



MGroupServices

Telecom Division

Risk Assessment App

Supervisor Version

Version Control

Version Number	Author	Checked by
1.0.0	Tony Wilson	Vadym Lazoryk
2.0.0	Tony Wilson	Vadym Lazoryk
3.0.0	Tony Wilson	Vadym Lazoryk

Table of Contents

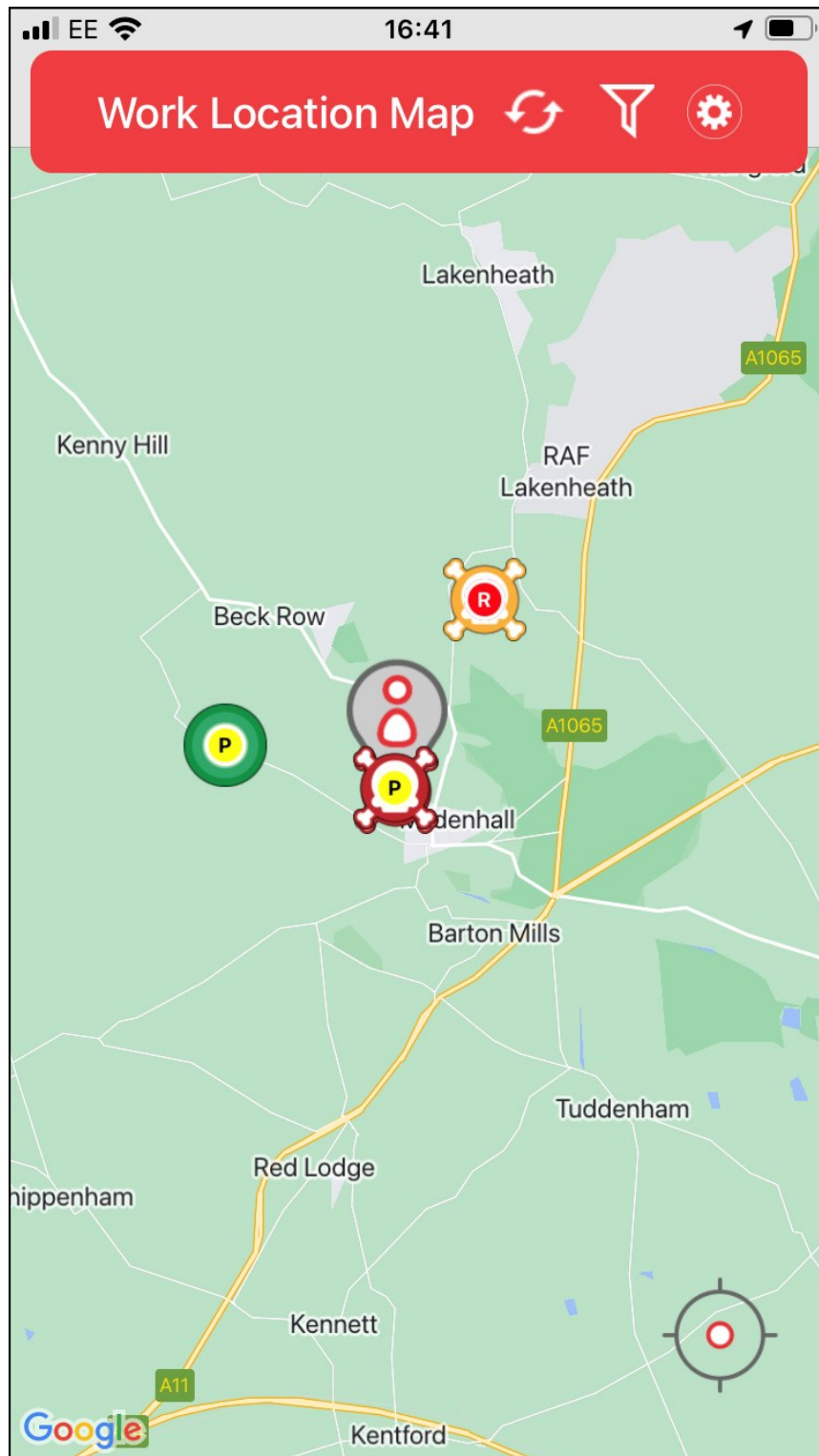
Topic	Page Number
Introduction	3
Sign into the Risk Assessment Supervisor App	4
Risk Assessment Profile Settings	5
Supervisor Map View	6
Supervisor Map View - Filters	7
Supervisor Map View - Job Details	7
Supervisor Notifications	8
Supervisor Risk Assessment Review	8
Supervisor Approve / Reject	9
Supervisor Device Notifications	10
Notes	11

