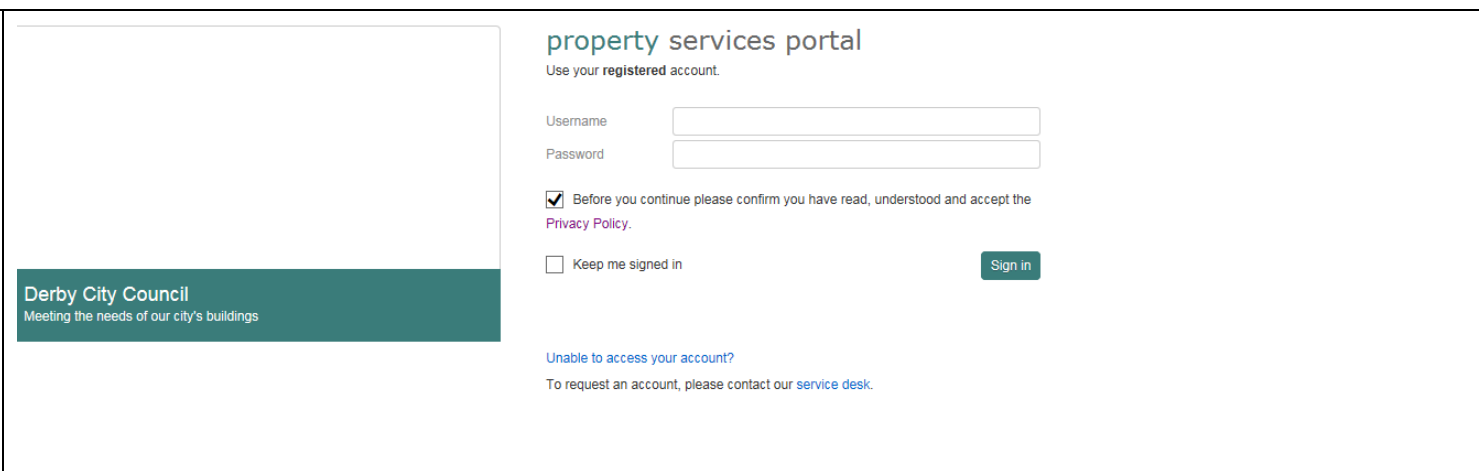


Revision:	1.0	Date:	07 October 2020
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## How to....**Complete Management Actions using the Client Portal**

<p>1. Login into the Property Client Portal</p> <p><b>Please note:</b> To enable access to complete the Management Fire Risk Actions, please contact: <a href="mailto:propdatacomp@derby.gov.uk">propdatacomp@derby.gov.uk</a> in the first instance to confirm that the necessary permissions have been applied to make the necessary changes.</p>	
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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

DFCS 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 Par
Allenton Library (Allenton Library)
Catherine Mitchell (Allenton Librar

- 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 ▾

fire risk surveys

Allen Park Adult Centre & Library

+ List filters  
 - Date range

Survey Date

From

To

[clear all](#)

Surveys (0)

No data available

- 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 ▾

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
<a href="#">DCC Full</a>	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
<a href="#">DCC Review</a>	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
<a href="#">DCC Full</a>	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
<a href="#">DCC Full</a>	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
<a href="#">DCC Full</a>	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)

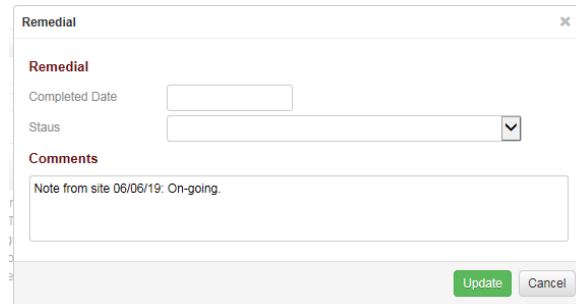
Order No	Reactive Date	Location	Action Number	Work Description	Recommended work	Risk Type	Action Deadline	Action Responsibility	Site Comments	Completed Date	Status
		00005, 1, A.	1	A Fire Safety Policy has been produced but is out of date. The Policy must be subject to regular review and made available 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 06/05/19: 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 06/05/19: 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: complying with RS 5459 - Part 1 &						



10. This will return the following window to be populated

**Please note:**

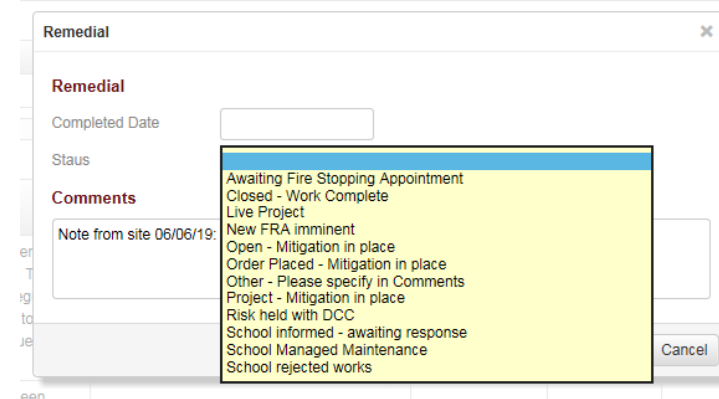
To enable access to complete the Management Fire Risk Actions, please contact: [propdatacomp@derby.gov.uk](mailto:propdatacomp@derby.gov.uk) in the first instance to confirm that the necessary permissions have been applied to make the necessary changes.



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.



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](mailto:FireSafetyTeam@derby.gov.uk).

**Please note:**

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

