



# **The Building Safety Group**

## BSG Site Report Manager Guide

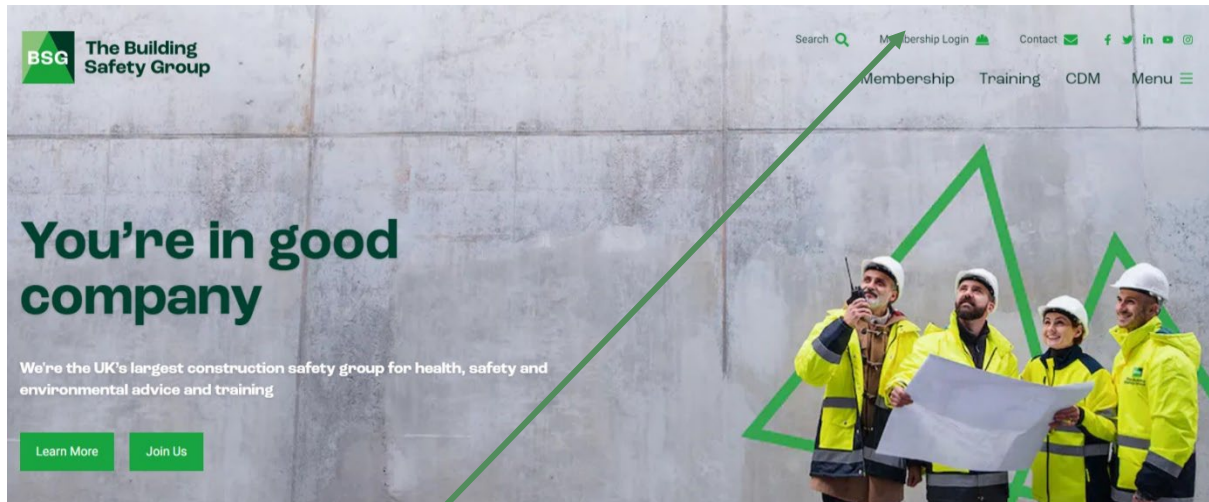
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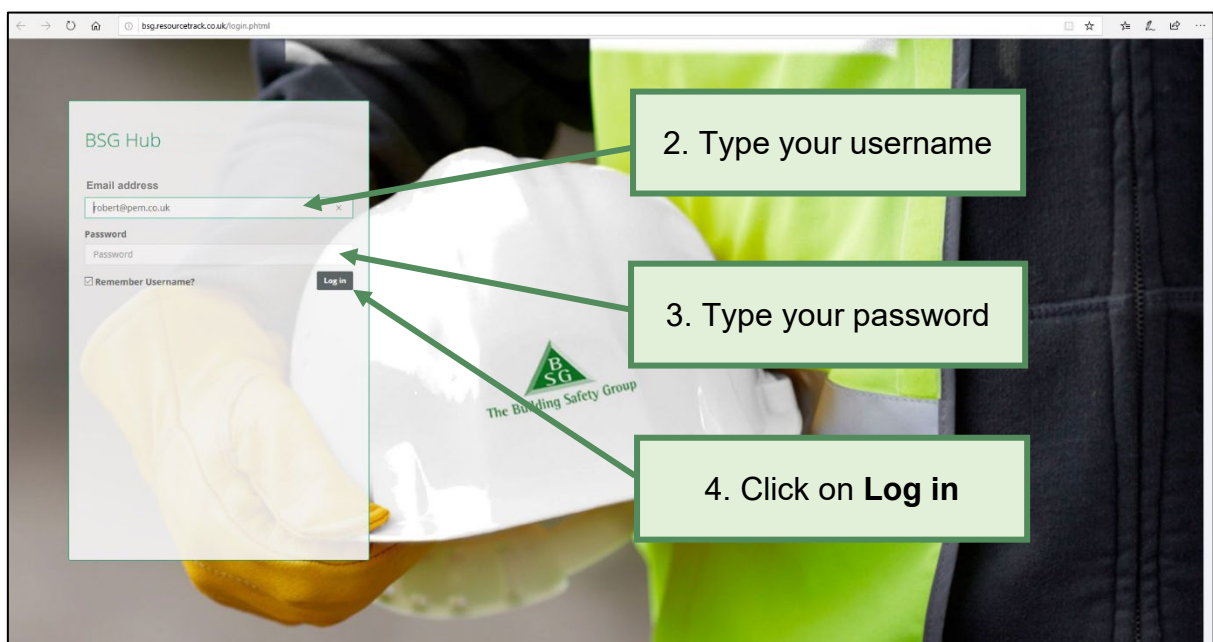
## 1.0 Logging In

In your web browser type [www.bsgltd.co.uk](http://www.bsgltd.co.uk) – you will be taken to the BSG Website Homepage.