Introduction to the Risk Assessment App

The Telecom Division Risk Assessment App has been designed to record all of the recordable risks upon arrival at a site. It will take you through the recording of the risk assessment, allows you to update the risk assessment as the job progresses and keeps your supervisor informed about the risks that you are facing.

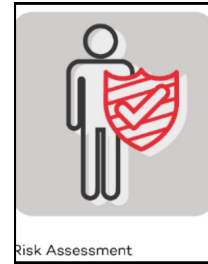
It can be installed via the Telecom Division App Store for people within Morrison Telecom Services, Magdalene and Avonline Networks.

The App will show various items of information about you, some of which can only be updated by contacting this email address: SHEQ.Support@morrisonst.co.uk



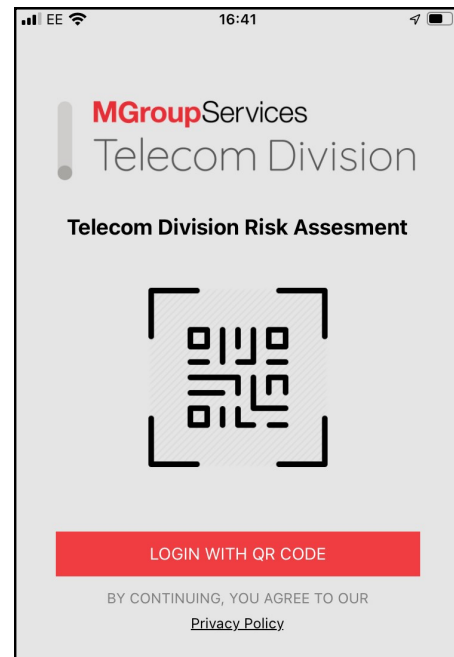
Sign In to the Risk Assessment App

Tap the App Icon on your device.



Sign in using your QR Code on your ID Card.

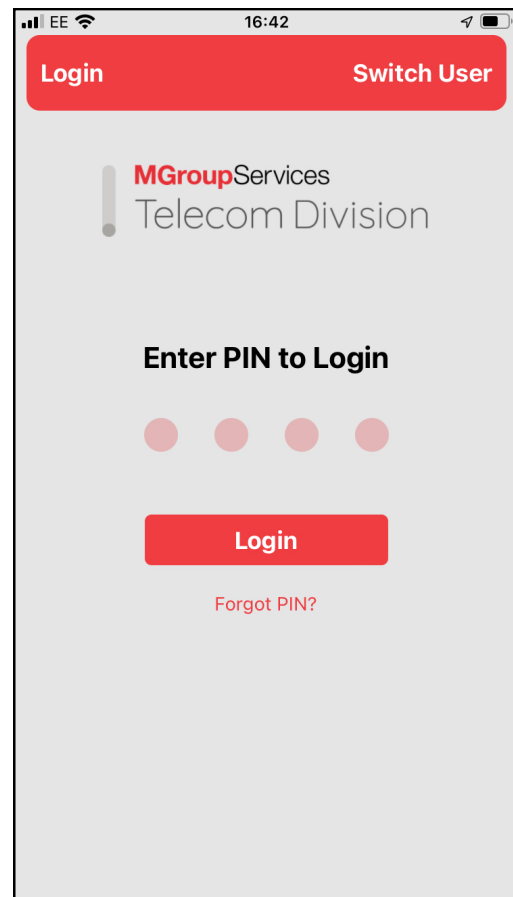
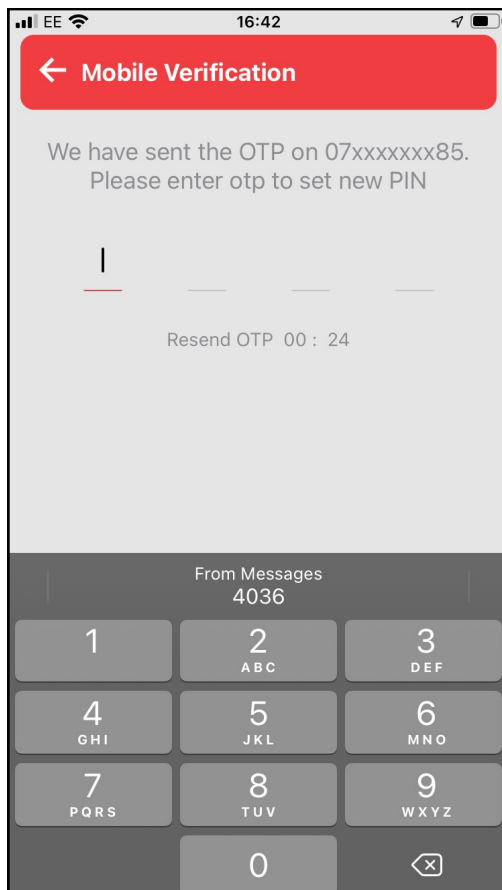
Scan the QR Code on your ID card to enter the App.



