Fire Safety Manual

Introduction

This manual will guide you through how to use the Fire Safety Module. You can access this manual at any time for a complete reference on all aspects of entering and managing Fire Risk Assessments.

This guide has the following sections:

Contents

Carry out a Fire Safety Assessment

The process of carrying out a fire safety assessment is broken down into simple stages. Before carrying out the assessment itself, you will need to select which fire safety template you are going to use, clicking the run button will take you to the first section of the fire safety assessment.

General Assessment Details

The first stage of a fire safety assessment involves entering information about the assessment. This information includes;

- Details, such as the date of the assessment
- The location within your organisations structure covered by this assessment
- Information about the building/area being assessed including construction details, use of the building, utilities
- Who the occupiers of the building are.

Click the "save and continue" button when all the required information has been entered.

> Helpful Tip:
>
> If the template you are using has pre-defined measures for each of the sections (uses of premise, utilities etc.), you can insert these into the assessment to save time. Simply click on the "Pre-defined measures" button next to the section title, and click add on all the measures that are associated with the area you are assessing.

In the case that the premises that you are assessing are occupied by tenants you will be required to enter the contact details of the owner or managing agent.

> Helpful Tip:
>
> If your organisation is the landlord for a large number of properties, then one of your Global Administrators can add a default address for the group within the structure manager in the control panel.

Zones

In the next section of the fire safety module, the user will be asked to enter the zones to be included in the fire assessment. These zones should be relative to the location selected in the general assessment details section previously.

Create a Zone

AssessNET allows the assessor to split each area into zones that can be assessed separately. The screen below is displayed if no zones exist for the current assessment. To create a zone for the first time, enter the name of the zone and click on the "Add" button.

NOTICE
The Fire Safety module allows you to assess several areas (called *zones*) separately, and group them within the same assessment. To get started, enter a name for the first zone you wish to assess and click 'Add'.
Once you have added the Zone, click on its name in the list to begin assessing it.
Brief Description of Zone:

[   ] Add

Name this zone relative to location: **Mansion, Bletchley Park**

To add more zones simply enter the name of the zone into the text box in the top right corner of the zones section of the page. Click on the "Add" button when ready. You can also copy and remove existing zones if required by clicking the corresponding link to the right of the zone name.

Add Zone: [   ]
Add
Name this zone relative to location: **Mansion, Bletchley Park**

Helpful Tip:

Depending on what type of assessment is set within the template , it will determine how many zones you can enter. If the template is set to "Lite", the assessor can only enter one zone per assessment. Whereas if the assessment is set to "Normal", the assessor will be able to enter as many zones as they would like.

Each Zone is split to cover up distinct areas of Fire Safety. The areas which you will see are set within the fire safety assessment template. These areas cover:

- Combustible Materials
- Sources of Ignition
- Oxygen and Ventilation
- Persons Affected
- Raising the Alarm
- Fire Fighting Equipment
- Means of Escape
- Any custom questions set by your organisation.

There is also the facility to add additional concerns that you discover for each zone. It is possible to view the status of each of these areas from the zones section of the main fire assessment. To assess a zone, click on Start/Edit next to the zone to be assessed, or to assess an individual area within that Zone click on its status.

Zones Assessed										

Add Zone: [   ]
Add
Name this zone relative to location: **Mansion, Bletchley Park**

40787.08

Click a zone below to start / edit the assessment		🔥	🔥	O₂	👥	((◉))	Means of Escape	🧯	Additional Concerns
Ground Floor (0.015625)	Rename Delete	× 0	× 0	× 0 / 0 issues	× 1	× 0 / 0 issues	0 issues	× 1 / 0 issues	1

40787.38(0.296875)

Save and continue
Continue to next section

> Helpful Tip - Jump between sections:
>
> Once in the zone you can reopen or jump to any of the sections covered by that zone by clicking on the 'open this section' button on the right-hand side of that section.

Combustible Materials

The Combustible Materials area allows the user to compile a list of materials that are combustible located within a zone. To add a material, click on any of the "Add a new combustible material" links on the right-hand side of the section. You will then be able to complete the form entering the type and location of each material and the relevant control measures that are in place. You also need to specify if those control measures are adequate.

