Smartlog Proposal – Whitehouse Community Council


Introduction

Safesmart provide facilities, fire safety and health & safety software and services, with our clients in many different sectors ranging from national multi-site retailers & manufacturing organisations to schools & government institutions. In summary, our services are suited for a wide range of organisations and industries. We have a market leading online Health and Safety Compliance Management tool called Smartlog. Alongside Smartlog, we primarily provide fire risk assessments, audits & consultancy.

Furthermore, Safesmart is a UK Government G-Cloud 12 supplier, carries a Preferred Supplier status with the Association of School and College Leaders (ASCL), and also has an Approved Partner status from the Institute of School Business Leadership (ISBL) – formerly named NASBM. Safesmart is also a NHS supplier, a Practice Index Approved GP Practice Supplier, Bloom accredited supplier, and an Incensu (National Register of Education Suppliers) registered supplier.

Smartlog Overview

Smartlog, which was first created in 2002, has been built & created specifically to help organisations all over the country in reducing the amount of time, money & effort spent on facilities, fire and health & safety compliance.

Following our launch, of version one, Safesmart have worked tirelessly with our clients to constantly be improving our solution to make sure it offers the greatest value for money whilst being the best solution in the market place. We aim to offer our clients a one-stop-solution to all of their health & safety issues. Resulting in piece of mind, improved safety & efficiency whilst reducing costs at the same time. Smartlog can be accessed via any device(s) connected to the internet whilst also being available on our App (which has an offline feature). Downloadable for Apple & Android.
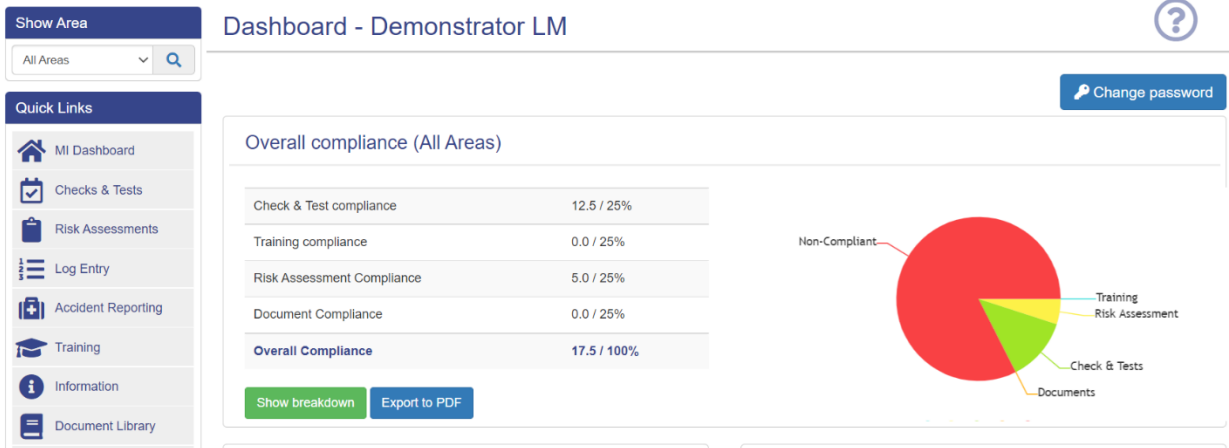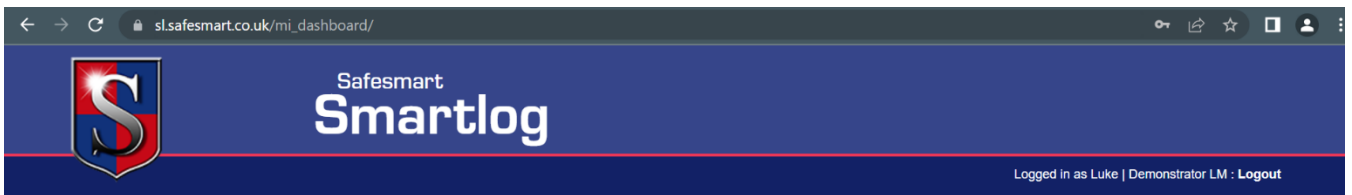
Smartlog Breakdown

1. **Dashboard**

   Smartlog lets you manage everything from one screen. Whether you're using the app or more simply on your laptop. Once you log into Smartlog you are presented with your compliance dashboard. This lets you see, in real-time, the current compliance of your location(s). Whether that is across the whole council or an individual room or department. Each member of staff has access to Smartlog, however the dashboard they are presented with may change as Smartlog will let your staff see only what is applicable to them. For example, a 'Local Administrator' will only be presented with the information relating to their area. Compared to a 'Company Administrator' who will be able to access every site & every piece of information.
   You may choose what you wish to be reported within the dashboard so it reflects the exact compliance of each department. From here you can save time & effort in knowing exactly what needs to be done or alternatively, if you're running your performance & compliance reports.
   Your dashboard, along with the whole Smartlog system, can be branded & tailored to Whitehouse Community Council.

2. **Checks & Tests**

   This feature lets you record, manage & be alerted to, any checks & tests across any part of the council. Whether this be from recording weekly fire alarm bell testing through to monthly or yearly servicing work.

Smartlog becomes your online, cloud based, management system. You can view what has been completed at each location, what is overdue or what tasks are coming up across the council.

