

User Guide for Electronic Audit Action Review and Closure



<https://midcounties.c365online.co.uk>

Contents

1. Logging In
2. Updating an Audit Action
3. Viewing a Site's Health & Safety Audit

Logging in

1. To access the online Audit Action screen click the following link or copy and paste it into your search bar <https://midcounties.c365online.co.uk>
2. Your username and password (not the site's username and password) are the same details that you use to login to Kronos, your payslip and Colleagues Connect. If you have forgotten your password you will need to reset it via [FastPass](#).

Some colleagues will sign in with their work email address, if you do not have one it will be your username. If you do sign in using your username, you will need to type **coop.** followed by your Username. E.g. **coop.\username**

If you are not automatically directed to the above login page when you click on the link, you will need to enter your username and password into this page and then press Third party login. You will then be directed to the correct screen.

e Management System

rely disseminate
al compliance
nation to
& 3rd parties

Log In Here

Username

Password

Logon **Third Party Sign-in**

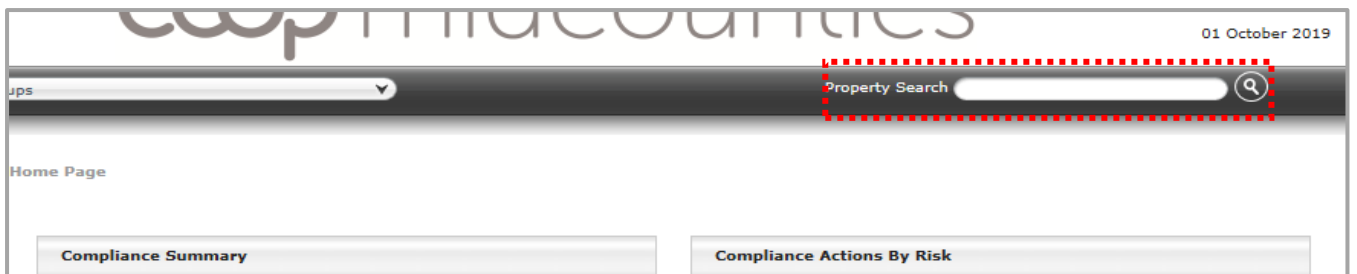
Forgotten your password?
Change your password.

Updating an Audit Action

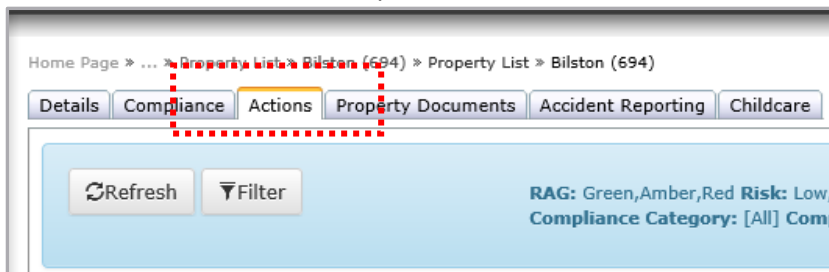
1. Once you have logged in, your home screen should look like this and reflect your own site



Note: If necessary, the site can be located by using site number in the “Property Search” option box