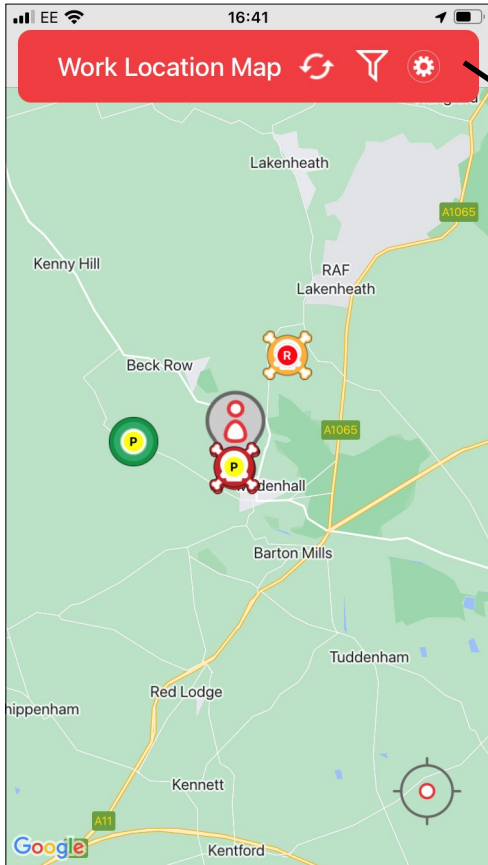
Mobile Verification

*Only on first time login or PIN reset

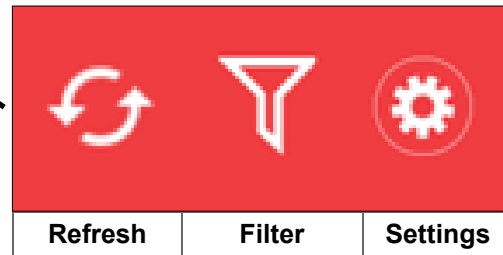
One Time Pin will be sent to your registered phone



Risk App Profile



You land on the Map screen shown to the left.



Profile

Only on first time login.

Profile can be accessed via Settings at the top of the Dashboard screen.

If there are any issues with your Profile, email:

SHEQ.support@morrisonts.co.uk

17:28
17%

← Profile

First Name *
Vadym

Last Name *
Lazoryk OP

Mobile Number *
07970817085

Contract *
BT

Organization *
Morrison Telecom Services

Operating Depo *
Risby BT

If the above information is incorrect please contact
[-SHEQ.Support@morrisonts.co.uk](mailto:SHEQ.Support@morrisonts.co.uk)

Risk App Map View

Supervisors can View RA on the map. They will be colour coded with their status indicated by the letters shown below

