RiskNET Inspections

How to complete a RiskNET inspection
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RiskNET Inspections

- Go to Safety Service website
  - [http://www.ucl.ac.uk/estates/safetynet/](http://www.ucl.ac.uk/estates/safetynet/)
- Click on RiskNET tools or Use RiskNET tools
- Login using your UCL username and password
To login either one
Put in your UCL username and UCL password.
UCL Single Sign-on

UCL members: in order to access this resource, please enter your UCL computer account details in the boxes below and click "Login".

- UCL username: [uczscps]
- UCL password: [********]

Login

- You will only need to enter these details once per Web browser session.
- Remember: to properly log out of any resource, you should always end your web browser session.
Select; Audit & Inspection
Create New Inspection
Fill in the boxes

• The Audit / Inspection title
  • Main office Rm100

• Audit / Inspection type (*Pull down list*)
  • OFFICE / NON LAB / LIBRARIES

• Select Audit / Inspection sub type (*Pull down list*)
  • OFFICE

• Part of the Organisation – Building where inspection is taking place

• Start date. (default is set at current date)
• Finish date. (default is set at current date)
  • SEE SLIDE 9 -15
<table>
<thead>
<tr>
<th>1. Audit/Inspection Title</th>
<th>Main Office Rm 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Select Audit/Inspection Type</td>
<td>[Select Option]</td>
</tr>
<tr>
<td>3. Select Audit/Inspection Sub Type (if applicable)</td>
<td>[Select Option]</td>
</tr>
<tr>
<td>4. Part of Organisation</td>
<td></td>
</tr>
<tr>
<td>5. Start Date</td>
<td>07 Oct 2013</td>
</tr>
<tr>
<td>6. Proposed Completion Date</td>
<td>07 Oct 2013</td>
</tr>
</tbody>
</table>
Select audit / inspection type
<table>
<thead>
<tr>
<th></th>
<th>Audit/Inspection Title *</th>
<th>Main Office G100</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Select Audit/Inspection Type *</td>
<td>AT0025: Safety Inspection - OFFICE / NON LAB / LIBRARIES</td>
</tr>
<tr>
<td>3</td>
<td>Select Audit/Inspection Sub Type (if applicable)</td>
<td>Select Option</td>
</tr>
<tr>
<td>4</td>
<td>Part of Organisation *</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Start Date *</td>
<td>07 Oct 2013</td>
</tr>
<tr>
<td>6</td>
<td>Proposed Completion Date *</td>
<td>07 Oct 2013</td>
</tr>
</tbody>
</table>

Select audit / inspection sub type
Select part of the organisation (UCL) Division / Institute / Faculty /School
<table>
<thead>
<tr>
<th>Select Department</th>
</tr>
</thead>
</table>
Select Group
<table>
<thead>
<tr>
<th>Division /Faculty /Institute/School</th>
<th>Department</th>
<th>Group or unit</th>
<th>Start date</th>
<th>Create record</th>
</tr>
</thead>
</table>

This image shows a form for creating an audit/inspection record in UCL. The form includes fields for the division/faculty/institute/school, department, group or unit, start date, and create record.
Fill in set up page:

Audit / Inspection title
Scope of Audit / Inspection
Auditor
Responsible person for area
Area being audited
Specific area

Slides 18 & 19
Add scope of inspection

Add auditor

Add responsible person for area

Add area being assessed

Put in area that is being assessed

To be continued on next slide

Termly - Full inspection - December 2013
Add specific area to be inspected

DO NOT USE

If you wish to restrict access to this Record click on the "Restrict" button. Once you do this you will be required to complete a list of users permitted to view it.
To get the checklist

• Go to the top of the page and select checklist
• Then select section 1
• The inspection checklist will appear
• Start the inspection
To get Checklist
Press checklist
To start inspection
Press select
Automatically goes to the next section
Tick the appropriate answer
<table>
<thead>
<tr>
<th>Action Plan Required?</th>
<th>Response</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**1.16** Is leg and knee clearance available under the work surface?

- [ ] Yes
- [x] No
- [ ] NA

*Hover over *i* button to get guidance.*
If the answer is a non compliance, ie a **RED** box - a cause is required
If the answer is a non-compliance, add cause.
When cause button is selected: this appears
Select causes of non compliance
If the answer is a non compliance, an action plan is required.
To add comment regarding finds from question – write here
To add attachments
At the end of section press Next
To check that all sections of the inspection are completed. Press checklist.
When the inspection is complete all the ticks turn green.
When the inspection is complete. Press results.
### Audit/Inspection Results

<table>
<thead>
<tr>
<th>Section</th>
<th>Score</th>
<th>Out of</th>
<th>% Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. GENERAL HEALTH and SAFETY</td>
<td>16</td>
<td>17</td>
<td>94.12%</td>
</tr>
<tr>
<td>2. FIRE and FIRST AID</td>
<td>8</td>
<td>12</td>
<td>66.67%</td>
</tr>
<tr>
<td>3. HOUSEKEEPING and SPILLS</td>
<td>6</td>
<td>8</td>
<td>75%</td>
</tr>
<tr>
<td>4. PERSONNEL</td>
<td>2</td>
<td>2</td>
<td>100%</td>
</tr>
<tr>
<td>5. WORKING AT HEIGHTS</td>
<td>2</td>
<td>2</td>
<td>100%</td>
</tr>
<tr>
<td>6. LIFTING EQUIPMENT</td>
<td>1</td>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>35</strong></td>
<td><strong>42</strong></td>
<td><strong>83.33%</strong></td>
</tr>
</tbody>
</table>

**Results table**
Percentage of maximum score for each section

- LIFTING EQUIPMENT
- WORKING AT HEIGHTS
- PERSONNEL
- HOUSEKEEPING and SPILLS
- FIRE and FIRST AID
- GENERAL HEALTH and SAFETY

Score graph
To print:

Inspection checklist or completed inspection
To print: Completed inspection or Inspection sheet template
TO PRINT
INSPECTION CHECKLIST

Press: Submit
TO PRINT
COMPLETED INSPECTION

Press submit
Action Reference: AU000649
Action Period: 07/10/2013 - 07/10/2013
Dates:
Party: PAUL STIRK
      Auditor(s)/Inspector(s)
      Estates Division, Safety Services, Construction, Mai Fire Safety;

Intent/Function/Process:
      In Progress
Any query's contact:

Colin Skeete – Safety Services
Tel: 0206-7679-1935 (41935)