2. From the tabs at the top, select ‘Actions’

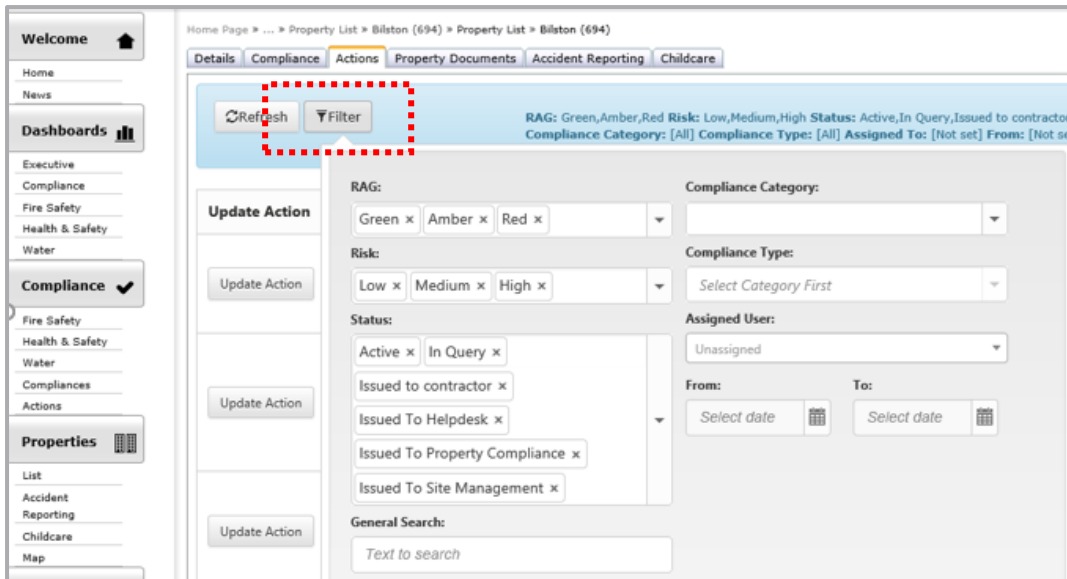


3. Select appropriate action to be updated and Click the “Update Action” button

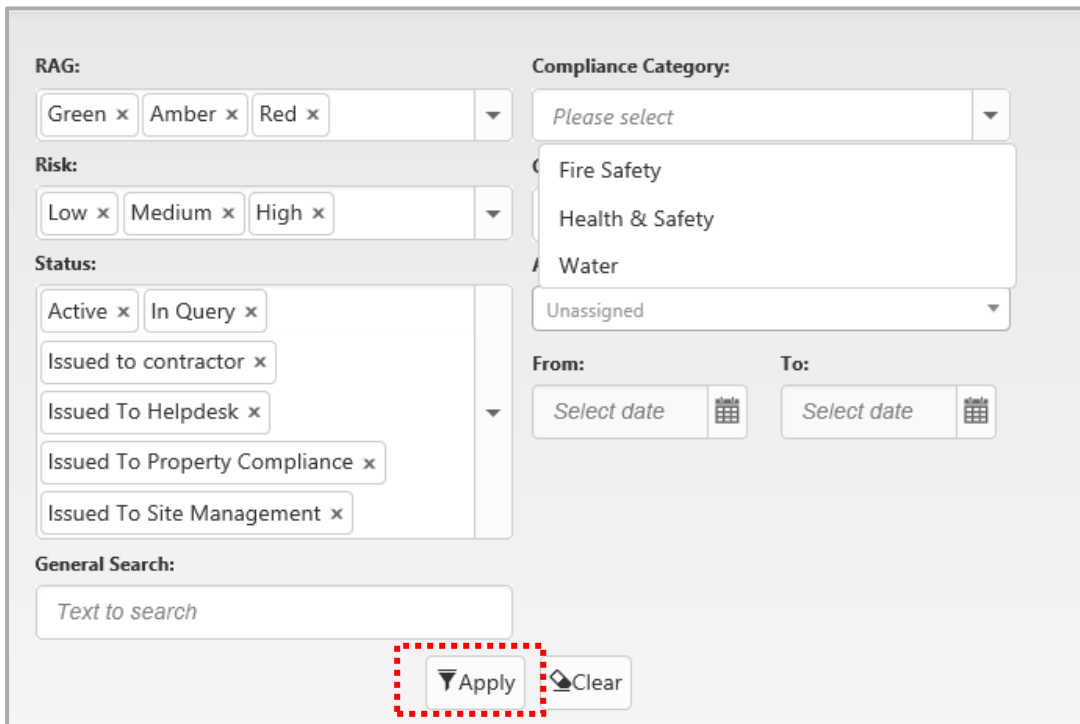
Update Action		4816	Health & Safety Audit	02/09/2019	Active
---------------	--	------	-----------------------	------------	--------

Tip: If you wish to see only the H&S Audit actions, you can filter the page:

Click on “Filter” button on Actions page



Select Compliance Category “Health & Safety” and click “Apply” button



4. Once you have clicked on the “Update Action” button, you have 4 options:

Add a comment

This must be populated with any appropriate comments and updates. This will be saved to the Action History and will be supporting evidence and proof that the action has been completed.