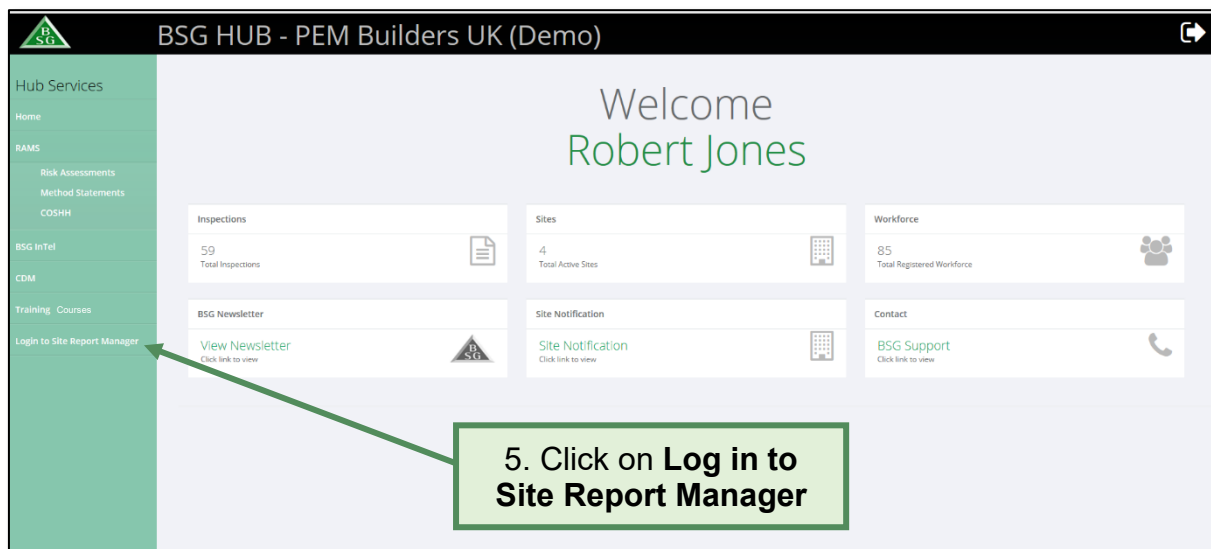


1. Click on Membership Login

Once clicked on Membership Login, then select **Hub Login**, this will take you to the login page. Log in using the personal username and password you have been given. If you are not registered to access BSG Hub, click on BSG Hub and then select **Register** and complete the Registration page. Once approved, you will be sent an email with your person login details. Alternatively, the person from your company registered as the main contact with us can set you up as a user.



When you log in, you will be taken to the **BSG Hub** home page.



On becoming a member, you will have been given a company username and password. The company password to gain access to BSG Site Report Manager is only given to the person from your company registered as the main contact with BSG. It is their choice to share this information with any other employees, to allow them to log in.

