

Welcome to Smartlog

Due to our reduced use of Behaviourwatch and as part of our overall plan to restructure our IT systems we have made the decision to end the use of Behaviourwatch and move to a new system Smartlog.

Smartlog is an online Health & Safety compliance programme. It has similar parts to Behaviourwatch in that accidents and first aid incidents can be recorded and also site maintenance requests can be posted for action. It also has other useful elements that we will be making use of going forward like the H&S training modules (which are similar to Educare), Document library for policies, Risk Assessment Area.

Also, it has areas that will help the Facilities & Estates (F&E) team manage their compliance for Checks and Tests and Asset management.

Staff logins

[Smartlog V5 \(safesmart.co.uk\)](https://sl.safesmart.co.uk)

<https://sl.safesmart.co.uk/auth/login>

Company ID: THEVALE (not case sensitive)

Username: First name (no space) Surname (not case sensitive)

Default Password: **TheValeFed123** (You will be asked to change this when you log in, you will then be asked to log in with your new password)

If you forget any of your log in details you can click on the reset password link, enter your school email address and Smartlog will send you an email with your log in details and also a link to reset your password.

Once you have logged in you will see your Dashboard.

The screenshot displays the Safesmart Smartlog dashboard for The Vale Federation. At the top, the user is logged in as John | The Vale Federation. The dashboard shows a compliance level of 0% for all areas, indicated by a red pie chart. A legend identifies the colors: Training (Cyan), Checks & Tests (Green), Risk Assessments (Yellow), and Non Compliant (Red). The dashboard includes a 'Quick Links' sidebar with options like Dashboard, Checks & Tests, Risk Assessments, Log Entry, Accident Reporting, Training, Information, Document Library, News, Help, and Logout. The main content area features buttons for 'Change Password', 'Record a completed check & test', 'Take my training', 'Due Check & Tests', 'View my online risk assessment', 'Report an accident or incident', 'View a list of First Aiders', and 'View a list of Fire Wardens'. A 'Log Entry' button is also present at the bottom.

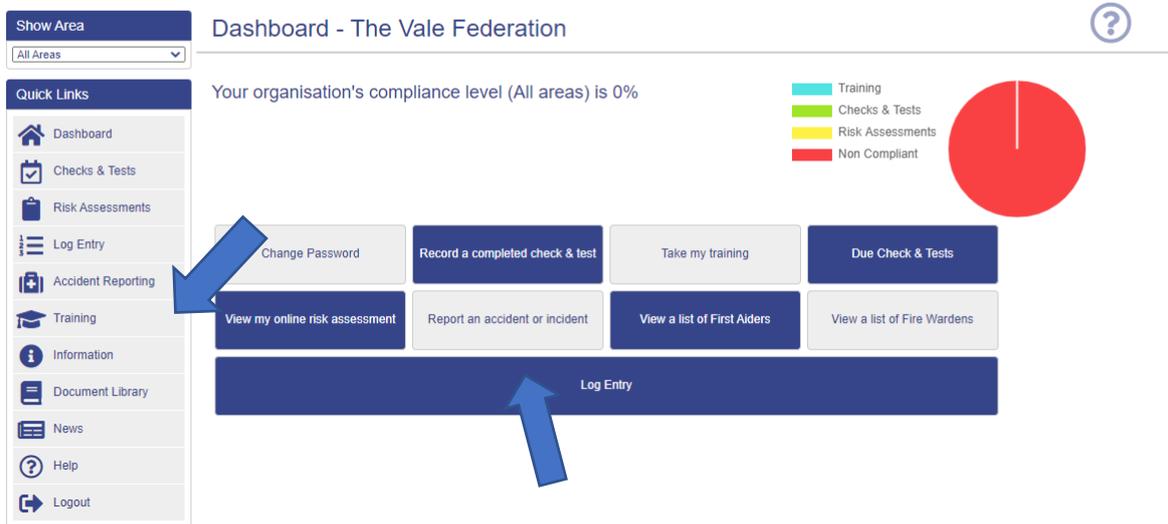
From here you can choose your option to record an Accident/First Aid incident or Premises Issue.

