



Hazards User Guide

Liquidlogic Children's Systems (LCS)

Author: Bea Campbell

Date: 17.08.2016

DOCUMENT HISTORY

DATE	PRODUCED BY	DOCUMENT VERSION	COMMENTS
17/08/2016	B. CAMPBELL	1.0	INITIAL VERSION
02/09/2016	B. CAMPBELL	1.1	CHANGED SCREENSHOT IMAGES
28/02/2022	S. WEBB	1.2	REDESIGN

TABLE OF CONTENTS

1. RECORDING A HAZARD WITHIN LCS	1
1.1. UPDATING THE HAZARD	2
1.2. SENDING A PROFESSIONAL NOTIFICATION	4
1.3. VIEWING THE HAZARD NOTIFICATION FROM YOUR WORKTRAY.....	5
1.4. ACKNOWLEDGING THE NOTIFICATION.....	5
1.5. VIEWING THE NOTIFICATION ACKNOWLEDGEMENT	6
2. RECORDING THE HAZARD REVIEW	6
2.1. END DATING THE PREVIOUS HAZARD	7

1. Recording A Hazard Within LCS

- Click on the “Risks” sidebar.
- Click on “Add a Hazard”

The screenshot shows the Liquidlogic Children and Families interface. The top navigation bar includes 'Home', 'Tiles', 'Help', 'Menu', and 'System'. The user profile is 'Child: James Example 12 years (Ref: 500773)'. The sidebar on the left lists various categories: Identity, Photos, Risks (highlighted with a red box), Parental Factors, Relationships, Involvements, Case Status, CP, CLA, Adoption, History, Chronology, Forms, Case Notes, Reindex, and Restricted Access. The main content area displays three sections: 'MAPP Discussions' (with a link to 'Add a new MAPP discussion'), 'MARAC' (with a link to 'Add a new MARAC'), and 'Allegations' (with a link to 'Add an Allegation'). The 'Hazards' section shows 'No Hazards Recorded' and a link to 'Add a Hazard' (highlighted with a red box).

- Enter in the “Date Hazard Started”.
- Enter a “Review Date”.
- Select the relevant “Hazard Type” from the picklist.
- Enter in the “Hazard Details” free text.
- If the hazard is applicable to siblings, click the relevant checkbox.
- Click on “Create”.

The screenshot shows the 'Create New Hazard' form. The top bar includes 'Home (1)' and 'Tiles'. The form has 'Create' and 'Cancel' buttons. The title is 'New LCS Hazard'. The 'Relating To' field is 'Child: James Example'. The 'Hazard Dates' section includes 'Date Hazard Started' (01.01.2015), 'Review Date' (01.07.2015), and 'Date Hazard Ended'. The 'Hazard Details' section includes a 'Hazard Type' dropdown menu (highlighted with a red box) and a text area for 'Hazard Details' (ADULT POSES RISK OF VIOLENCE (WITH OR WITHOUT WEAPONS) INDIVIDUAL WHO POSES A RISK TO CHILDREN RISK TO WORKER). The 'Siblings' section includes a checkbox for 'Please select who this hazard also applies to' and three checkboxes for 'Bonnie Example', 'Clyde Example', and 'Rosie Example' (all highlighted with red boxes).

- The entry will display as below with the “HZD” flag displayed. (see screenshot below).

Liqidlogic Children and Families Home

Child: James Example 12 years (Ref: 500773) **HZD** Hazard Record

Hazard: RISK TO WORKER Started on: 01-Jan-2015

Warning: This Hazard Record's Review Date is now past.

- Hazard Dates**
 - Date Hazard Started 01-Jan-2015
 - Review Date 01-Jul-2015
 - Date Hazard Ended
- Hazard Details**
 - Hazard Type RISK TO WORKER
 - Hazard Details Enter in the relevant hazard detail notes
- Audit**
 - Recorded by Bea Campbell - LCS
 - Modified on 02-Sep-2016 11:29
- Actions**
 - Update Hazard Record
- Notified of Hazard**
 - No-one notified
 - Add professional notification
 - Add person notification
- Restrictions**
 - Restrictions No Restrictions

1.1. Updating The Hazard

- If you need to update a Hazard entry, click on the row entry within the “Risks” sidebar.

Liqidlogic Children and Families Home

Child: James Example 12 years (Ref: 500773) **HZD** Basic Demographics

Risks

- MAPP A Discussions**
 - This person is not subject to MAPP A discussion
 - Add a new MAPP A discussion
- MARAC**
 - This person has not been referred to a MARAC
 - Add a new MARAC
- Allegations**
 - No Allegations Recorded
 - Add an Allegation
- Hazards**

Started On	Ended On	Hazard Type
01-Jan-2015		RISK TO WORKER

 - Add a Hazard

- Click on “Update Hazard Record”.