### BSG Site Report Manager login page

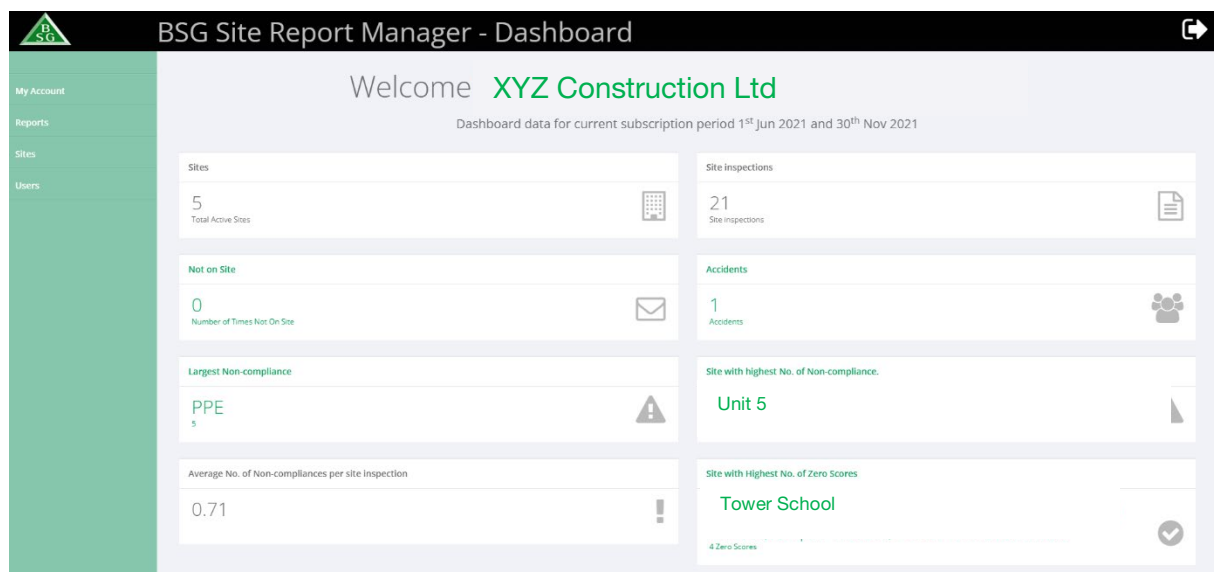


## 2.0 The Home Page

When you log in, you will be taken to the **BSG Site Report Manager** dashboard page.

The dashboard will display a number of key metrics relevant to your company. These include;

- Largest non-compliance incurred during the current subscription period
- Best performing site (site with the highest no. of zero scores)
- Site with the highest no. of non-compliances
- Average no. of non-compliances per site inspection
- No. of accidents during the current subscription period
- No. of 'Not on sites' during the current subscription period (where we have attempted to carry out an inspection but have not been able to get on site)



You can navigate through the website using the icons at the top the screen (by default you are taken to the **Sites** page, which if you receive site inspections, shows a list of sites registered against your membership account).

**Navigation icons**

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LOGOUT

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Sites

Site List

Newmark Green  
PEMB/01A/0014

Overview Court  
PEMB/01A/0013

Blinkton Park \*  
PEMB/01A/0012

Kimpton Lane \*  
PEMB/01A/0011

Garside View  
PEMB/01A/0010

Johnson Civil  
PEMB/01A/0009

Chapman Works  
PEMB/01A/0008

Beckwith House  
PEMB/01A/0007

Thamesford Road, Yarmington

Site Name: **Beckwith House**

Address: Silver Street  
Axminster  
Devon  
EX13 5AF

Contact: David Green

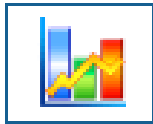
Site Visits Accidents Non-Compliance

Survey Date	Adviser
07-10-2015	ANNE LEACH
01-09-2015	ANNE LEACH
27-07-2015	ANNE LEACH

### 3.0 The Navigation Icons



My Account



Reports



Sites



Users

#### 3.1 My Account



The **My Account** page lets you change your password and upload your organisation's logo. The logo will only appear on risk assessments, COSHH assessments and method statements.

Use this section to update your logo

Use this section to create a new password

### 3.2 Sites



The **Sites** page lets you view and print Site Inspection Reports. You can also view Contact Made and Not on Site records.

View Site Inspection Report

1. Select Site

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**Sites**

**Site List**

- Newmark Green PEMB/01A/0014
- Overview Court PEMB/01A/0013
- Blinkton Park \* PEMB/01A/0012
- Kimpton Lane \* PEMB/01A/0011
- Garside View PEMB/01A/0010
- Johnson Civil PEMB/01A/0009
- Chapman Works PEMB/01A/0008
- Beckwith House PEMB/01A/0007**
- Thornford Road, Yetminster

**Site Name:** Beckwith House  
**Address:** Silver Street  
 Axminster  
 Devon  
 EX13 5AF  
**Contact:** David Green

**Site Visits** | Accidents | Non-Compliance

Survey Date	Adviser
07-10-2015	ANNE LEACH
01-09-2015	ANNE LEACH
27-07-2015	ANNE LEACH

2. Click to view and print Site Inspection Report

#### Site Inspection Report

**THE BUILDING SAFETY GROUP Ltd**  
 5, Pinkers Court, Briarlands Office Park  
 Gloucester Road, Ruggeway  
 Bristol, BS35 3QH  
 Tel: 01454 414877  
 Fax: 01454 415388  
 Email: info@bsg ltd.co.uk