Accident and First Aid recording

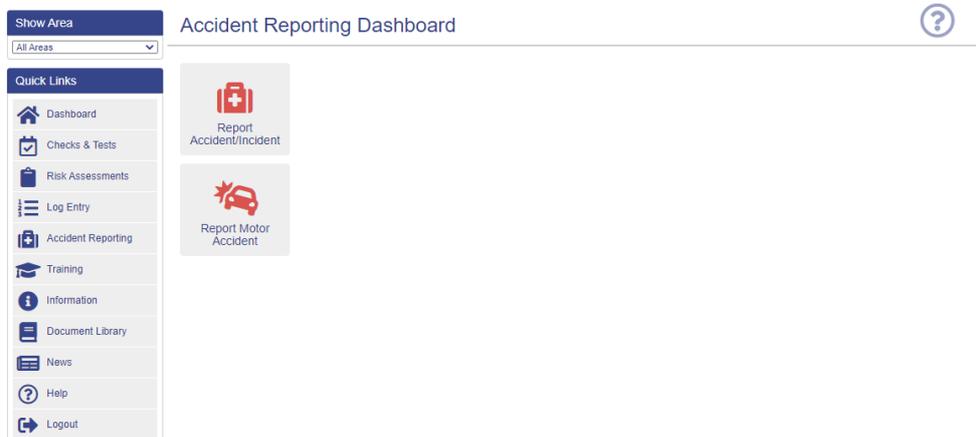
You can access an Accident /First Aid report either from the Dashboard or the Quick Links (on the left)

Report Accident/Incident

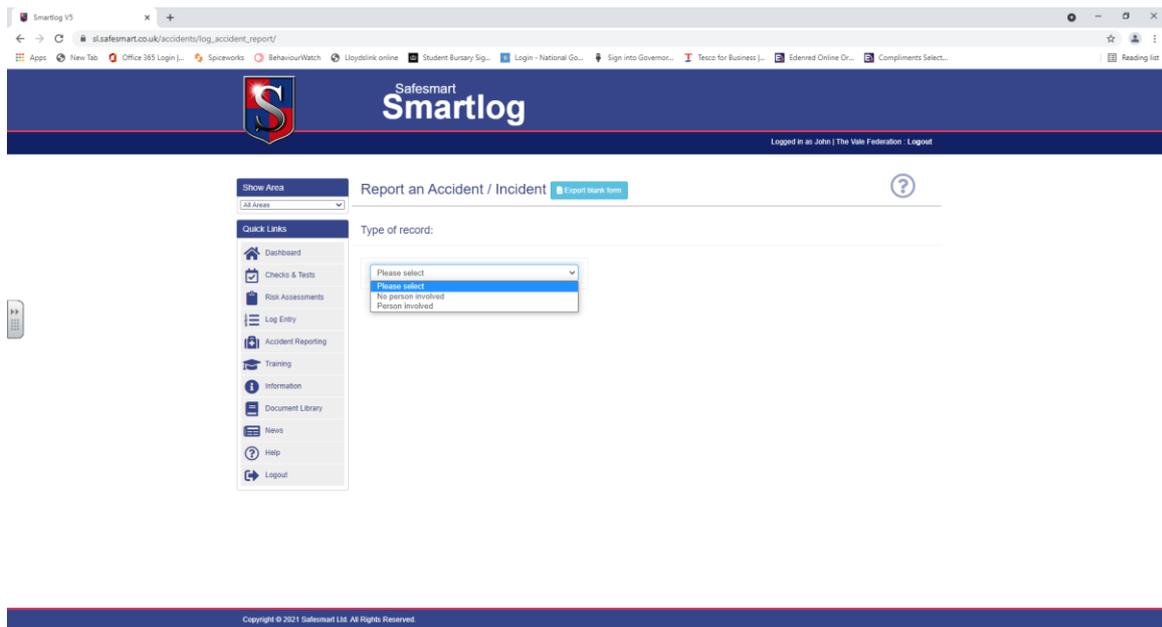
You can use this section of Smartlog™ to record information about accidents/incidents to help with RIDDOR compliance. You can also record photos/documents of the accident/incident. Fill in the information fields then click 'Submit Report' to save the report. When the report is saved it then appears in Submitted Accident Reports section.



