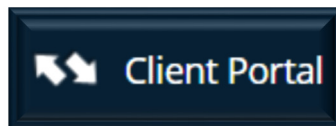




Portal User Guide

Fire Risk Assessments



Sections

Section 1 – Logging on & Signing up

Section 1.1 – Logging On

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Section 4.1 – Viewing the FRA

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Section 5 – Troubleshooting

Section 1 – Logging on & Signing up

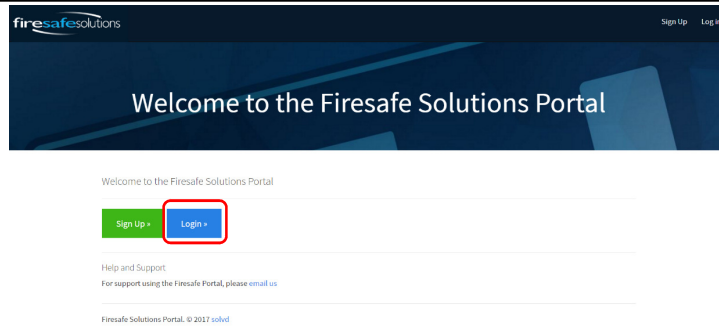
If you believe your site may already be signed up to the Firesafe Portal but you do not know the password click on the 'Forgot your details' link to reset it.

Section 1.1 – Logging On

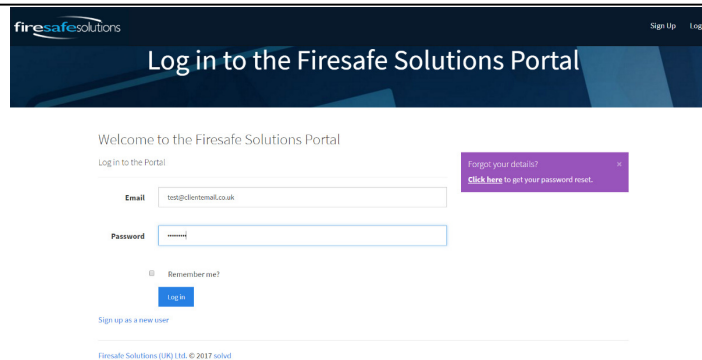
Navigate to <http://portal.firesafesolutions.co.uk>



Select Login



Enter your site email address and password



Click Login

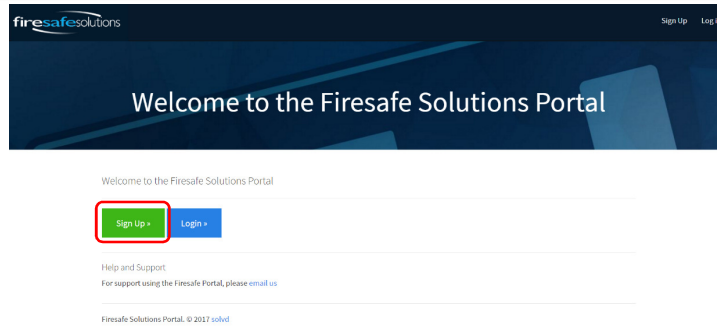
- If you have forgotten your password or need to change the password follow the '**Forgot your details?**'
- Not working? For help and support email info@firesafesolutions.co.uk and write 'Firesafe Portal Access' in the email subject line

Section 1.2 – Signing up

Navigate to <http://portal.firesafesolutions.co.uk>



Select **'Sign up'**



Enter your **site email address** (e.g. 1234@greeneaking.co.uk)



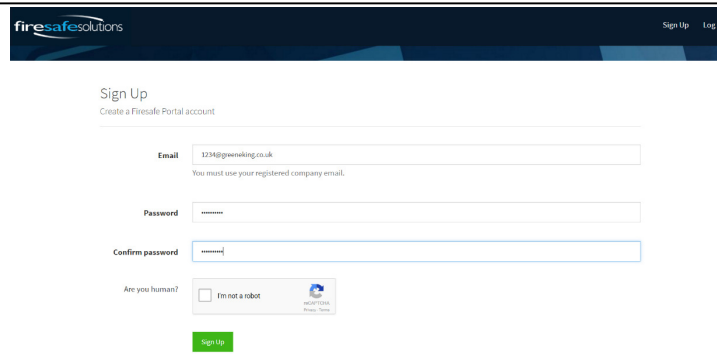
Enter a **Password** and retype the password in the box below.