Hazard: RISK TO WORKER Started on: 01-Jan-2015

Warning: This Hazard Record's Review Date is now past.

Hazard Dates

Date Hazard Started 01-Jan-2015
 Review Date 01-Jul-2015
 Date Hazard Ended

Hazard Details

Hazard Type RISK TO WORKER
 Hazard Details Enter in the relevant hazard detail notes

Audit

Recorded by Bea Campbell - LCS
 Modified on 02-Sep-2016 11:29

Actions

[Update Hazard Record](#)

- Make any necessary changes to the text/fields.
- Click on “Update”

Update - **Update:** Hazard: RISK TO WORKER Started on: 01-Jan-2015

Update Hazard: RISK TO WORKER Started on: 01-Jan-2015

Warning: This Hazard Record's Review Date is now past.
 Relating To: Child: James Example

Hazard Dates

Date Hazard Started
 Review Date
 Date Hazard Ended

Hazard Details

Hazard Type
 Hazard Details

1.2. Sending A Professional Notification

- Whilst in update mode, If you wish to send a notification, click on “Add professional notification” (this will display the LCS Address Book).
- Select who you wish to notify.
- Their name appears in the “Record New Notification” screen.
- Enter in the “Date Notified”
- Ensure that the checkbox for “Send Alert to this person?” is ticked.
- Click on “Create”

Liqidlogic Children and Families

Create **Cancel** - Record New Notification

New Notification: Bea Campbell

● **Notification**

Notified Person Bea Campbell

● **Dates**

Date Notified

Date Acknowledged

● **Alert**

Send Alert to this person?

- Those notified are displayed in the top right hand corner.

Liqidlogic Children and Families Home

Child: James Example 12 years (Ref: 500773) **Hazard Record**

Hazard: RISK TO WORKER Started on: 01-Jan-2015

Warning: This Hazard Record's Review Date is now past.

● **Hazard Dates**

Date Hazard Started 01-Jan-2015
Review Date 01-Jul-2015
Date Hazard Ended

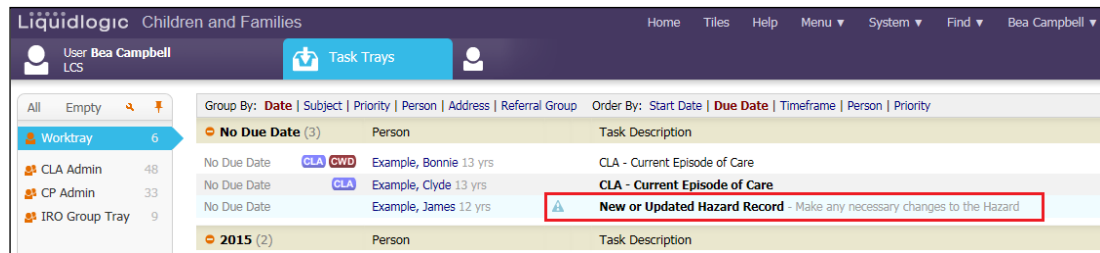
● **Notified of Hazard**

Bea Campbell (01-Jan-2015 by Bea Campbell)

▶ Add professional notification
▶ Add person notification

1.3. Viewing The Hazard Notification From Your Worktray

- From your worktray, click on the alert.

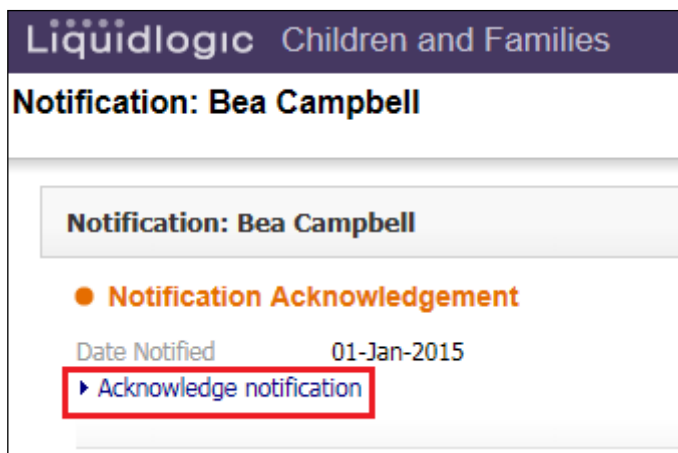


1.4. Acknowledging The Notification

- Click on “Notification: <name>”



- Click on “Acknowledge notification” in the top left hand corner.



- You can then click “Alert Completed” to remove from the worktray.

