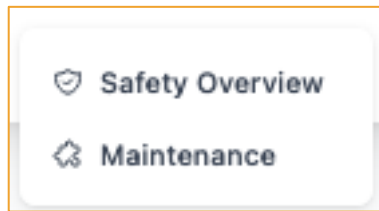


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Safety

Choosing this option shows a sub-menu:



The **Safety** function allows access to the Maintenance page as this includes data relevant to Safety issues.

Safety Overview

Safety

Manage safety protocols and incident reporting

[← Back to Dashboard](#)

Safety Management

Football Matches

View matches and safety information

[View Matches](#)

Safety Reports

Incident reports & EIR notes

[View Reports](#)

Safety Protocols

Procedures & documentation

[View Protocols](#)

Safety Tests

Testing & safety certifications

[View Tests](#)

System Lookups

Suppliers

Manage supplier information

[Manage Suppliers](#)

Fire Alarm Points

Manage fire alarm locations

[Manage Fire Alarms](#)

Test Types

Manage test type categories

[Manage Test Types](#)

Certificate Types

Manage certificate categories

[Manage Certificates](#)

View Matches

This shows the same list of Football Matches that can be viewed by Operations.

Safety Reports

Safety Reports

Manage safety incident reports and EIR documentation

[+ New Report](#)
[← Back to Safety](#)

Search

EIR Received

All

Sport Body

All Sport Bodies

This allows the user to view Safety Reports added to the system, related to a Football Match. A user with permission can also add a **New Report**.

Create a new Safety Report

New Safety Report

Create a new safety incident report

[← Back to Reports](#)

Event Information

Event Reference

Report date

Select the football match for this safety report (Home fixtures only)

Report details

EIR Information

☐ EIR received?

Report Files

Report File

No file selected.

A **Safety Report** can be added for a specific HOME Football Match from the selection list.

Event Information

Event Reference

Leek Town (09-08-2025)

Select the football match for this safety report (Home fixtures only)

Report date

20 / 08 / 2025

Report details

Report list:

Match report

Referees report

Relevant Maintenance certificates

- Add the report date
- Add text to describe the report components

Use the Report Files section to add the relevant documents:

Upload File

Browse...

No file selected.

Supported formats: PDF, Word, Excel, Images, and other documents

These will be uploaded to the report where they can be downloaded for future reference. There is currently a maximum of 10 files that can be uploaded per report record.

N.B. To avoid naming conflicts, the file name contains a timestamp. For example, uploading a file called 'Safety Report.docx' would be added as 'Safety_Report_20250820_144812_471.docx'

Example Safety Report record

Safety Report Details

View safety incident report information

[Edit Report](#)
[← Back to Reports](#)

Event Information

Event Reference	Report Date
No event linked	Not set

Report Details

Report list: Match report Referees report Relevant Maintenance certificates

EIR Information

EIR Received

✗ No

Report Files

 SIS_DB_Backup_scripts_20250820_154652_067.docx Uploaded: 20-08-2025 16:46	Download
 New_Account_Request_20250820_144828_892.docx Uploaded: 20-08-2025 15:48	Download
 LogMeIn_Resolve_20250820_144812_471.docx Uploaded: 20-08-2025 15:48	Download

Audit Information

Created By	Created At
Brian Davies	20-08-2025 13:26
Updated By	Updated At
Brian Davies	20-08-2025 16:46

This report has not been attached to a Football Match – this is so that Safety Reports can be made for general topics.

In this example there are three attachments – note the filenames with timestamp.

An audit is created and updated when the record is made or changed.

If you wish to delete a report record, select the report in question from the list.

Safety Reports

Manage safety incident reports and EIR documentation

[+ New Report](#)
[← Back to Safety](#)

Search

EIR Received

All

Sport Body

All Sport Bodies

Safety Reports (1 total)

EVENT	REPORT DATE	DETAILS	EIR STATUS	SPORT BODY	CREATED BY	ACTIONS
Leek Town	21-08-2025	Test deletion with attachments	× Not Received	Not specified	Brian Davies	View Edit Delete

Click the red 'Delete' link. You will be asked to confirm:


sis-fcum.uk

Are you sure you want to delete this safety report?

Click **OK**

You will be presented with a summary of the deletion:

Delete Safety Report

Are you sure you want to delete this safety report?

Back to List

Warning: This action cannot be undone

Deleting this safety report will permanently remove:

- The safety report record
- All associated files and documents
- All related data and history

Safety Report Details

Report Date	21-08-2025	Report Details	Test deletion with attachments
Event Reference	Leek Town	Created	21-08-2025 06:09 by sis-admin
Last Updated	21-08-2025 06:09 by sis-admin		

View Details

Edit

Cancel

Delete Safety Report

N.B. The attached documents will also be deleted.