Black – Job is in Progress, but there is no RA



Green – RA raised, RA status – Low



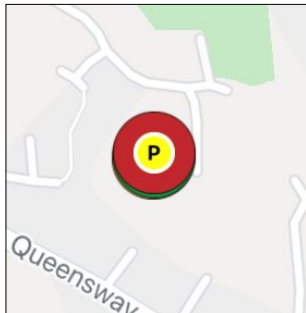
Amber – RA raised, RA Status – Medium



Red – RA raised, RA Status – High

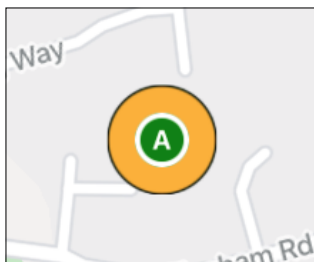


ZOI – Skull and Crossbones icon will be displayed



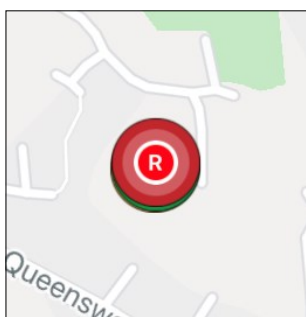
E.g.
Pending
Approval -
High Risk

Pending Approval



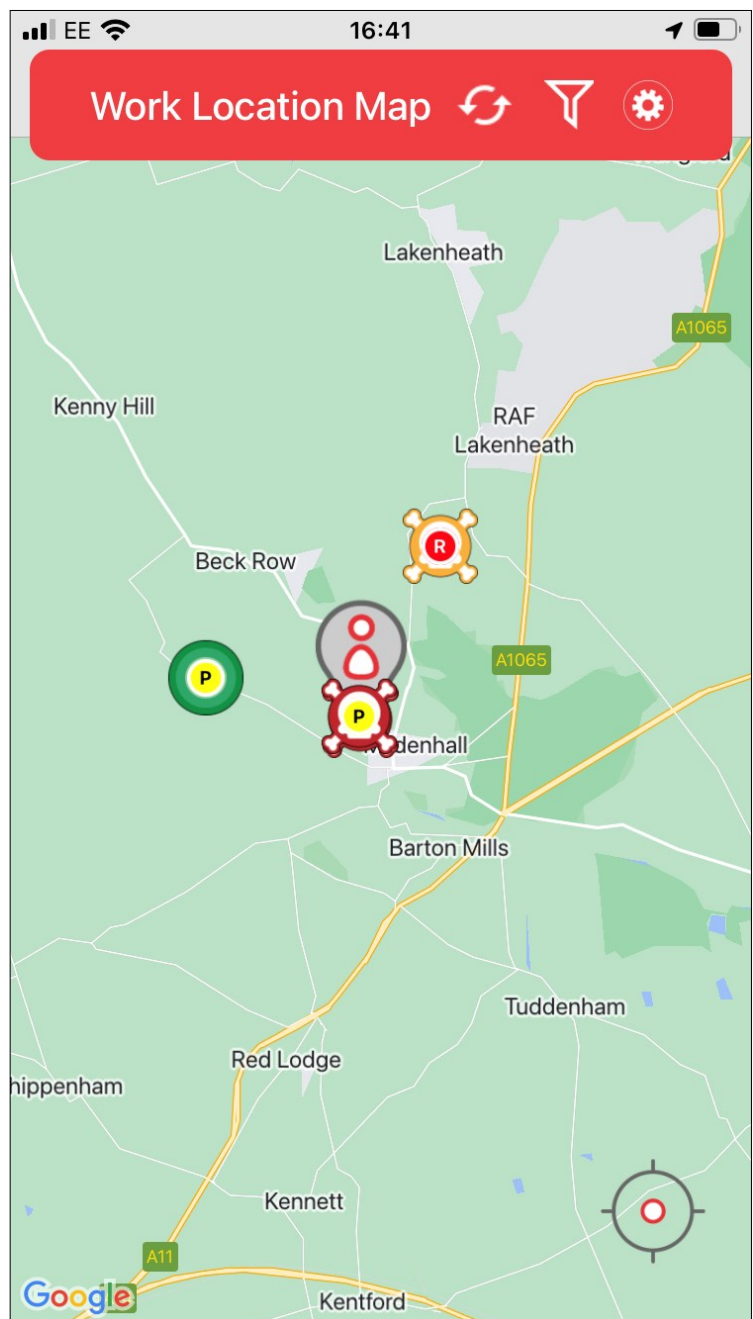
E.g.
Approved -
Medium Risk

Approved



E.g.
Rejected -
High Risk

Rejected

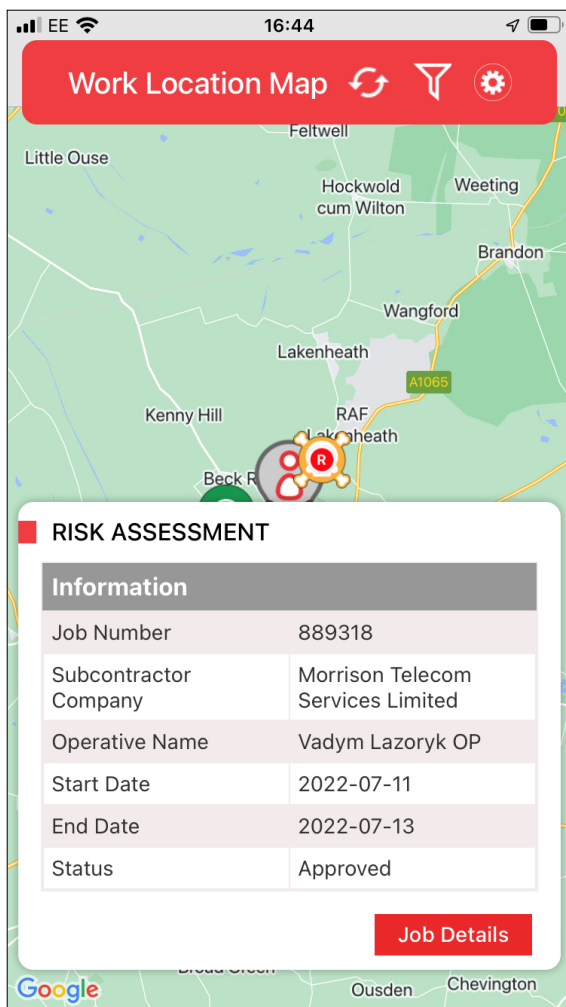
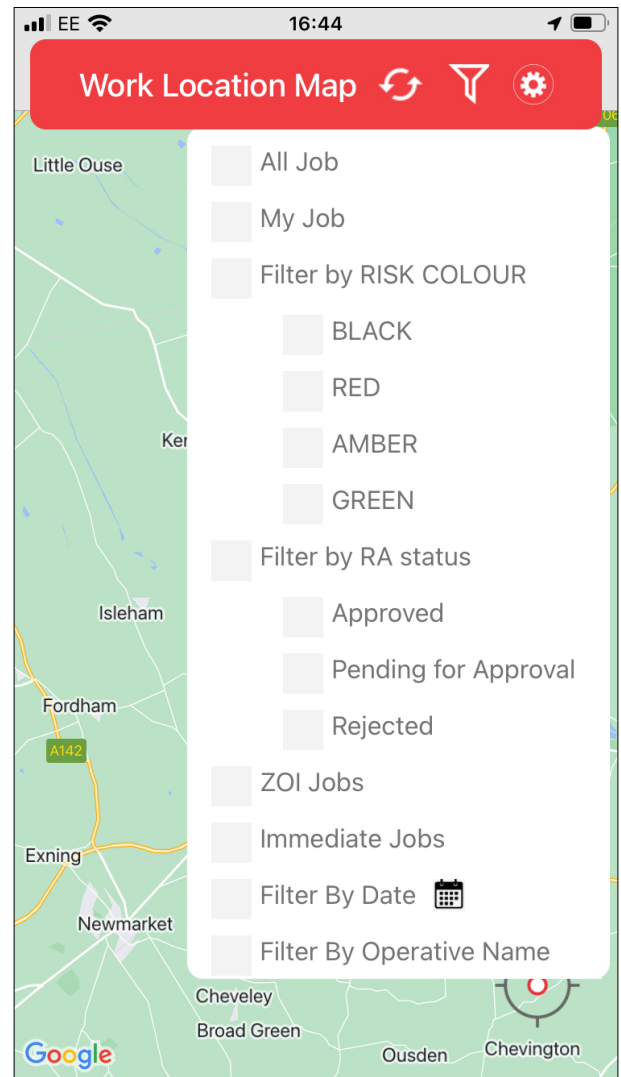


Risk App Map View

You can apply filters to narrow down the RA on the Map.