1.5. Viewing The Notification Acknowledgement

- If you view the Hazard record again, if an acknowledgement has been sent, a tick will appear to the right of the person's name.

Hazard: RISK TO WORKER Started on: 01-Jan-2015

Warning: This Hazard Record's Review Date is now past.

Hazard Dates

Date Hazard Started	01-Jan-2015
Review Date	01-Jul-2015
Date Hazard Ended	

Notified of Hazard

Bea Campbell (01-Jan-2015 by Bea Campbell)	<input checked="" type="checkbox"/>
--	-------------------------------------

[Add professional notification](#)
[Add person notification](#)

2. Recording The Hazard Review

- Click on the Hazard to be reviewed.

MAPP A Discussions

This person is not subject to MAPP A discussion

[Add a new MAPP A discussion](#)

MARAC

This person has not been referred to a MARAC

[Add a new MARAC](#)

Allegations

No Allegations Recorded

[Add an Allegation](#)

Hazards

Started On	Ended On	Hazard Type
01-Jan-2015		RISK TO WORKER

- Click on "Update Hazard Record"

Liqidlogic Children and Families Home

Child: James Example 12 years (Ref. 500773) HZD Hazard Record

Hazard: RISK TO WORKER Started on: 01-Jan-2015

Warning: This Hazard Record's Review Date is now past.

Hazard Dates

Date Hazard Started 01-Jan-2015
Review Date 01-Jul-2015
Date Hazard Ended

Hazard Details

Hazard Type RISK TO WORKER
Hazard Details Make any necessary changes to the Hazard

Audit

Recorded by Bea Campbell - LCS
Modified on 02-Sep-2016 11:38

Actions

Update Hazard Record

Notified of Hazard

Bea Campbell (01-Jan-2015 by Bea Campbell)

Add professional notification
Add person notification

Restrictions

Restrictions No Restrictions

2.1. End Dating The Previous Hazard

- Enter in the “Date Hazard Ended” as the day before the next Hazard Review meeting.

Liqidlogic Children and Families

Update Cancel - Update: Hazard: RISK TO WORKER Started on: 01-Jan-2015

Update Hazard: RISK TO WORKER Started on: 01-Jan-2015

Warning: This Hazard Record's Review Date is now past.
Relating To: Child: James Example

Hazard Dates

Date Hazard Started 01-Jan-2015
Review Date 01-Jul-2015
Date Hazard Ended 30 June 2015

Hazard Details

Hazard Type RISK TO WORKER
Hazard Details Make any necessary changes to the Hazard

- Click on “Update”. The screen will appear as below. The “HZD” flag disappears.
- Click on the “Demographics” icons. .
- The following screen will appear showing the Hazard has ended

The screenshot shows the 'Liquidlogic Children and Families' interface for a child named James Example (Ref: 500773). The 'Risks' section is active, showing a table of hazards:

Started On	Ended On	Hazard Type
01-Jan-2015	30-Jun-2015	RISK TO WORKER

- Click on “Add a Hazard” and repeat the process for a new entry – entering the new Hazard date (this is the date of the actual review).
- Either enter in another “Review Date” or if the Hazard is to be closed, , enter the “Date Ended”

The screenshot shows the 'Create New Hazard' form. The 'Create' button is highlighted in red. The form fields are as follows:

- Hazard Dates:**
 - Date Hazard Started: 01.07.2015
 - Review Date: (empty)
 - Date Hazard Ended: 01.07.2015
- Hazard Details:**
 - Hazard Type: RISK TO WORKER
 - Hazard Details: Enter in the hazard details and why it is being ending
- Siblings:**
 - Bonnie Example:
 - Clyde Example:
 - Rosie Example:

- Update the “Brief Details” section..
- Click on “Create”
- The screen appears as follows

Hazard: RISK TO WORKER Started on: 01-Jul-2015

● Hazard Dates		● Notified of Hazard	
Date Hazard Started	01-Jul-2015	No-one notified	
Date Hazard Ended	01-Jul-2015	▶ Add professional notification ▶ Add person notification	

- Click on the “Demographics” icon. The “Risks” tab will now display as below.

Basic Demographics

- **Risk to Children**
This person is not recorded as a risk to children
[▶ Add a new Risk to Children Record](#)
- **MAPPA Discussions**
This person is not subject to MAPPA discussion
[▶ Add a new MAPPA discussion](#)
- **MARAC**
This person has not been referred to a MARAC
[▶ Add a new MARAC](#)
- **Allegations**
No Allegations Recorded
[▶ Add an Allegation](#)
- **Hazards**

Started On	Ended On	Hazard Type
01-Jul-2015	01-Jul-2015	RISK TO WORKER
01-Jan-2015	30-Jun-2015	RISK TO WORKER