If you want to retain the documents for any reason, cancel this deletion and view the record to download a copy.

Otherwise click Delete Safety Report to complete the deletion.

Safety report deleted successfully.

View Protocols

This section records the working protocols which the Club uses to manage Safety policies and procedures

Safety Protocols

Manage safety protocols and procedures

[+ New Protocol](#)
[← Back to Safety](#)

Search

Protocol Type

All Types

Safety Protocols (2 total)

PROTOCOL TITLE	TYPE	EFFECTIVE FROM	EFFECTIVE TO	DESCRIPTION	DOCUMENT	ACTIONS
Test protocol	Safety	21-08-2025	No expiry	Current test protocol	View	View Edit Delete
Test protocol	Safety	21-08-2025	No expiry	Current test protocol	View	View Edit Delete

The protocols can be filtered to find the correct ones.
Each line can View, Edit or Delete the record.

Adding a new protocol

New Safety Protocol

Create a new safety protocol

[← Back to Protocols](#)

Protocol Information

Protocol

Protocol type

Select protocol type

Description

Enter protocol description

Effective Dates

Effective from

Effective to

dd / mm / yyyy

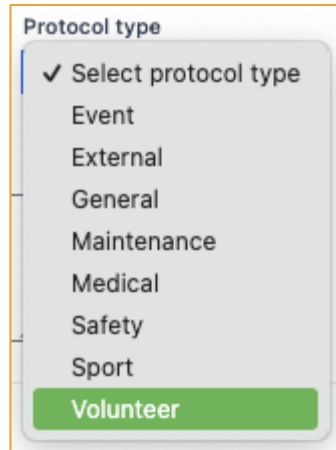
dd / mm / yyyy

Document

Document

No file selected.

The Protocol Types available are:

A screenshot of a web application's 'Protocol type' dropdown menu. The menu is open, showing a list of options: 'Select protocol type' (with a checkmark), 'Event', 'External', 'General', 'Maintenance', 'Medical', 'Safety', 'Sport', and 'Volunteer' (highlighted in green). The dropdown is titled 'Protocol type' and has a light gray background with a thin orange border.

Protocol type

- ✓ Select protocol type
- Event
- External
- General
- Maintenance
- Medical
- Safety
- Sport
- Volunteer

The effective/ineffective date is used so that older versions can be retained on the system whilst new ones are currently used.

The Browse button is used to select a document to be uploaded that defines the protocol.

View a protocol

Safety Protocol Details

View safety protocol information

[Edit Protocol](#)
[← Back to Protocols](#)

Protocol Information

Protocol Title	Protocol Type
Test protocol	Safety
Protocol Details	
No details provided	

Effective Dates

Effective From	Effective To
21-08-2025	No end date

Protocol Document



No document uploaded

No protocol document has been uploaded for this safety protocol.

Audit Information

Created By	Created At
Brian Davies	21-08-2025 11:16
Updated By	Updated At
Brian Davies	21-08-2025 11:16

If documents are attached to the Protocol, they will be displayed in the middle section where they can be downloaded to view.

An audit of the record is at the foot of the display.

Delete a protocol

If you delete a Protocol, you will be prompted to confirm:

 sis-fcum.uk

Are you sure you want to delete this safety protocol?

Cancel
OK

Click OK

The following confirmation screen will be displayed, allowing you to Delete the record (including any attachments) or cancel.

Delete Safety Protocol

Back to List

Are you sure you want to delete this safety protocol?

Warning: This action cannot be undone

Deleting this safety protocol will permanently remove:

- The safety protocol record
- All associated files and documents
- All related data and history

Safety Protocol Details

Protocol Title	Protocol Type
Test protocol	External
Effective From	Effective To
25-08-2025	24-08-2026
Protocol Details	
Test check date	

View Details
Edit
Cancel
Delete Safety Protocol

View Tests

This section manages the regular tests the Club carries out regarding Safety and/or Maintenance works.

Safety Tests

Manage safety tests and certifications

[+ New Test](#) [← Back to Safety](#)

Test Type
All Types

Tested Status
All

Supplier
All Suppliers

Safety Tests (1 total)

TEST NAME	TYPE	TEST DATE	NEXT DUE	STATUS	TESTED BY	SUPPLIER	CERTIFICATE
First test	Gas safety	01-09-2025	Not set	Pending	Not assigned	Not assigned	No file

The tests can be filtered to find the ones required. The Status shows the progress of each Test

Create a new Test

New Safety Test

Create a new safety test

[← Back to Tests](#)

Test Information

Test
First test

Test type
Gas safety

Frequency
Annual (1 YEARS)

Test date
01 / 09 / 2025

☐ Tested?