**Site Health & Safety, Environmental and Welfare Report**

**Contract No:** PEMB/01A/0007  
**Site Address:** Beckwith House  
 Silver Street, Axminster, Devon, EX13 5AF

**Member Company:** PEM Builders UK (Demo)  
**Visit Date:** 07/10/2015  
**Role:** Principal Contractor  
**No. Images:** 6  
**No. Operatives:** 11  
**Audit Score:** 15

**Audit**

No.	Site Tour	Rating	No.	Environmental	Rating	No.	Documentation	Rating
1	Confined Space	A	18	Policy/Aspects & Impacts Register	N/A	36	Asbestos Survey	N/A
2	Demolition	N/A	19	Management Hazardous/Waste	N/A	37	Emergency Procedure	N/A
3	Edge Protection							
4	Excavations							
5	Electricity							
6	Hot Works							
7	Housekeeping/M							

**Ratings**

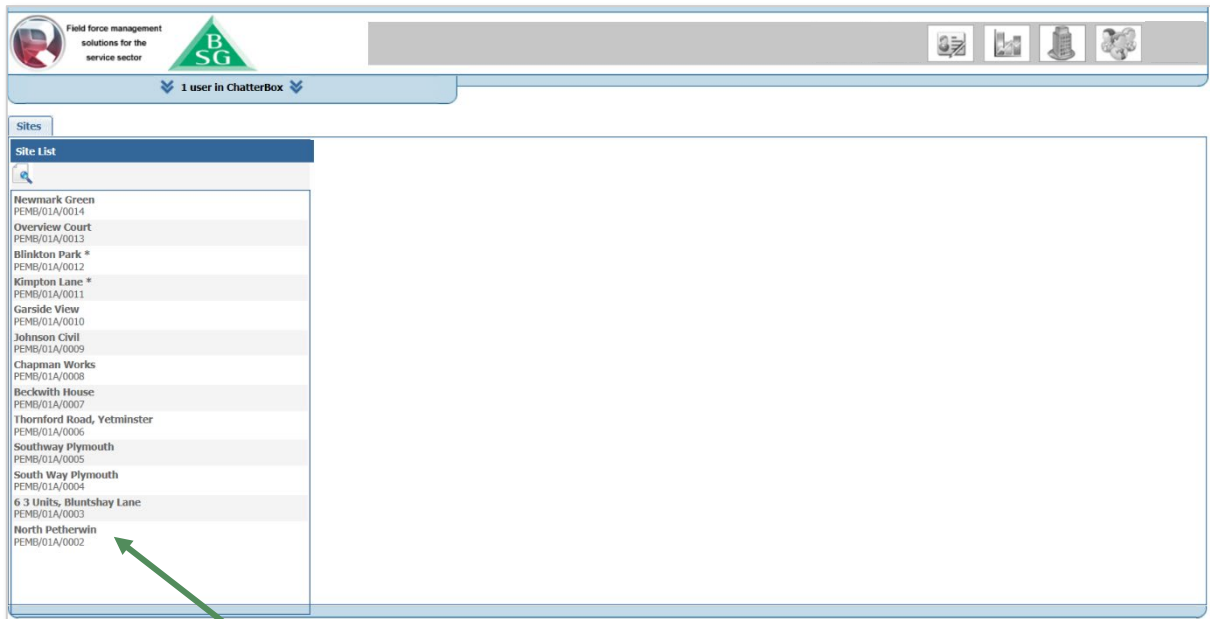
Ma	Major Non Compliance	Ma
Mi	Minor Non Compliance	Mi
A	Advisory	A
S	Satisfactory	S
N/A	N/A	N/A