Select **'I'm not a robot'** checkbox



Click **Sign Up**



- If a user has already set up an account for your site you will see the error message 'Name 1234@clientname.co.uk is already taken' Click the 'Forgot your password?' link
- Passwords must have at least one normal, one numeric, one special character and one capital letter e.g. @Portal1
- For help and support email info@firesafesolutions.co.uk and write 'Firesafe Portal Access' in the subject line

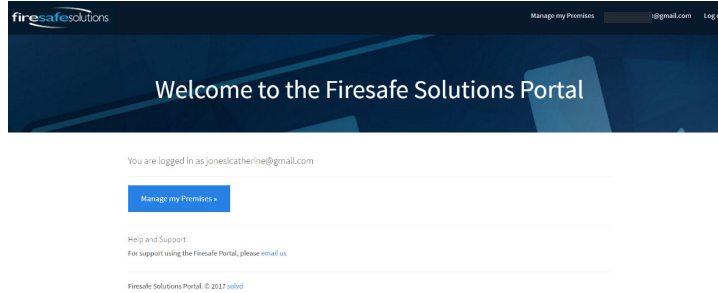
Section 2 - Navigation

On logging in, the first page you will see is the Home page. From here you can:

- View your site details
- View and complete FRA Significant Findings
- Change your password



You can navigate the choices by clicking the 'Manage my Premises' button
If at any time, you wish to return to the Home page simply click on the Firesafe Solutions logo.



Section 3 – Logging Off

In the top right-hand corner of the screen click 'Log Off'



Section 4 – Manage my Premises

Select **Manage my Premises** from the home page.
At the top of the page you will see an overview of your premises details, scroll down to view the Significant Findings

Action	Location	Priority	Existing Control Measure	Additional Control Measure	Action	Complete?
1	External	High	Staff and management aware. Events takes place outside in a relatively place of safety.	Start of Test Fix Illuminated Maintained "Running Man" exit signage over. Beware exit from dining area. Smoking exit from sports bar. Once the vegetation has been cleared the external steps should be inspected for damage and to ascertain if the steps are still usable by members of the public. Maintained emergency lighting should be fitted to Bar/leisure steps. This should extend into the disused carpark area at the top of the steps if ambient lighting levels are not sufficient carry out two during hours of darkness). The gate at the head of the steps should be fitted with a "Push Bar to Open" locking mechanism with appropriate pictogram. "Push Bar to Open" signage. "Fire Exit Keep Clear" should be fitted to the carpark face of gate. Note: It might be more cost effective to discount the use of the external steps and extend the path around the rear of the building into the rear car park area for members of public to use. This will require: Widening the path to a	Done	#
2	Throughout	Medium	None	Remove all combustible material and storage from the following areas: Spiral stairwell fire adjacent to accessible toilet, Letting room caridor adjacent to bedroom 4. Or if required for storage. See Significant Finding 2(b)(9).	More storage required	0
3	Throughout	Low	Smoke detection in retail area.	Decorations must only be purchased from approved suppliers. Decorations must not be placed within 500mm of any ignition source. Decorations should not cover more than 10% of walls and	done	#

Section 4.1 – Viewing the FRA

The Firesafe Portal deals with your Fire Risk Assessment Section 2(a) Significant Findings – Practices. However, you should read the whole FRA and keep a hard copy on site.

To view and download a copy of your FRA click **View FRA**
Note: Each internet browser works in different ways. Your FRA may be downloaded directly into your computers Download folder or you may see a pop-up asking if you want to save or open the file

Section 4.2 – Section 2(a) Significant Findings - Practices

From the **Manage my Premises** page scroll down to view Section 2(a) Significant Findings - Practices

