

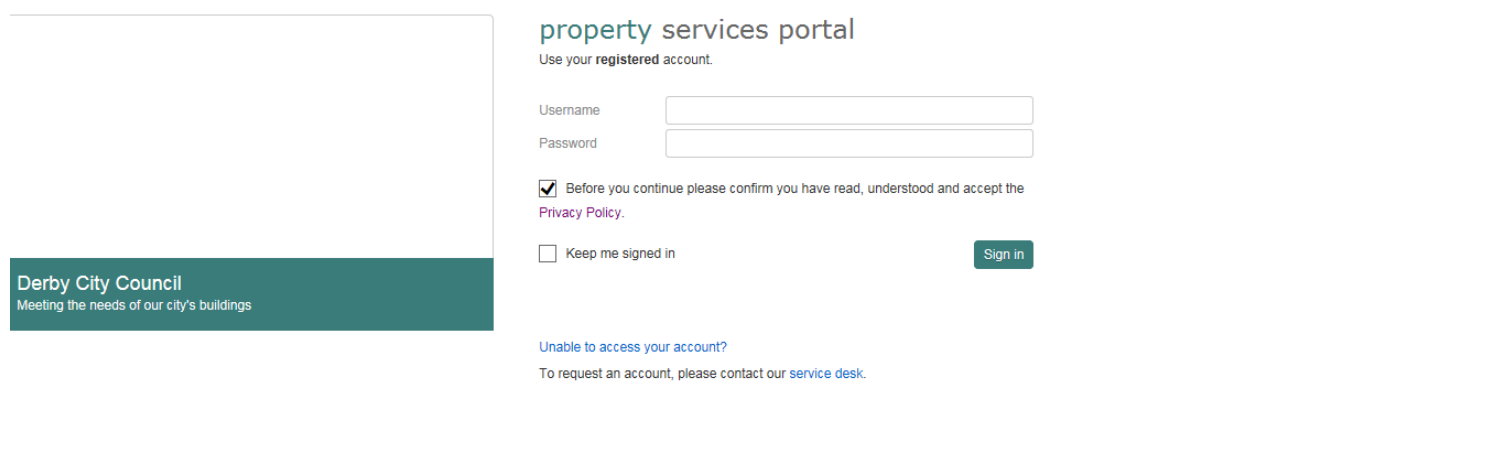
Revision:	1.0	Date:	07 October 2020
-----------	-----	-------	-----------------

How to....**Complete Management Actions using the Client Portal**

1. Login into the Property Client Portal

Please note:

To enable access to complete the Management Fire Risk Actions, please contact: propdatacomp@derby.gov.uk in the first instance to confirm that the necessary permissions have been applied to make the necessary changes.



property services portal
Use your **registered** account.

Username

Password

☒ Before you continue please confirm you have read, understood and accept the [Privacy Policy](#).

☐ Keep me signed in

[Unable to access your account?](#)
To request an account, please contact our [service desk](#).

Derby City Council
Meeting the needs of our city's buildings

2. Select the 'site' to be updated with regards to the Fire Risk Action/s

property services portal

Helping you connect, contribute and collaborate with the people in your workplace

Ask a question

Log a call

My sites

DFOS and Social Services Disabled Appliances	00000
Abbey Street Surface Car Park west	0000
Bemrose Mews Albany Road California Gardens	0000
Chester Park Alfreton Road	0000
All Saints Church Church Lane Mackworth Village	0000
Allen Park Adult Centre & Library	00005
Allenton Local Housing Office Bingham Street	00006
Allenton Market Osmaston Road	00007
Allenton Community Primary Academy	00008
Allestree Park	00009



Derby City Council

Messageboard

Order Raised

Posted by Steve Sanders on 06/08/2020 15:22:16

06/08/2020 1

Order Raised

Posted by Steve Sanders on 06/08/2020 11:23:36

06/08/2020 1

Order Raised

3. Select Survey in the main toolbar at the top of the window. Select Fire Risk

Derby City Council | [asset items](#) [diary](#) [documents](#) [maintenance](#) [projects](#) [survey](#) [more](#) ▼

00005 Allen Park Adult Centre & Library

Last modified by Robert Akers on 05/04/2019 12:54

Site

photo unavailable



Contacts (15)