See BSG Online Services for Score Matrix

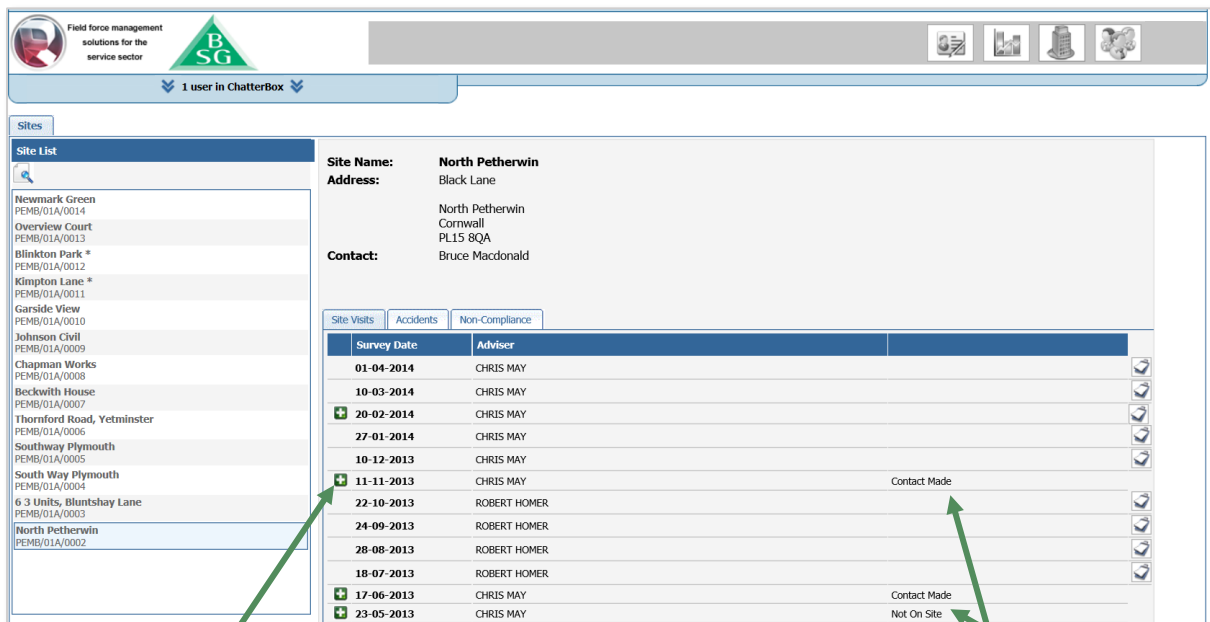
Click this icon to print the Site Inspection Report



## View Contact Made and Not on Site records



1. Select Site



3. Click the '+' to view comments

2. View Contact Made\* and Not On Site records

Date	Cause	Injury / Notes	Contact Made
11-11-2013		Contact made regarding carrying out a site inspection, there are no works currently being carried out on site.	
22-10-2013	ROBERT HOMER		
24-09-2013	ROBERT HOMER		
28-08-2013	ROBERT HOMER		

\*Contact Made: BSG have called the site but a visit is not required

## View Site Accidents

### 1. Select a site

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**Sites**

**Site List**

- Newmark Green PEMB/01A/0014
- Overview Court PEMB/01A/0013
- Blinkton Park \* PEMB/01A/0012
- Kampton Lane \* PEMB/01A/0011
- Garside View PEMB/01A/0010
- Johnson Civil PEMB/01A/0009
- Chapman Works PEMB/01A/0008
- Beckwith House PEMB/01A/0007
- Thornford Road, Yetminster PEMB/01A/0006
- Southway Plymouth PEMB/01A/0005**
- South Way Plymouth PEMB/01A/0004
- 6 3 Units, Bluntshay Lane PEMB/01A/0003
- North Petherwin PEMB/01A/0002

**Site Name:** Southway Plymouth  
**Address:** Clittaford Road, Southway, Plymouth  
**Contact:** Andy Browne

**Accidents**

Survey Date	Adviser	Injury / Notes
12-05-2015	ROBERT HOMER	
10-04-2015	ROBERT HOMER	
12-03-2015	ROBERT HOMER	
05-02-2015	ROBERT HOMER	
28-01-2015		B - Hit by moving, flying, or falling object
05-12-2014	CHRIS MAY	Minor Injury - Sub-Contractor
07-11-2014	CHRIS MAY	
02-10-2014	CHRIS MAY	
09-09-2014	CHRIS MAY	
07-08-2014	CHRIS MAY	
00-00-0000	CHRIS MAY	