- Filter by Area** – increases / decreases the view range between 5-20 miles
- Filter by Operative** – shows the RA from a specific operatives
- Filter by Date** – shows the Jobs which are in progress since yesterday, started today or Jobs which are planned for tomorrow
- Filter by Subcontractor** - shows the RA from a specific subcontractor / company
- Filter by Location** - user can type in the location or postcode. This will move the map to that location.

When using any of the filters, you can carry out a partial description / name search.



Risk Assessment Job Details

Job details can be accessed via RA notification or by clicking on job marker on the map

Supervisor Notifications

Supervisor Notifications

Supervisor will be notified every time Operative from their area and organisation raises a RA

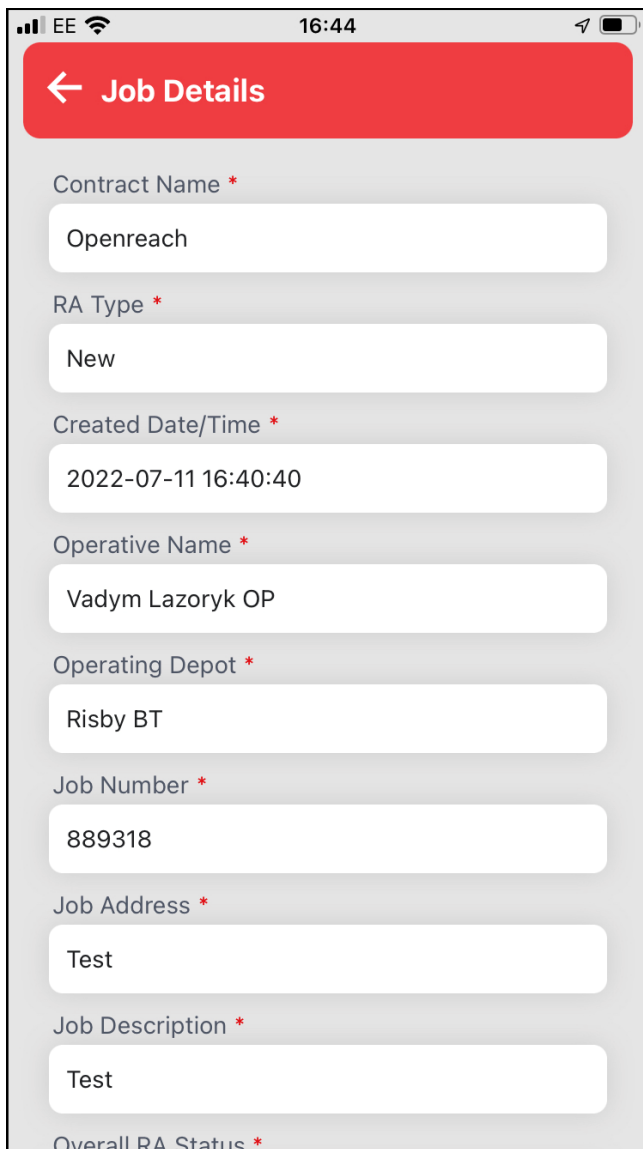


Notification

889318
Job Number : 889318 raised by :
Vadym Lazoryk OP working for :
Morrison Telecom Services Limited

11/07/2022 16:48

Supervisor should review RA. Brief Job information, RA, Photos and link to full RA.