Name

[Allen Park Adult Centre \(Allen Park\)](#)

[Allenton Library \(Allenton Library\)](#)

[Catherine Mitchell \(Allenton Librarian\)](#)

4. In order to retrieve all Fire Risk Assessments for the site, then select 'Clear all'

Derby City Council | asset items diary documents maintenance projects survey more ▾

Add to Favorites bar

fire risk surveys

Allen Park Adult Centre & Library

List filters

Date range

Survey Date

From

To

clear all

Surveys (0)

No data available

5. This will return every Fire Risk Assessment, whether is a 'Full' assessment or just a 'review'

Derby City Council | asset items diary documents maintenance projects survey more ▾

Gurnam Bola ? ⚙

fire risk surveys

Allen Park Adult Centre & Library

List filters

Date range

Surveys (5)

Type	Survey Date	Completed Date	Next Survey	Asset Level	Surveyor	Contractor
DCC Full	14/11/2018	14/11/2018	16/11/2021	00005 Allen Park Adult Centre & Library / 1 Site / A Allen Park Adult Centre and Library	Karen Walker-Andrew	Fire Compliance Management Services
DCC Review	15/07/2019	15/07/2019		00005 Allen Park Adult Centre & Library / 1 Site / A Allen Park Adult Centre and Library	Karen Walker-Andrew	Fire Compliance Management Services
DCC Full	16/11/2021		16/11/2022	00005 Allen Park Adult Centre & Library / 1 Site / A Allen Park Adult Centre and Library	Karen Walker-Andrew	Fire Compliance Management Services
DCC Full	14/11/2018	14/11/2018	16/11/2021	00005 Allen Park Adult Centre & Library / 1 Site / A Allen Park Adult Centre and Library / A1 Allenton Library	Karen Walker-Andrew	Fire Compliance Management Services
DCC Full	16/11/2021		16/11/2022	00005 Allen Park Adult Centre & Library / 1 Site / A Allen Park Adult Centre and Library / A1 Allenton Library	Karen Walker-Andrew	Fire Compliance Management Services

6. Check the previous FRA's that have been undertaken up to and including the present day. This way it will ensure that all management actions will have been closed out appropriately.

Derby City Council | asset items | diary | documents | maintenance | projects | survey | more ▾

fire risk surveys

Allen Park Adult Centre & Library

✦ List filters
✦ Date range

👁 Surveys (5)

Type	Survey Date	Completed Date	Next Survey	Asset Level
DCC Full	14/11/2018	14/11/2018	16/11/2021	00005 Allen Park Adult Centre & Library / 1 Site / A Allen Par
DCC Review	15/07/2019	15/07/2019		00005 Allen Park Adult Centre & Library / 1 Site / A Allen Par
DCC Full	16/11/2021		16/11/2022	00005 Allen Park Adult Centre & Library / 1 Site / A Allen Par
DCC Full	14/11/2018	14/11/2018	16/11/2021	00005 Allen Park Adult Centre & Library / 1 Site / A Allen Par Library
DCC Full	16/11/2021		16/11/2022	00005 Allen Park Adult Centre & Library / 1 Site / A Allen Par Library

7. Select the survey, which will be used to make the changes to the Fire Management Actions.

Note: To select the Fire Risk Assessment from this window, this can be achieved by selecting this field.

Derby City Council | asset items | diary | documents | maintenance | projects | survey | more ▾

Add to Favorites bar

Gurnam Bola ? ⚙ 🔌

fire risk remedial work

Allen Park Adult Centre & Library

📎 Survey Attachments (1)

Name	Date
FRA 00005 Allen Park Adult Centre V1.2	12/02/2019

🔧 Remedial Work (7)

Order No	Reactive Date	Location	Action Number	Work Description	Recommended work	Risk Type	Action Deadline	Action Responsibility	Site Comments	Completed Date	Status
		00005, 1, A,	1	A Fire Safety Policy has been produced but is out of date. The Policy must be subject to regular review and made available to all staff, to ensure their continued safety	It is recommended that the Policy is reviewed and updated to comply with the requirements of The Regulatory Reform (Fire Safety) Order 2005 and Health and Safety Regulations	Medium	22/02/2019	Management	Note from site 06/06/19: On-going.		
		00005, 1, A,	2	The Emergency Plan has been produced but has NOT been subject to a review for some time. An Emergency Plan must incorporate the findings of the most recent fire risk assessment review to ensure the safety of everyone on the premises and what to do in the event of an emergency.	It is recommended that the Emergency Plan is reviewed, tested and recorded as soon as possible.	Medium	22/02/2019	Management	Note from site 06/06/19: On-going.		
				During the assessment it was noted that fire resisting doors are not	It is recommended that 'AUTOMATIC FIRE DOOR KEEP CLEAR' signs (white text in a blue circle - compliant with BS 5499 - Part 1 &						

