced By Fss	View	Edit	Alert
	Fire Risk Assessment	08/06/2017	Occupier	~	₽	1	
	Fire Alarm System	08/06/2015	Landlord		P	1	0
	Intruder/monitoring system	08/06/2015	Occupier		P	1	0
	Emergency Lighting	04/10/2017	Occupier	V	P	1	
	Fire Fighting Equipment	03/04/2018	Occupier	~	2	1	
	Sprinkler system	08/03/2016	Landlord		2	<u> </u>	0
	Fire hydrants	08/06/2015	Landlord		0	-	0
	Fixed Wire Testing (PIR)	08/06/2015	Occupier		2	× .	0
	PAT Testing	2//03/2016	Occupier		2	-	
	Air Conditioning system	08/06/2015	Occupier		0	-	0
			occupici		-		
			Who Is	Training	View	1212	Alert
The fire log book de	Training & Drills 🧨	Due Date	servic			Edit	Figur
The fire log book de training and drills. A Occupier Checks – the allocated fire m Engineer Services fire safety engineer	Training & Drills etails all required che Any overdue actions These are checks an arshal / warden. – Service visits comp are detailed here. If y	ecks, tests are highl d tests ca pleted by we comp	s, servic ighted arried o a comp lete the	es, in red. ut by petent	Ce.	Fait	Figur
The fire log book de training and drills. A Occupier Checks – the allocated fire m Engineer Services fire safety engineer for you the green ti	 Training & Drills Praining & Drills Praining & Drills Praining & Drills Any overdue actions These are checks and arshal / warden. Service visits comp are detailed here. If y ck appears beside th 	ecks, tests are highl d tests ca bleted by we comp le service	s, servic ighted arried o a comp lete the · \checkmark =	es, in red. ut by petent e servi	ce	Edit	Figur
The fire log book de training and drills. A Occupier Checks – the allocated fire m Engineer Services fire safety engineer for you the green ti Training & Drills – and drills to be stor	 Training & Drills Praining & Drills Praining & Drills Praining & Drills Any overdue actions These are checks and arshal / warden. Service visits compare detailed here. If warden are detailed here. If warden are actions beside the this area allows recorded. 	ecks, tests are highl d tests ca oleted by we comp we service ords of tra	s, servic ighted arried o a comp lete the 	es, in red. ut by petent e servi	ce	Edit	Figur
The fire log book de training and drills. A Occupier Checks – the allocated fire m Engineer Services fire safety engineer for you the green ti Training & Drills – and drills to be stor Select the s	 Training & Drills Praining & Drills Petails all required checks and arshal / warden. Service visits compare detailed here. If you can be a solution of the service of the service of the service are allows recover. py glass to review the service of the service of	ecks, tests are highl d tests ca oleted by we comp e service ords of tra	s, servic ighted arried o a comp lete the . \checkmark = ining	es, in red. ut by petent e servi	ce	Edit	Figur

training due date is overdue.



Emergency Lighting		
Date Of Vi	sit:	
Type Of Vi	sit:	
service		•
Service Compa	ny:	
Details / F	tef:	
Engineer Nar	ne:	
Service Report - Docum Uplo	ent Choose file No file chosen	
Completed	Ву:	
	SUBMIT	
Figure 11	When you have selected the pencil to update, details are requested as per figure 11 .	
	To upload a service report, or other document, select the choose file option. Please note PDFs are best to upload	
	 Select Submit to save the details and uploaded documents. 	

Logbook

10

unction	Date Of Visit	Type Of Visit	Service Company	Details / Ref	Engineer Name	Completed By	Service Report - Document Upload
ELETE	04/04/2017	service					Download View
ELETE	27/10/2016	service					Download View
ELETE	08/03/2016	service					Download View
ELETE	16/ <mark>09/2015</mark>	service					Download View

Figure 12If you select the spy glass to view, this will detail all the selected
records for the service, check or training. In this area uploaded
documents can be viewed or downloaded as detailed.



§	FIRE S Syster	SAFETY I n Manag	u. _{net} ement		Fin	'e Safety Do	cuments		
emises Co	PREMISES	Risk Assessment	Action Plan	Archive	Fire Log Book	Fire Safety Documents	Plan Drawings	Online	Training D Fire Safety Polic
Search Searched	Policy By Name					SEARCH »			
Delete a	records: 1 ••••• Add New Name:	1	Premises			Download		Status:	Functions:
Delete 4	Add New		-					Active	0 / 1

Figure 13

This area allows online storage for fire safety policies, procedures and documents. To store documents in this area please email a PDF copy to **office@firesafetysolutionsni.co.uk**

ises	Control Panel	Risk Assessment	Action Plan	Archive	Fire Log Book Fi	e Safety Documents	Han Drawings	Online T	Emergency P
) Sear Search	rch Policy hed By Name					SEARCH »			
Imber	of records: 2								
Imber Delet Date	of records: 2 e +iji Add New	e:	Premises		Download			Status:	Functions:
Delet Date	of records: 2 e + 111 Add New : Nam 2/2012	e:	Premises		Download			Status: Active	Functions:

Figure 14

The plan drawings area allows storage of evacuation plans, zone charts and fire equipment locations. To store plans in this area please email a PDF copy to **office@firesafetysolutionsni.co.uk**

FIRE SAFETY NI.net System Management					Online Training						
remises (ontrol Panel	Risk Assessment /	Action Plan	Archive	Fire Log Book	Fire Safety Docume	nts Plan Drav	vings Online	Training	Trainee	
Searc Searcher	h Trainee d By Name f records: 28		1			SEARCH	1				
' Name:		Date Completed	i c	Due Date	Pre	mises	Lessons:	Questions:	Printed	Status:	
•							19/45	17/55	No	Active	
*							36/45	55/55	Yes	Active	

Figure 15

The online training section records employee progress with online training courses. The due date is the date the training certificate expires.







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