> Helpful Tip - Add additional comments:
>
> At the end of each section you will now be able to add additional comments. These will appear when you assign actions and view the report.

Once these fields are complete click the save button to add the material.

Repeat this process until all combustible materials in that zone have been added. Click on the "Save and Continue" button to begin completing the next section.

To edit a combustible material, click on the corresponding "Edit" button. The material's details will then appear on the form ready for you to edit. To delete a material from this zone, click on the corresponding "Remove" button.

Sources of Ignition

The Sources of Ignition area allows the user to compile a list of possible ignition sources within a zone. To add an ignition source, click on any of the "Add a new ignition source" link on the right-hand side of the section. You will then be able to complete the form by entering the type and location of each source and the relevant control measures that are in place. You will also need to specify if those control measures are adequate. Once these fields are complete, click the save button to add the ignition source.

Repeat this process until all sources of ignition in that zone have been added then click the "Save and Continue" button to begin completing the next section.

To edit a source of ignition, click on the corresponding "Edit" button. The ignition source's details will then appear on the form ready for you to edit. To delete an ignition source from this zone, click on the corresponding "Remove" button.

Oxygen and Ventilation

The Oxygen and Ventilation area allows the user to compile a list of the sources of Oxygen and Air within a zone. To add an Oxygen and Ventilation source click on any of the "Add a new Oxygen and Ventilation" links on the right-hand side of the section. You will then be able to complete the form by entering the type and location of each ventilation source and the relevant control measures that are in place. You also need to specify if those control measures are adequate. Repeat this process until all ventilation sources in that zone have been added. You are then required to answer three Yes/No/NA questions regarding Ventilation sources.

Repeat this process until all ventilation sources in that zone have been added. The user is then required to answer three Yes/No/N/A questions regarding Ventilation sources. Once this is complete, click the "Save and Continue" button to begin completing the next section.

Persons Affected

In the Persons Affected area of the Zone the user should specify the maximum number of people that could be present within a zone. AssessNET splits the number of people affected into categories based on roles, simply enter the maximum number of people of that role that could be present in the zone at any one time in the box to the right of each heading.

If any persons are usually found in an area of particularly high risk, then detail their location in the box provided. Once this form is complete, click the "Save and Continue" button to begin completing the next section.

To edit the Persons Affected section, simply overwrite the fields provided and use the save buttons provided.

Raising the Alarm

The Raising the Alarm area allows the user to compile a list of Fire Alarms within a zone. To add an Alarm, click on any of the "Add a new means of Raising the Alarm" links on the right-hand side of the section. You will then be able to complete the form provided by entering the type of alarm and details including the location specific device

used. Once these fields are complete click the save button to add the Alarm. Repeat this process until all Fire Alarms in that zone have been added. The user is then required to answer two Yes/No/Not applicable questions regarding methods of Raising the Alarm.

Once this is complete, click the "Save and Continue" button to begin completing the next section.

It is not possible to edit an Alarm, please delete the Alarm to be edited and re-add. To delete an Alarm, click on the corresponding "Remove" button.

Means of Escape

The Means of Escape area of the Zone involves answering a series of Yes/No/Not applicable questions under five aspects of Escape methods. Once this is complete, click the "Save and Continue" button to begin completing the next section.

Fire Fighting Equipment

The Fire Fighting Equipment area allows the user to list the Fire Fighting Equipment available in that zone. AssessNET lists the most common forms of Fire Fighting Equipment. Simply enter the number of pieces of equipment of that type present into the box on the right of each heading. The user is then required to answer a series of Yes/No/N/A questions regarding Fire Fighting Equipment.

Once this is complete, click the "Save and Continue" button to open the Additional Concerns section.

Additional Concerns

This area allows the assessor to identify any areas of concern for that zone which have not been addressed elsewhere on the assessment. Simply enter or edit as many additional concerns as you like, and once it's complete, click the 'Save and Return' button to return to the main assessment.

General fire safety issues

The general fire safety issues section of the Fire Safety assessment requires the assessor to enter information that relates to the entire area that is being assessed. This information is completely customisable and can be edited within the main template.