8. Once the Fire Risk Assessment has been reviewed, the Management Actions to be closed out are located within the Remedial Work table.

Remedial Work (7)												
Order No	Reactive Date	Location	Action Number	Work Description	Recommended work	Risk Type	Action Deadline	Action Responsibility	Site Comments	Completed Date	Status	
		00005, 1, A,	1	A Fire Safety Policy has been produced but is out of date. The Policy must be subject to regular review and made available to all staff, to ensure their continued safety	It is recommended that the Policy is reviewed and updated to comply with the requirements of The Regulatory Reform (Fire Safety) Order 2005 and Health and Safety Regulations	Medium	22/02/2019	Management	Note from site 06/06/19: On-going.			
		00005, 1, A,	2	The Emergency Plan has been produced but has NOT been subject to a review for some time. An Emergency Plan must incorporate the findings of the most recent fire risk assessment review to ensure the safety of everyone on the premises and what to do in the event of an emergency.	It is recommended that the Emergency Plan is reviewed, tested and recorded as soon as possible.	Medium	22/02/2019	Management	Note from site 06/06/19: On-going.			
		00005, 1, A,	3	During the assessment it was noted that fire resisting doors are not clearly indicated with appropriate signs complying with the Health and Safety (Safety Signs and Signals) Regulations 1996	It is recommended that 'AUTOMATIC FIRE DOOR KEEP CLEAR' signs (white text in a blue circle, complying with BS 5499: Part 1 & 5) are displayed at about eye level on the following fire resisting doors. a) Door from Corridor 2 into Corridor 4 b) Door from Corridor 4 into Room 5	Medium	22/02/2019	Management				
		00005, 1, A,	4	Fire Action Notices' detailing the specific actions to be taken in the event of an emergency are not provided or clearly displayed in all appropriate positions	Fire Action Notices' detailing the specific actions to be taken in the event of an emergency to be conspicuously sited in the following areas: a) Adjacent to the Fire Alarm Call Point Corridors 6 into Corridor 8 b) Adjacent to the Fire Alarm Call Point in Room 1 c) Adjacent to the Fire Alarm Call Point in Corridor 2 d) Adjacent to the Fire Alarm Call Point in Room 22	Medium	22/02/2019	Management	Acquire and affix self-adhesive signs or email fra@derby.gov.uk for assistance	30/04/2019	Closed - Work Complete	
0102358	28/05/2019	00005, 1, A,	5	During the assessment it was noted that intumescent strips, that are an essential part of a fire resisting door, were found to be missing or in need of repair.	It is recommended that the intumescent strips on the tops of the following doors are provided: a) Door from Corridor 2 into Corridor 4 b) Door from Corridor 4 into Room 5. - Note from Tech Support 18/06/19: Order no. 102358 has been raised by Jacob Pike.	Medium	28/03/2019	Maintenance Building	Note from site 06/06/19: Update 5/6 FM booked repair through Derby Homes on 28/4 awaiting date. Hi Karen. Following our discussion considering the current FS provision and use of the building, I think that all that is necessary in this case is to ensure that only the partitions forming corridor 8 on plan and the doors which are installed in them need to be FR standard (30 mins). All other doors (excepting any high risk rooms e.g. boiler room etc) can be maintained as non-FR with any blue	07/06/2019	Closed - Work Complete	

9. Review each and every 'Management Action' in turn in order to then close each one out.

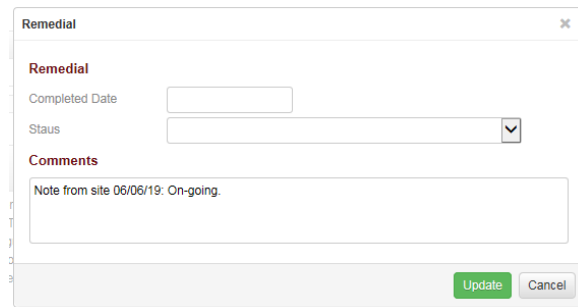
To close out each action management action or if you wish to provide commentary to the action, then select the little spanner icon to the right of the screen.