### 2. Click the '+' to view the Cause and Injury/Notes of the accident

### 3. Alternatively you can click the **Accidents** tab to bring up a list of all accidents for that site

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**Sites**

**Site List**

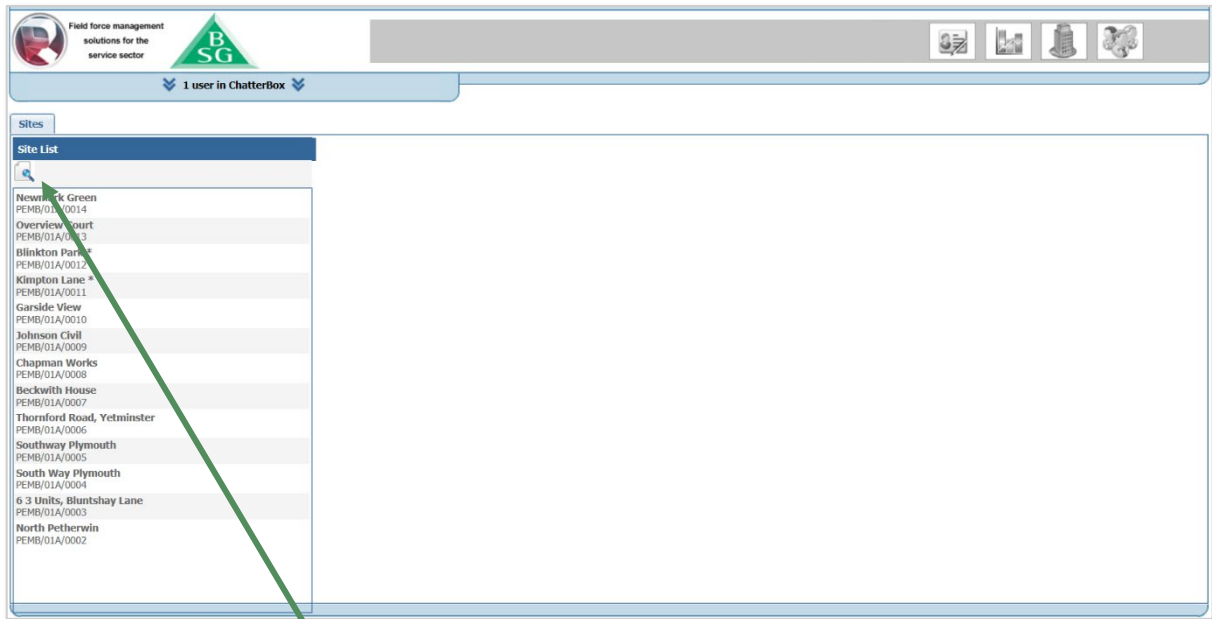
- Newmark Green PEMB/01A/0014
- Overview Court PEMB/01A/0013
- Blinkton Park \* PEMB/01A/0012
- Kampton Lane \* PEMB/01A/0011
- Garside View PEMB/01A/0010
- Johnson Civil PEMB/01A/0009
- Chapman Works PEMB/01A/0008
- Beckwith House PEMB/01A/0007
- Thornford Road, Yetminster PEMB/01A/0006
- Southway Plymouth PEMB/01A/0005**
- South Way Plymouth PEMB/01A/0004
- 6 3 Units, Bluntshay Lane PEMB/01A/0003
- North Petherwin PEMB/01A/0002