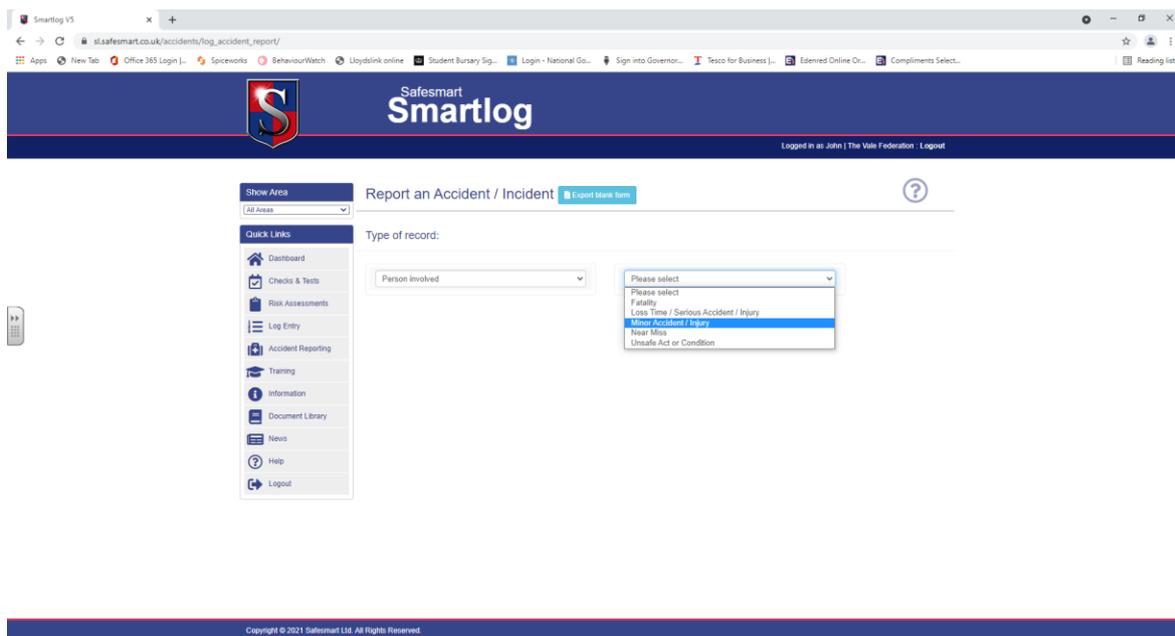
You will then see that you have two options to report on.



When you choose “Report Accident/Incident you will then see



Then



You will then see a report section as follows. You **Do Not** need to add all the personal details in Section 1 (Home Address, telephone etc.)

Accident Report Form

Type of record:

- Person involved
- No person involved

- Fatality
- Loss Time / Serious Accident / Injury
- Minor Accident / Injury
- Near Miss
- Unsafe Act or Condition

Section 1: Personal Details

Name of injured person / person involved: _____

Date/time of incident: ____/____/____

Reported by: _____

Sex:

- Male
- Female
- Other

Age / DOB of the person: _____

Home address of the person:

Address1: _____

Address2: _____

Address3: _____

Town: _____

County: _____

Postcode: _____

Phone no: _____

Email address: _____

Is the person:

- Employee
- Member of the public
- Student
- Contractor
- Agency Worker
- Supported Person
- On Work Experience
- Volunteer

Has next of kin been contacted:

- Yes
- No

In section 2 your Location will be the school site and the Department will be the room number or area on the drop down list. Please take your time to write a clear description of the accident and any first aid given at the time.