Each category contains a series of Yes/No/Not Applicable questions that are required to be answered by the assessor. Each area also contains an additional information box that the assessor can use to elaborate on anything that they like. The information will be displayed when assigning actions and on the report. Once the questions have been completed click on the Save and Return button to save your answers. AssessNET uses these answers to automatically identify any issues with fire safety. Assessors can then use the Action Manager area to view and assign actions to these issues.

As each section is completed, click the "Save and Continue" button to progress forward.

Overall risk rating

To edit the risk category, simply select the rating from the dropdown list in the red box.

Clicking the "Continue to Assign actions" button will take the user to the required actions page once the assessment has been completed.

Assessment Review Details

Users can set review details from the report and while creating / editing assessments. It is possible to set both the user who will be responsible for reviewing this assessment and the review date. Once you have specified a reviewer and review date please click "Finish and Go to Report" to save the assessment and view the report.

A review task will then be added to the selected user's task manager automatically with the selected review date for when the assessment needs to be reviewed.

Fire Safety Assessment Report

There are 5 different types of report: Standard Report, Full Report, Full Report with Actions, All Actions and My Actions. You can change the reports type by using the options in the "Report Type" drop down menu located just above the "About the Premises" section.

The full report displays the information entered during the assessment and is split into several areas. General assessment information can be found at the top of the report, followed by the information about the premises.

Underneath these is a list of questions for each zone that were asked when carrying out the assessment. It will also indicate any additional control measures to be introduced, the due date as well as the name of the person who has been actioned to implement the controls.

Associated file upload

The Fire Safety module also allows you to attach records / related documentation to each assessment. These can be included by clicking on the "Attach File" button located within the 'Related Files' section. You will then be taken to the attachment manager which allows you to either search previously attached documents for the file you require, or to browse your computer for a new file to upload/attach.

If you wish to use a previously attached file, type its name into the box on the left-hand side and click the "search" button. When you have found the file you require, click the "attach" button next to it to include the file. If you wish to browse your computer for a new file, use the boxes on the right-hand side of the form to search and browse for the file. When you have located the required item, click "open" to attach the file.

Notes

It is possible to add notes/history to each assessment. These notes are added via a free text field and can be used for many purposes. A common use is to alert other users as to why a change may have been made. To add a note, simply click on the "Add note" button, found in the 'Record Notes/History' section". A section containing a text box will then appear allowing you to enter your note. Once you are finished click on the "Save note" button. The information will then be added to the report alongside the name of the creator and the date and time.

Modification Trail

The record modification trail is automatically updated by the system and records information such as when the assessment is created and edited and by whom.
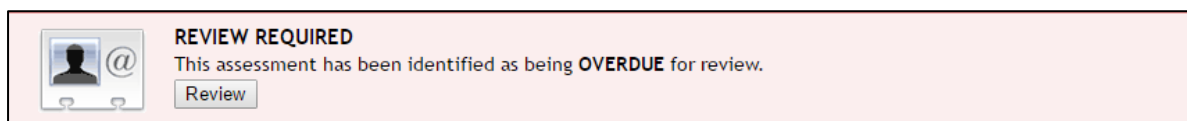
Assessment Sign-Off

Once you have created a fire safety assessment, it will need to be signed off before it can be marked as complete. If you do not have the correct permissions to be able to sign off an assessment, you will need to get in contact with an authorised user and they will be able to sign it off for you.

Once the assessment has been signed off, it will be marked as complete. It will also change the text from the assessment needing to be signed off to a review either upcoming or a review is required.

Assessment Review

When an assessment requires a review, the user who has been marked as the reviewer will need to review the assessment. They can access the assessment either through the review task within their task manager, or by finding the assessment within the search engine.

To review the assessment, you must be within the Fire Safety report. You will then notice that there is a pink section on the top of the report stating "REVIEW REQUIRED". First, go over the information contained within the report and make sure that it is valid, if it isn't then please edit the assessment and enter the new valid information for that particular area.

If the information contained within the assessment report is correct, simply click the "Review" button on the top of the assessment. You will then be asked to enter in new review information for when you would like to review the assessment. Once you are happy with what you have entered, click on the "Save Changes" button to save the new review details.