The details will then be confirmed on the next screen

Safety Test Details

View safety test information and results

Edit Test
Delete Test
← Back to Tests

Test Information

Test Name	Test Type
First test	Gas safety
Test Frequency	Test Date
Annual	01/09/2025
Test Status	
Pending	

Record Information

Created: 21-08-2025 13:04	Last Updated: 21-08-2025 13:04
Created By: Brian Davies	Last Updated By: Brian Davies

If the Test Type contains the word 'fire', an additional field is displayed, requiring the user to specify which Fire Alarm point is involved. The list of Fire Alarm points is maintained by the Lookup – Manage Fire Alarms (see *next section*). There are two catch-all options included in the list 'All' and 'n/a'.

The audit fields are populated so that the creation and update actions are visible.
The Pending status is displayed because the Test has not been carried out yet.
From here you can Edit or Delete the Test, subject to permissions.

Progressing Tests

If the Test is carried out, the following fields can be amended:

Tested?	Set to unchecked by default
----------------	-----------------------------

If set to checked, these fields become visible:

Next test due	defaults to test date + frequency
Tested by	dropdown of personnel allowed to confirm/carry out tests
Supplier	Supplier carrying out the test if applicable
Certificate type	type of certificate issued on successful testing, if any
Description	any notes relating to the test
Document	copy of any certificate issue

Test Results

Next test due

01 / 09 / 2026

Format: dd-mm-yyyy

Tested by

Supplier

Select supplier

Certificate type

Select certificate type

Description

Enter test notes

Document

Browse...

No file selected.

Cancel

Update Test

The list of Suppliers is maintained by the Lookup – Manage Suppliers (see *next section*)
The list of Certificates is maintained by the Lookup – Manage Certificates (see *next section*)

You can attach a copy of any certificate if required.

If the Test is updated with the **Tested?** checkbox ticked, it will complete the test and automatically create a new Test for the Next Test Due date.

This is then shown on the Test list:

TEST NAME	TYPE	TEST DATE	NEXT DUE	STATUS	TESTED BY	SUPPLIER	CERTIFICATE
First test	Fire risk assessment	01-09-2026	Not set	Pending	Not assigned	Not assigned	No file
First test	Fire risk assessment	01-09-2025	01-09-2026	Completed	Steve Clarke	n/a	View

Editing a Test

Once a test has been created, it can be edited, usually to add a copy of the certificate or enter any notes.

Edit Safety Test

Update safety test details

[← Back to Tests](#)

Test Information

Test

First test

Test type

Fire risk assessment

Fire alarm point

Function room

Frequency

Annual (1 YEARS)

Test date

01 / 09 / 2025

Tested?

☒

Format: dd-mm-yyyy

Test Results

Next test due

01 / 09 / 2026

Tested by

Steve Clarke (Safety)

Supplier

n/a

Certificate type

Fire safety certificate

Description

no notes

Update Certificate

Current file: newSIS_20250821_130114_339.xlsx

Download

☐ Delete file

Browse...

No file selected.

If a document has been attached, you are able to delete it using the Delete file checkbox opposite the filename. Check this box and click Update Test button to save the Test without the document. Alternatively, if the attached document is simply the wrong one, use the Browse button to choose the correct file and it will replace the current file with the one you have selected.



WARNING Once a Test has been completed, it automatically creates the next test. If you change the details on the original Test, it will not change the details on any subsequent Test already created.

System Lookups

This section allows the Safety/Maintenance user to manage the lookup items used within the Safety and/or Maintenance records, subject to permission.

Manage Suppliers

Suppliers used for Maintenance work

Suppliers

Manage suppliers for the system

[← Back to Maintenance](#)
[+ Add New](#)

B&Q	Edit Delete
Wickes	Edit Delete
n/a	Edit Delete

Manage Fire Alarms

Fire alarm locations – used for Fire Tests

Fire Alarm Points

Manage fire alarm points for the system

[← Back to Maintenance](#)
[+ Add New](#)

All	Edit Delete
Bar	Edit Delete
Function room	Edit Delete
Kitchen	Edit Delete
n/a	Edit Delete

Manage Test Types

Test types used in Safety Tests

Test Types

Manage test types for the system

[← Back to Maintenance](#)
[+ Add New](#)

Air conditioning	Edit Delete
Air handling	Edit Delete
Bar equipment	Edit Delete
Car park barriers	Edit Delete
Cellar equipment	Edit Delete
Defibrillator	Edit Delete

Manage Certificates

Certificates relating to Safety Tests and/or Maintenance works.

Certificate Types

Manage certificate types for the system

[← Back to Maintenance](#)
[+ Add New](#)

Fire safety certificate	Edit Delete
-------------------------	---