Job Details

Contract Name *
 Openreach

RA Type *
 New

Created Date/Time *
 2022-07-11 16:40:40

Operative Name *
 Vadym Lazoryk OP

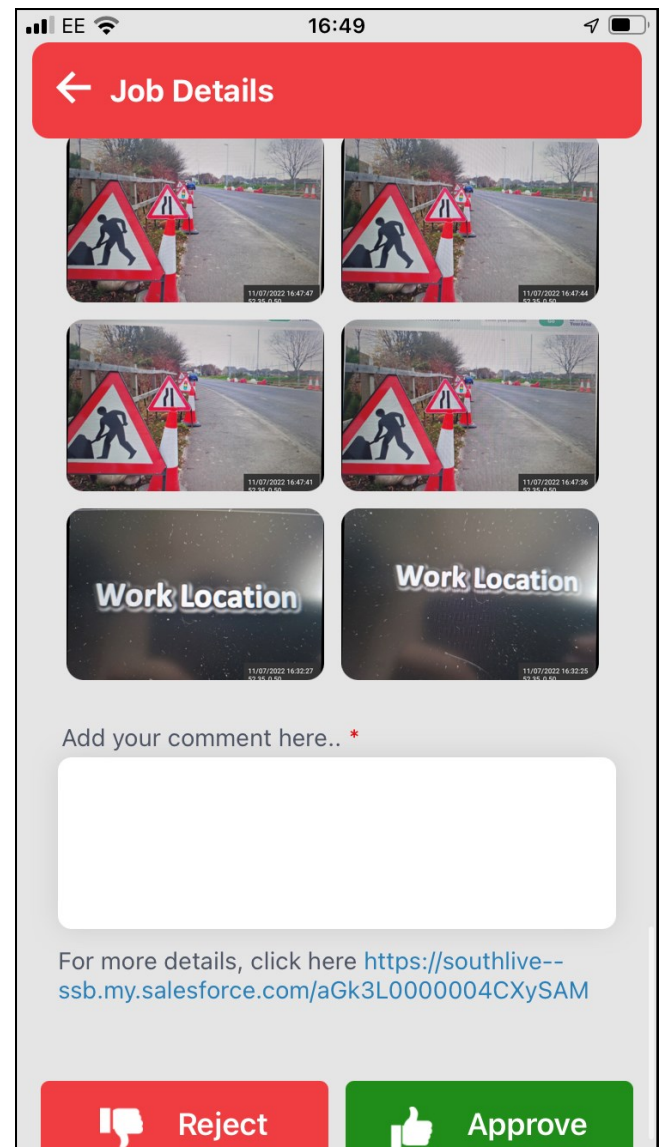
Operating Depot *
 Risby BT

Job Number *
 889318

Job Address *
 Test

Job Description *
 Test

Overall RA Status *



Job Details

11/07/2022 16:47:47

11/07/2022 16:47:44

11/07/2022 16:47:41

11/07/2022 16:47:36

11/07/2022 16:32:27

11/07/2022 16:32:25

Work Location

Work Location

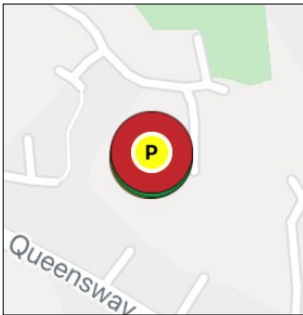
Add your comment here.. *

For more details, click here <https://southlive--ssb.my.salesforce.com/aGk3L0000004CXySAM>

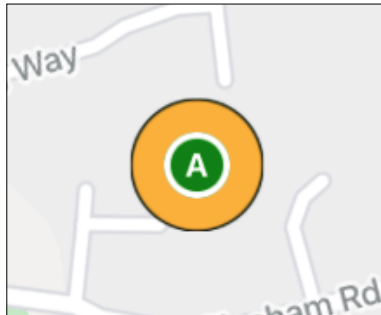
Reject Approve

Supervisor Accept / Reject

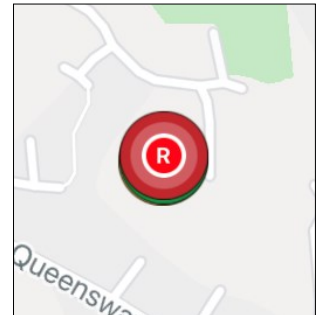
Supervisor can Accept or Reject with or without Comment. Risk Assessment awaiting approval will be marked as Pending Approval. Click the Accept or Reject buttons at the bottom of the screen to complete the review.