Each check & test has an ability to be automated with a reminder alert along with an escalation process. This prevents any check from being missed & Whitehouse Community Council non-compliant. Any failed checks however can be set-up to be alerted to anyone within the council, instantly making them aware of issues which require attention.

As Smartlog is a cloud-based solution, it will store years-worth of information, letting you access & present any information at the click of button.

3. Risk Assessments

A facility of risk assessment templates is available on Smartlog enabling the self-completion and monitoring of assessments in accordance with legislation and regulatory guidelines. More than 30 comprehensive risk assessment templates are instantly available. Custom risk assessments can be created using Smartlog's 'Create a Risk Assessment' function, or you can simply modify an existing template to suit your needs.

All failed checks within any risk assessment are automatically tasked to be addressed by a set date, with the responsible individual sent details of the failing with escalating alerts generated by the system. A fully digital management process with a thorough audit trail to trace any changes — if any have been made. Historic reports can be accessed when logging updates and exported to file. Instant, in-depth post-assessment reporting: attach media, notes and supporting documents to highlight findings and enhance reports.

4. Accident Reporting

A dedicated, detailed logbook, specifically for accidents and incidents that occur in the workplace. Any member of Whitehouse Community Council staff can log an accident within Smartlog online or via the App. Smartlog presents them with an easy-to-follow incident sheet which then is automatically sent (alert & link) to the relevant person(s). Following this the administrator can investigate, update the form & add any further information such as insurance documentation, RIDDOR reports & additional photos.

Smartlog collects the all the information at the council & automatically collates this into reports (graphs & stats) which can be viewed within Smartlog. If you preferred the granular details of accidents across the whole council for a said period of time, you can easily download all information into a CSV. Or PDF file.

5. Online Log Book

Easy to log any site or premises issues arising at the Whitehouse Community Council. Staff can access Smartlog's log entry feature, create a job/log an issue – even having the option to upload photos - & task it to a certain member of staff for completion. The relevant staff would be alerted & they could subsequently pass off these tasks once they have been completed. As per any feature on Smartlog, Whitehouse Community Council can view a report, in real-time, of the progress of these tasks or view a history of what has been logged or completed over a set time period.

6. Asset Management

This facility is for the registering, monitoring and auditing of the council's assets, providing a full record of all asset history and logging. All assets can be linked to set locations, licences/certificates and other assets (accessories for example); and any updates such as servicing, damage, asset tasks, inspections and repairs can be logged, detailed and time-stamped as well as custom inspection question creation for assets. Additionally, set depreciation at desired levels – vary depreciation rates for the multiple asset types; and barcode (QR Code) scanner support enables all assets to be electronically tagged and reviewed instantly.

7. **Information & Document Library**

Any documents, including policy & procedures for example, can be centrally accessible to all members of staff. Any documents that Whitehouse Community Council wish to share with their staff can be uploaded and stored in the system.
Documents can also be assigned to users along with an electronic read confirmation and custom quiz questions, acting as an audit trail and proof that staff or even contractors have read the said document or policy.

8. **Contract Management**

Keep track of and be alerted to contracts expiring, insurance documents relating to clients or Whitehouse Community Council, qualifications, policies, procedures and more. Compliance management for your contractors, clients and suppliers.

9. **E-Learning**

Included within Smartlog are 26 CPD accredited training courses which are available to unlimited members of staff. Giving Whitehouse Community Council the opportunity to train large amounts of staff easily & cost effectively.
Staff can receive an automated email link, sent directly from Smartlog, to their relevant training course. Once this is completed Smartlog will then store their certificate & details whilst automatically setting a renewal date for when the next training reminder needs to go out. This frees up a huge about of time & makes this job much easier & simpler.
The full list of courses include:

- Asbestos Awareness
- Basic GDPR
- Higher GDPR
- Environmental Awareness
- COSHH Awareness
- COVID-19 Awareness
- DSE (Along with self-assessment)
- E-Safety
- Equality & Diversity
- External Conflict Management
- Internal Conflict Management
- Fire Awareness
- Fire Warden
- Infection Control
- Guide to Completing a Risk Assessment
- Health & Safety at Work

- Legionella Awareness
- Managing Safety
- Manual Handling
- Safe Home Working
- Slips, Trips & Falls
- WEEE
- Working at Heights
- Safeguarding & Prevent
- Cyber Security

Account Management & Support

As a Smartlog customer, Whitehouse Community Council will receive a dedicated account manager within our customer services team. They will be with the council throughout the length of your contract. Your account manager will populate your account, train any members of staff – via Teams or Zoom – whilst also being available for account support between the hours of 9.00am – 5.30pm, Monday to Friday.

Also included for Whitehouse Community Council is the support from our fully qualified team of health & safety professionals who can offer advice & guidance on fire and health & safety matters.

Access & Network

To access Smartlog all you require is internet access. Smartlog is mobile & tablet compatible whilst also being available as an App for Apple & Android devices.

Smartlog is hosted on Safesmart's two mirrored servers, both based in the UK.

All data protection polices along with Safesmart's GDPR precent will be sent to Whitehouse Community Council.

All hosting, maintenance & upgrades to Smartlog, along with our servers, are included within the quoted price.

Pricing

Smartlog is charged on a per location basis. Invoiced once a year on a three-year fixed contract*. No hidden costs.

Price per location - £750 per annum
Number of Whitehouse Community Council locations – 1
Total - £750

Length of contract can be negotiated