Action	Location	Priority	Existing Control Measure	Additional Control Measure	Action	Complete?
1	External	High	Staff and management aware. Event takes place outside in a regular place of safety. Guidance & a risk assessment can be found on 'Safebar'.	Start of Test Fix Illuminated Maintained 'Flaming Bar' exit signage over their exit from dining area. Smoking exit from sports bar. Once the vegetation has been cleared the external steps should be inspected for damage and to ascertain if the steps are still useable by members of the public. Maintained emergency lighting should be fitted to illuminated steps. This should extend into the floored canopy area at the top of the steps if ambient lighting levels are not sufficient (carry out test during hours of darkness). The gate at the head of the steps should be fitted with a 'Push Bar to Open' locking mechanism with appropriate pictogram 'Push Bar to Open' signage. 'Fire Exit Keep Clear' should be fitted to the carpark face of gate. Note: It might be more cost effective to discontinue the use of the external steps and access the path around the rear of the building into the rear staff bin yard area for members of public to use. This will require widening the path to a	Done	<input type="checkbox"/>
2	Throughout	Medium	None	Remove all combustible material and storage from the following areas: Spiral stairwell WC adjacent to accessible toilet. Letting room corridor adjacent to bedroom 4. Or if required for storage. See Significant Finding 2(b)9.	More storage required	<input type="checkbox"/>
3	Throughout	Low	Smoke detection in retail area.	Decorations must only be purchased from approved suppliers. Decorations must not be placed within 500mm of an ignition source. Decorations should not cover more than 10% of walls and ceilings. Candles must be housed in fireproof holders where the flame does not reach above the rim of the holder or positioned in a location where accidental contact with people or materials cannot take place.	done	<input checked="" type="checkbox"/>
4	Throughout	Low	Some call points are numbered.	Number all call points with an indelible pen and list the points and their location in the log book. Use the numbering when recording the weekly alarm test to ensure no points are missed in the rolling test program.	Done	<input type="checkbox"/>

On screen, you can see the significant findings that have been raised for your site. They are ordered from High, Medium to Low. High items need to be completed immediately.

If you are unable to implement the additional control measure needed you must seek guidance from your Area Line Manager or the Property Help Desk.

Once an item has been completed, check the box in the **Complete?** column. You can add notes in the **Action** column if you wish to.
IMPORTANT: An item is not complete unless you have checked the box under the **Complete?** column, this applies even if you have added a note to the **Action** field.

2	Throughout	Medium	None	Remove all combustible material and storage from the following areas: Spiral stairwell WC adjacent to accessible toilet. Letting room corridor adjacent to bedroom 4. Or if required for storage. See Significant Finding 2(b)9.	More storage required	<input type="checkbox"/>	Not complete, this item is in progress
3	Throughout	Low	Smoke detection in retail area.	Decorations must only be purchased from approved suppliers. Decorations must not be placed within 500mm of an ignition source. Decorations should not cover more than 10% of walls and ceilings. Candles must be housed in fireproof holders where the flame does not reach above the rim of the holder or positioned in a location where accidental contact with people or materials cannot take place.	done	<input checked="" type="checkbox"/>	Complete
4	Throughout	Low	Some call points are numbered.	Number all call points with an indelible pen and list the points and their location in the log book. Use the numbering when recording the weekly alarm test to ensure no points are missed in the rolling test program.	Done	<input type="checkbox"/>	Not complete, the check box needs to be checked

After you make changes scroll back to the top of the page and click **Save**

Manage my Premises

Significant Findings - Practices

Save

Premises Details

Premises Name: BURHEL House No: 1001

Address: St Johns Street Manager: joneskatherine@gmail.com

Town/City: BURY ST EDWARDS BDM: John.Greenbank@firesafesolutions.co.uk

County: Suffolk Phone: 01284754333

Postcode: BS33 3SN Status: Managed Leased Tenanted Other

You can now log off or continue working

Section 5 – Troubleshooting

1.	For help and support email info@firesafesolutions.co.uk and write 'Firesafe Portal Access' in the subject line	
2.	I cannot log in using my password	Follow the ' Forgot your details? ' link to reset your password. Make sure you check your Spam/Junk mail folder for the email.
3.	I cannot create a password.	Passwords must have at least one normal, one numeric, one special character and one capital letter e.g. @Portal1 (special characters e.g. £%^&*#@#)
4.	What is my site email address?	This is the email address that the company you work for has assigned to your premises.
5.	The Portal does not work on my mobile	The FSS Portal has not be designed to work on mobile devices