Remedial Work (7)												
Order No	Reactive Date	Location	Action Number	Work Description	Recommended work	Risk Type	Action Deadline	Action Responsibility	Site Comments	Completed Date	Status	
		00005, 1, A,	1	A Fire Safety Policy has been produced but is out of date. The Policy must be subject to regular review and made available to all staff, to ensure their continued safety	It is recommended that the Policy is reviewed and updated to comply with the requirements of The Regulatory Reform (Fire Safety) Order 2005 and Health and Safety Regulations	Medium	22/02/2019	Management	Note from site 06/06/19: On-going.			
				The Emergency Plan has been produced but has NOT been subject to a review for some time. An								

10. This will return the following window to be populated

Please note:

To enable access to complete the Management Fire Risk Actions, please contact: propdatacomp@derby.gov.uk in the first instance to confirm that the necessary permissions have been applied to make the necessary changes.

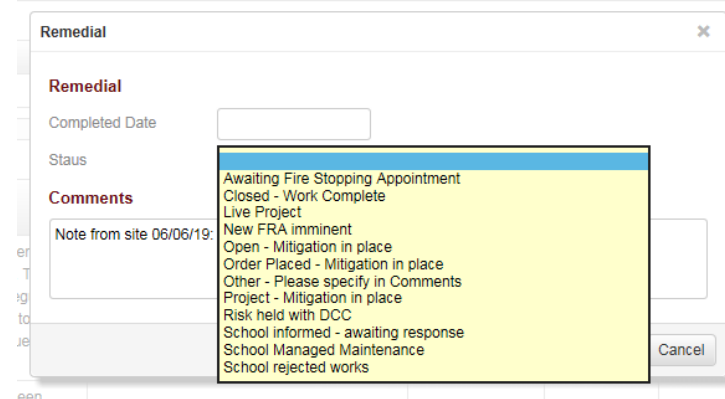


The screenshot shows a 'Remedial' form window. It has a title bar with a close button. Below the title bar, the word 'Remedial' is displayed in red. There are three main sections: 'Completed Date' with a text input field, 'Staus' (sic) with a dropdown menu, and 'Comments' with a text area. The text area contains the text 'Note from site 06/06/19: On-going.' At the bottom right, there are two buttons: 'Update' (green) and 'Cancel' (grey).

11. Populating the 'Completed Date', this will close out the management action. Take care in populating this, because in the event that you only require to leave comments, then leave the 'completed date' field **blank**.

In order to complete and close out a management action, populate the 'Completed Date' and within the 'Status' field drop down select 'Closed – Work Complete'. You will be expected to populate the comments sections below these fields explaining what actions were taken to complete the works.

In the event you wish to simply leave commentary, avoid populating anything in the 'Completed Date' field and the 'Status' field.



The screenshot shows the 'Remedial' form window with the 'Staus' dropdown menu open. The dropdown menu lists the following options: 'Awaiting Fire Stopping Appointment', 'Closed - Work Complete', 'Live Project', 'New FRA imminent', 'Open - Mitigation in place', 'Order Placed - Mitigation in place', 'Other - Please specify in Comments', 'Project - Mitigation in place', 'Risk held with DCC', 'School informed - awaiting response', 'School Managed Maintenance', and 'School rejected works'. The 'Closed - Work Complete' option is highlighted in blue. The 'Completed Date' field is empty. The 'Comments' text area contains the text 'Note from site 06/06/19:'. The 'Update' and 'Cancel' buttons are visible at the bottom right.

12. Select the green 'update' icon to complete the record for closing out works or leaving the message, which will be picked up by the Fire Team at Derby City Council. If you struggle to complete anything that has been mentioned previously, then please do not hesitate to send a message to the Fire Team: FireSafetyTeam@derby.gov.uk.

Please note:

To enable access to complete the Management Fire Risk Actions, please contact: propdatacomp@derby.gov.uk in the first instance to confirm that the necessary permissions have been applied to make the necessary changes.

