Hazards User Guide

Liquidlogic Children's Systems (LCS)

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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

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1. Recording A Hazard Within LCS

- Click on the "Risks" sidebar.
- Click on "Add a Hazard"

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

1.1.   Updating The Hazard

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

- Click on "Update Hazard Record".

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

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"

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

1.3. Viewing The Hazard Notification From Your Worktray

- From your worktray, click on the alert.
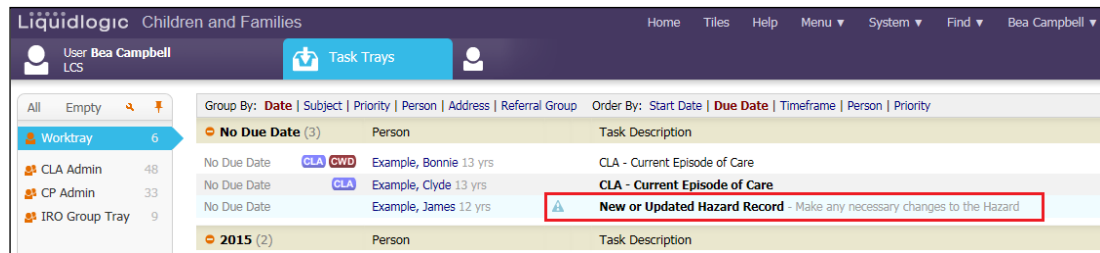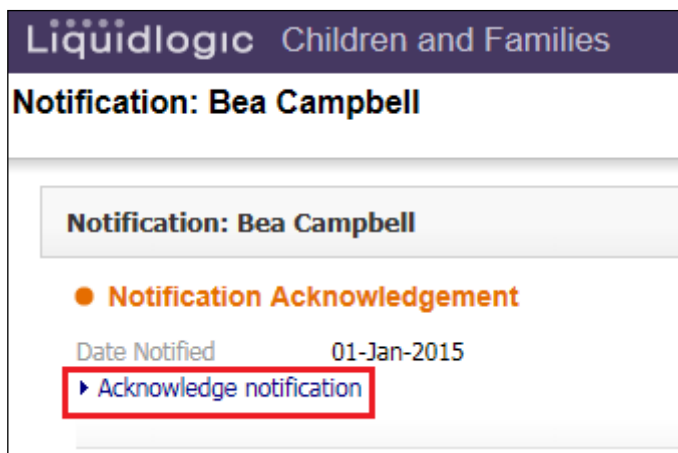

1.4. Acknowledging The Notification

- 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.

2.   Recording The Hazard Review

- Click on the Hazard to be reviewed.

- Click on "Update Hazard Record"

2.1.   End Dating The Previous Hazard

- Enter in the "Date Hazard Ended" as the <u>day before</u> the next Hazard Review meeting.

- 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

- 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"

- Update the "Brief Details" section..

- Click on "Create"

- The screen appears as follows

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