For example, “Fire Alarm testing is now being completed weekly, with all staff re-briefed on 18.8.2019.”

Action State

Select 1 of the 4 options to reflect progress of action completion:

- 1) Active – Action is still open
- 2) Completed – if action has been fully completed and closed
- 3) In Query – if action is in progress, e.g. training required but not completed. This would be supported by a comment in the “Add a Comment” box.
- 4) Issued to contractor/ helpdesk/ property compliance - if action has been delegated for follow up by a contractor/ helpdesk or property management

Update Action 4817

Add a Comment

Fire Alarm testing is now being completed weekly, with all staff re-briefed on 18.8.2019

Comments will be added to the action history.

Action State

Active

Active

Completed

In Query

Issued to contractor

Issued To Helpdesk

Issued To Property Compliance

Issued To Site Management

Select Document

Evidence of action completion should be attached here, for example, contractor work completion documentation or photographic evidence.

Use the “Browse” button to find and select the file you wish to attach from your PC

Select Document

Browse...

Action Assigned User

Optional if action is to be assigned to somebody else, e.g. escalated to your DM

Note: Further email chases will be directed to the Assigned User

Action Assigned User

Unassigned

|

Please enter 1 or more characters

Once all fields have been completed, click on “Update” button and your action status will be changed.

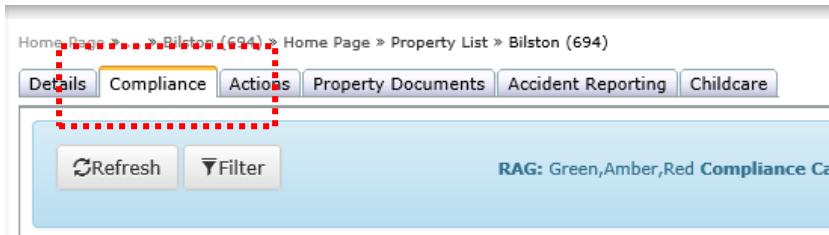
Action Assigned User

Unassigned

Update

Viewing a Site's Health & Safety Audit

From the original Home Screen, click on the "Compliance" tab



This screen shows current status of all Compliance activities for your site, along with next service dates etc. A useful reference point if detail requested by Fire Officers etc.

Locate "Health & Safety Audit" and click onto it.

	Do Task	Type	Asset ID	Active Actions	Last Completed	Compliant Until	Notes
●		Fire Alarm Service		0	25/07/2018	25/01/2019	
●		Fire Extinguisher Servicing		0	30/11/2018	30/11/2019	
●		Fire Risk Assessment		6	18/03/2019	18/03/2020	
●		Health & Safety Audit		5	19/07/2019	19/07/2020	
●		Enforcement Officer Visit		0	None	No Date Set	

Details of actions and the link to the Audit Document will be shown below

Details

Health & Safety Audit

State: Active

Next Event Date: 19 July 2020

Notes:

Save

Events

Most Recent Event

19 July 2019

FILES

Name

Midcounties Health and Safety Audit 223284.pdf

Actions

Add Action

	Detail	Action #	Description	Detail	Action Date	Status	Assigned User
Update Action	⊞	M 4815	Notices And Information	[Question: 1.5 Has the Risk Register been reviewed within the last 12 months?] - [Action Required: Risk Register Review - annual risk register review to be completed and check documented.] - [Action Owner: Site Manager]	17/10/2019	Active	
Update Action	⊞	H 4816	Electrical/Gas	[Question: 3.3 Access to electrical panels clear and free from combustibles, cupboard locked and electrical hazard signage displayed?] - [Action Required: Electrical Panel Access: Improved housekeeping required to ensure access to the electrical panel is kept clear and free from combustible materials.] - [Action Owner: Site Manager]	02/09/2019	Active	
Update Action	⊞	H 4817	Fire	[Question: 4.2 Has weekly testing of the Fire Alarm been completed?] - [Action Required: Fire Alarm Testing: Action must be taken to test the store's fire alarm each week from a different call point. Faults to be reported immediately, and records maintained for later review.] - [Action Owner: Site Manager]	02/09/2019	Completed	