Section 2: Details of accident / incident

Location of the accident / incident: _____	Witness Details: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Associated department: _____	
Specific location of accident / incident: _____ _____ _____	
Was an injury sustained: <input type="radio"/> Yes <input type="radio"/> No	Details of accident / incident: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Type of injury sustained: _____	
Type of accident: _____	
Part of the body affected: _____	

Section 3: Details of first aid administered

Was first aid given? <input type="radio"/> Yes <input type="radio"/> No	Details of treatment given and actions taken: _____ _____ _____ _____ _____ _____ _____ _____ _____
Who administered first aid: _____	
Did the injured person go to hospital? <input type="radio"/> Yes <input type="radio"/> No	

Once you have completed all the details of the incident

[Submit Report](#)

“Premises Issues” – (Facilities & Estates requests)

You can access a Premises Issues either from the Dashboard or the Quick Links (on the left)

The screenshot shows the Safesmart Smartlog interface. At the top, the logo and 'Smartlog' text are visible, along with the user 'John | The Vale Federation' and a 'Logout' link. The main content area is titled 'Dashboard - The Vale Federation'. On the left, a 'Quick Links' menu lists various functions, with 'Log Entry' highlighted by a blue arrow. The main dashboard area displays 'Your organisation's compliance level (All areas) is 0%'. A pie chart shows 0% compliance across four categories: Training (green), Checks & Tests (yellow), Risk Assessments (orange), and Non Compliant (red). Below the chart are several action buttons: 'Change Password', 'Record a completed check & test', 'Take my training', 'Due Check & Tests', 'View my online risk assessment', 'Report an accident or incident', 'View a list of First Aiders', and 'View a list of Fire Wardens'. A large 'Log Entry' button is positioned at the bottom of the dashboard, also highlighted by a blue arrow.

You will then be given a choice and you should choose Premises Issues.

ALWAYS select “Premises Issue” for ALL requests.

The screenshot shows the 'Log Entry' form in the Safesmart Smartlog interface. The 'Choose Log Entry Category' dropdown menu is open, showing options: 'Please select', 'Please select', and 'Premises Issues'. The 'Premises Issues' option is highlighted with a red box and a blue arrow. The 'Quick Links' menu on the left is visible, with 'Log Entry' selected. The footer of the page contains the text 'Copyright © 2021 Safesmart Ltd. All Rights Reserved.'

Complete the form choosing the Area from the drop-down list that fits the door number or area closest to the request location, relevant to the premises issue.

Assign the user as **yourself** from the drop-down list. This will help the F & E Team who may contact you if there are any issues/questions.

Complete the “Notes” section with as much information as possible to help the F&E Team know what repairs etc. are required.

For the report to be logged correctly, you **MUST**:

Choose log entry category – select premises issues

Which area does the entry relate to? – select the door number/area of issue

Assign the entry to a user? – select YOUR name

Please choose the type of entry – always select premises issue

Notes – add the details

Mark as – select failed

Create checklist? – select Yes

Frequency – select once only

The screenshot shows the 'Log Entry' form interface. On the left is a sidebar with a 'Show Area' dropdown set to 'All Areas' and a 'Quick Links' menu containing: Dashboard, Checks & Tests, Risk Assessments, Log Entry, Accident Reporting, Training, Information, Document Library, News, Help, and Logout. The main form area is titled 'Log Entry' and contains the following sections:

- Choose Log Entry Category:** A dropdown menu with 'Premises Issues' selected. This field is highlighted with a red box.
- Please complete log entry details:**
 - Entry Date (required field):** A date and time picker showing '30/06/2021 09:43'.
 - Which area does the entry relate to? (required field):** A dropdown menu with 'Booker Park School' selected. This field is highlighted with a red box.
 - Assign the entry to a user?** A dropdown menu with 'Do not assign' selected. This field is highlighted with a red box.
 - Please choose the type of entry (required field):** A dropdown menu with 'Please choose type of entry' selected. This field is highlighted with a red box.
 - Notes:** A large empty text area for entering details.
 - Mark as:** Two buttons: 'Passed' and 'Failed'. The 'Failed' button is circled in red, and a blue arrow points to it.
 - Create check/test?:** Two buttons: 'No' and 'Yes'. The 'Yes' button is circled in red, and a blue arrow points to it.
- Create Log Entry:** A blue button at the bottom right of the form.