Pending Approval




Approved



Rejected

EE 16:49

← Job Details





Work Location

Work Location

Add your comment here.. *

For more details, click here <https://southlive--ssb.my.salesforce.com/aGk3L0000004CXySAM>

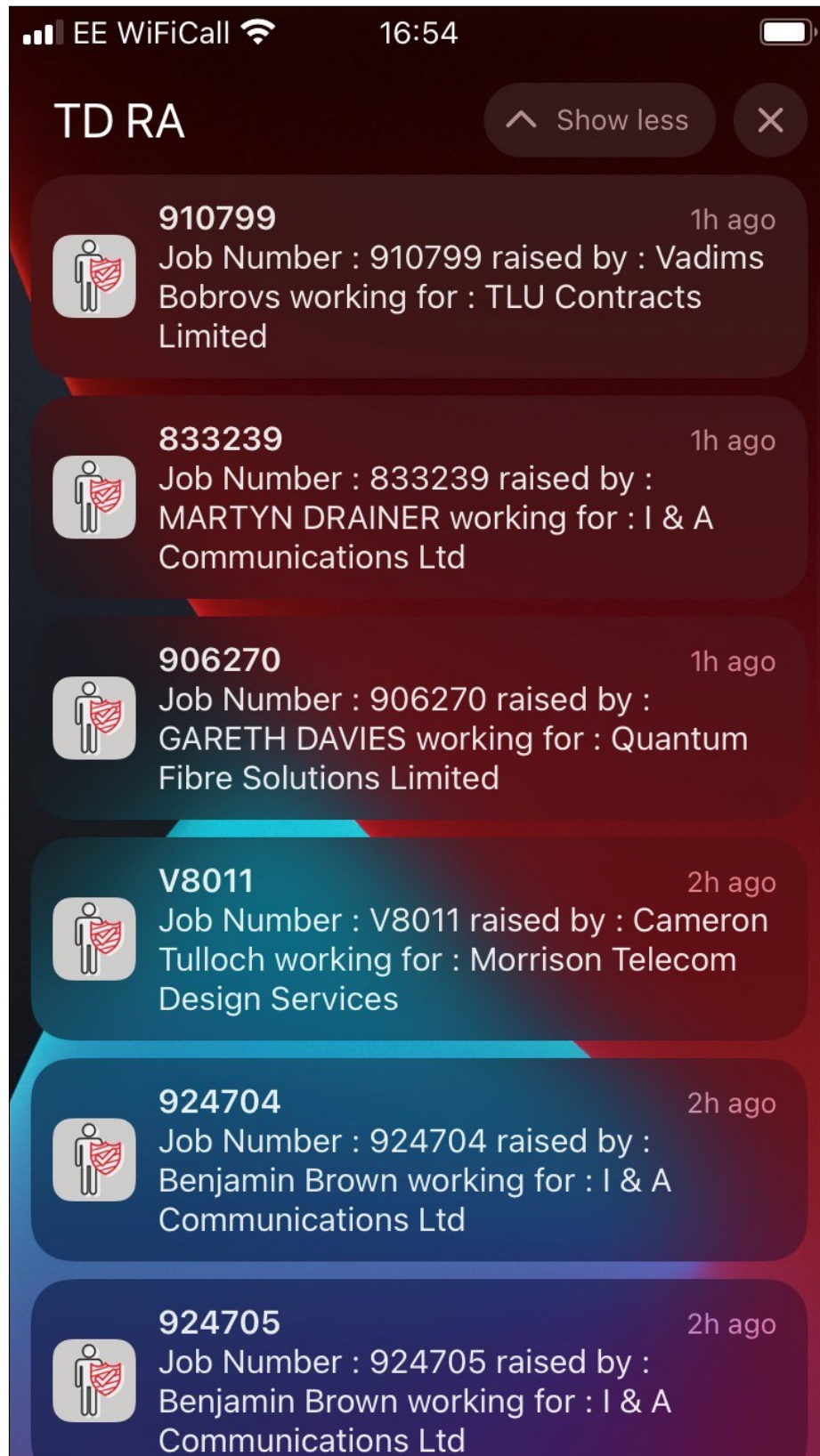
 Reject

 Approve

Supervisor Device Notifications

Notification on the device

Notification will arrive to both app and the device.



Notes

For further information regarding this or any of the IT systems used in Morrison Telecom Services contact:

Tony Wilson

IT Trainer

07734 496141

tony.wilson@morrisonus.com

Richard Janes

IT Trainer

07921 933388

richard.janes@morrisonus.com