If the information contained within the assessment report is not valid to that particular area anymore, then you are able to edit the assessment to enter new information. The process is the same as when creating a new assessment, so if you are stuck then please use the first section of this guide for assistance.

Helpful Tip:

If you edit a completed assessment at any time, it will automatically archive the previous version so that there is a record trail. You can view each version of the assessment through the search engine

Search for a Fire Safety Assessment

AssessNET allows the user to search for Fire Safety assessments that have created on the system. When the user first brings up the search engine they will be presented with a simple search with a small number of criteria. These range from being able to specify the location in which the assessment is located, what type of assessment you would like to see (Complete, Sign-Off required etc.) to being able to specify the date range that the assessment sits between.

Clicking on the magnifying glass at the bottom of the criteria will present the user with more advanced search options. The advanced search options allow you to search by who the assessment is actioned to, created by as well as many other things to help find the exact assessment that you are looking for.

AssessNET displays the results of your search with fields such as Date of last assessment, Location Assessed, Assessment Ref, the review information and Risk so that the user can easily identify which Assessment they are searching for.

AssessNET now allows you to save any search criteria that you want. This is very useful when you are using complicated criteria that you run time and time again. To save your search criteria, simply click the "Save this search" button after you have searched for the risk assessments. You will be able to give the saved search a title as well as a description.

To load a saved search, click on the "Load Saved searches" button located on the top right of the search page.

Helpful Tip:

To view an archived assessment, click on the archive symbol next to the title / description preview. This will bring up a new window from which you can choose which version you would like to view.

Template Manager

This page displays your list of fire safety templates, by default it will display your active templates however you can filter this so it displays incomplete as well as disabled templates.

Create a template

To start creating a template you must first click on the "Template Manager" then click on the "Create a template" button towards the top right to start the creation process.

General template details

The first stage of the template creation asks you to set a title and a description as well as being able set whether the template is a Normal or Lite version. A normal type means that an assessor can assess as many zones as they would like, whereas the Lite version means the assessor can only assess on zone per assessment.

The next stage will ask you to set some predetermined measures. These will be used during the actual assessment creation.

To add a pre-defined measure, click on the "Pre-defined measures" button located next to each of the section names. You will then be taken to a new page where you can enter in new phrases to be used within the assessment. When you are happy with the measures you have set, click on the "Back to Fire Template" link to be taken back to the template.
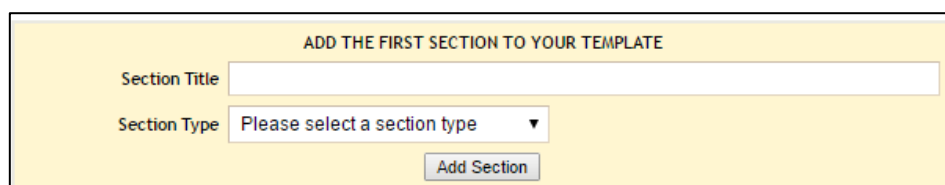
When you are happy with the information in these sections, click on the "Save and continue" button to be taken to the zone section.

Zones

This section allows you to set up pre-set question for your zones, along with pre-defined measures which will be selectable during the creation of the fire safety assessment.

To add a section, locate the yellow box titled "ADD A NEW SECTION TO YOUR TEMPLATE". You will then be able to add a section title, as well as being able to choose what type of section you would like to add to be used when an area gets assessed. When you click "Add Section", you will be able to add custom questions to the newly added section to suit.

You can add as many or as few questions as you like into this section.

Global

This last section allows you to enter further questions that are based over a wider range, rather than just restricted to individual zones.

First, start by adding a section title and click the "Add section" button. You will now be able to add a question, along with a statement that will be associated with it. If you would like to add pre-defined measures for the question, click on the "Pre-defined measures" button.

You can add as many or as few questions are you like into this section.

Running a template
Once your template has been created it will be available to run from the Carry out a fire safety assessment page.

Build / View a Fire Log Book

This menu option directs users to the AssessNET checklist module. For more information on how to use this module, please see the Logbook / Checklist Manual.