You will then see a further description box. Your Notes should be copied into the Check Description box automatically.

PLEASE MAKE SURE IN "MARK AS" YOU SELECT "FAILED" AND IN CREATE CHECKLIST "YES"

Mark as
Passed **Failed**

Create check/test?
No **Yes**

Create a check and test for this entry

Inform me about the progress
No Yes

Check Description

Due from (required field)
06/09/2023

Overdue after (required field)
06/09/2023

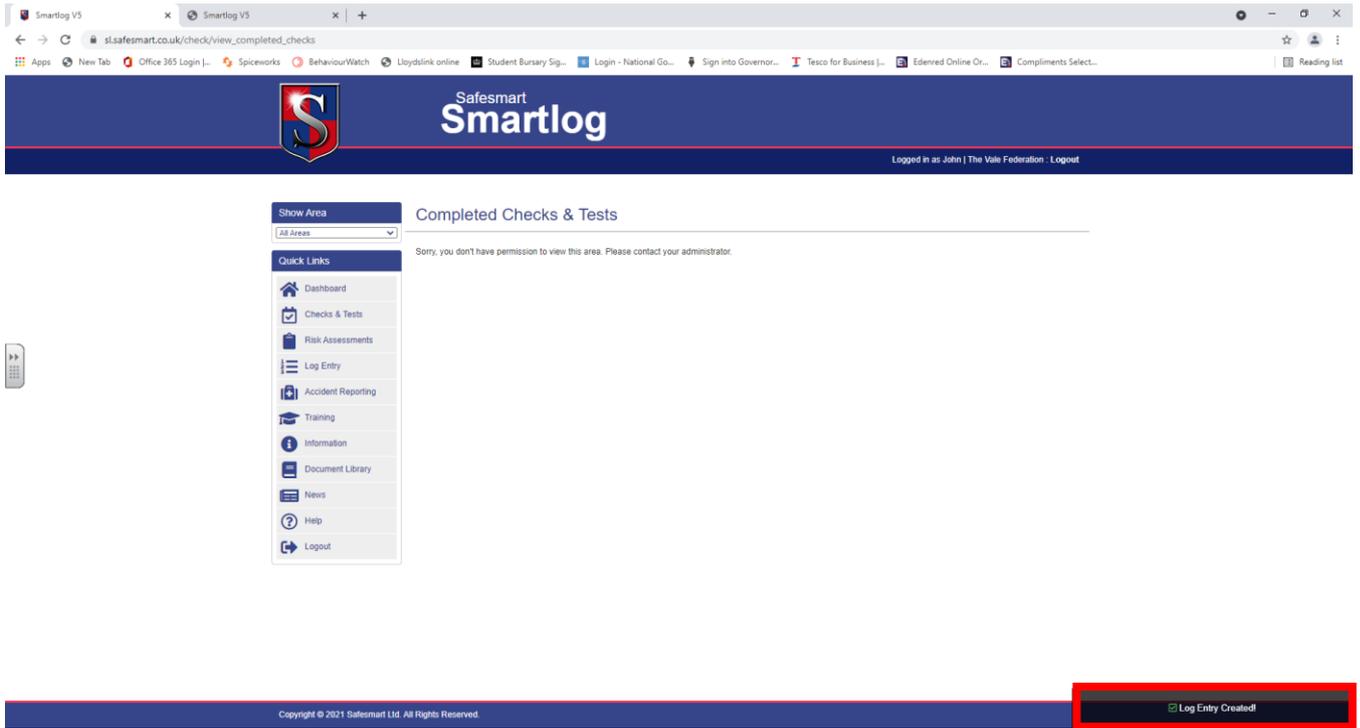
Frequency
 Once Only 
 Repeat every Please select

Check priority
Normal High

[Create Log Entry](#)

Frequency – select once only.

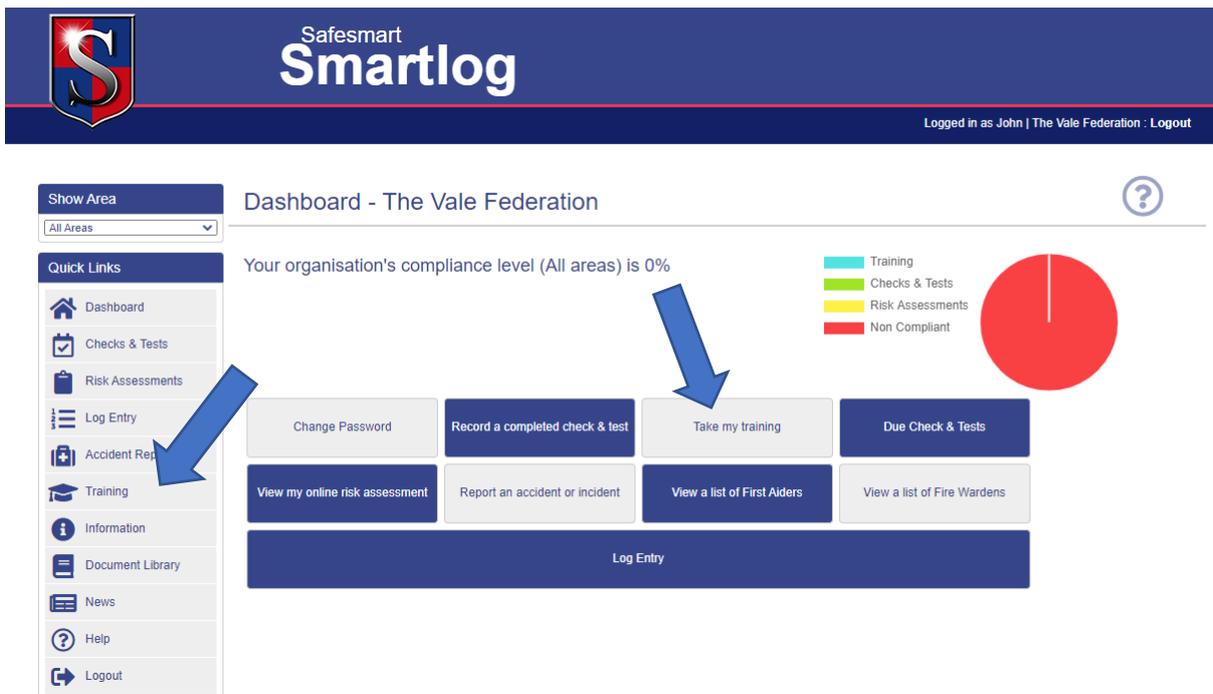
Then choose **Create Log Entry** to save the report. Your report will be saved and you will be taken to the following screen. NOTE - In the bottom right corner you will see "Log Entry Created" to confirm the report has been saved. This message will disappear after a short time.



Completing Training

You will in due course be assigned courses to be completed. This is similar to Educare. To complete training that you have been assigned to you will need to:

- Go to the 'Training' quick link (left hand Column) or,
- Click on 'Take my Training'



- Click on the training courses and this will open up the courses for you (the system will save your progress if you log out)

As an introduction to the system everyone has been assigned the Health & Safety at Work module to complete. You can complete this in your own time but you will be sent reminders if you haven't completed it.



Training Dashboard

Show Area
All Areas

Quick Links

- Dashboard
- Checks & Tests
- Risk Assessments
- Log Entry
- Accident Reporting
- Training
- Information
- Document Library
- News
- Help
- Logout

Take my Training

My Training History