**Site Name:** Southway Plymouth  
**Address:** Clittaford Road, Southway, Plymouth  
**Contact:** Andy Browne

**Accidents**

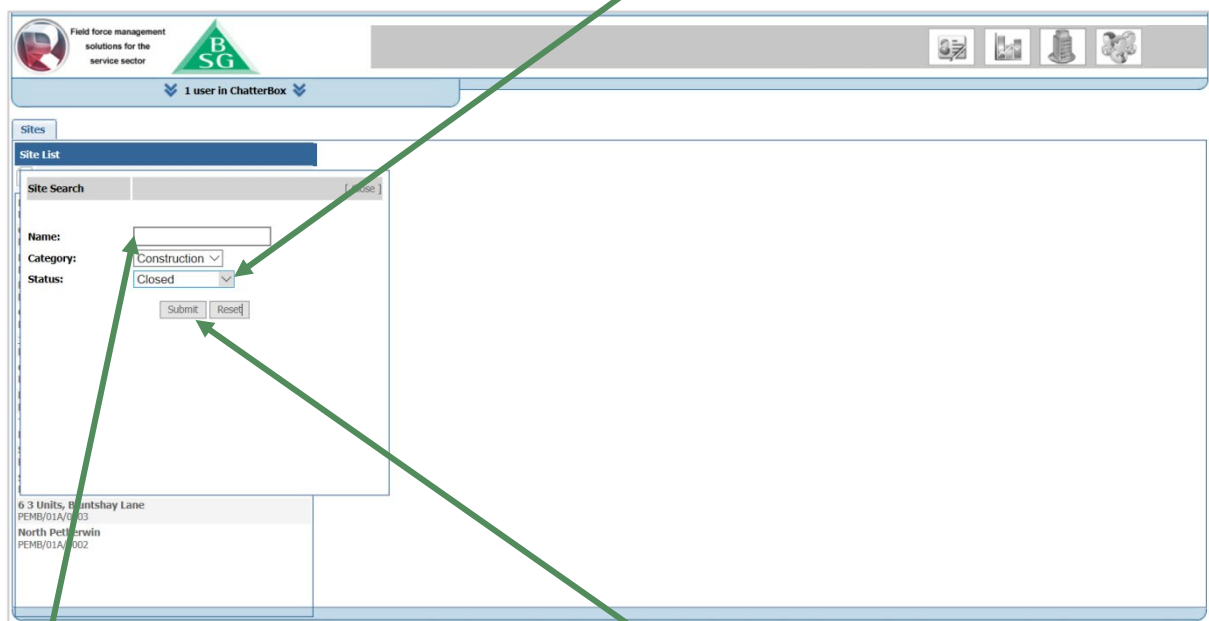
Accident Date	Cause	Injury
28-10-2014	E - Injured while handling lifting or carrying	Minor Injury - Sub-Contractor
28-01-2015	B - Hit by moving, flying, or falling object	Sub-Contractor - Minor Injury

## View historic/closed sites



1. Use **Site Search** to view historic/closed sites

2. Change the **Status** drop down menu to view all **Closed**



3. (Optional) Type in the name of the site you want to view

4. Click **Submit**

### 3.3 Reports

If you receive site inspections the **Reports** page lets you create and download company reports by site and specific date/date ranges and general reports for the following areas:

#### Accident Data

- Number of Accidents by Category
- Number of Accidents by Cause
- Number of Accidents by Injured Person
- Site Accidents by Category
- Site Accidents by Cause
- Site Accidents by Days of the Week
- Site Accidents by Injured Person
- Site Accidents by Month

#### Report Data

- No. of Advisories and Type
- No. of Advisories, Minor & Major Non-compliances by Type
- No. of Site Visits vs. No. of Occurrences
- Non-compliance Categories (No. of Occurrences & Scores)
- Non-compliance Items (Major & Minor)
- Non-compliance Items (No. of Occurrences & Scores)
- Non-compliance Items by Site (Major & Minor)
- Non-compliance Items by Site (No. of Occurrences & Scores)
- Non-compliances Over Time
- Zero Scores and Advisories
- Zero Scores, Advisories and Non-compliances

#### General

- Contact Made
- Current Sites
- Site Visits

To create a report, please follow the instructions below.

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Reports

Customer Reports

- Accidents
  - Report Data
    - No. of Advisories and Type
    - No. of Advisories, Minor & Major non-compliances by type
    - No. of Site Visits vs. No. of Occurrences
    - Non-compliance categories (No. of Occurrences & Scores)
    - Non-compliance items (Major & Minor)
    - Non-compliance items (No. of Occurrences & Scores)
    - Non-compliance items by site (Major & Minor)
    - Non-compliance items by site (No. of Occurrences & Scores)
    - Non-compliances over time
    - Zero Scores and Advisories
    - Zero Scores, Advisories and Non Compliances
  - General
    - Contact Made
    - Current Sites
    - Site Visits

Customer Reports

Accidents

- Number of Accidents by Category
- Number of Accidents by Cause
- Number of Accidents by Injured Person
- Site Accidents by Category
- Site Accidents by Cause
- Site Accidents by Days of the Week
- Site Accidents by Injured Person
- Site Accidents by Month

1. Select a **Report** from the list

2. Default is set for all sites or select a site from the drop-down list

3. Select date/date range

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Non Compliance Items (Major & Minor)

Search Options

Customer: PEM Builders UK (Demo)

Site: All

From Date: 01/01/2016 31

To Date: 31/12/2016 31

Display: Number of Occurrences

Submit

PEM Builders UK (Demo) Non Compliance Items (Major & Minor) between 01/01/2016 and 31/12/2016

Number of occurrences

Actions from Prev... COSHH Construction Phase Plan Dust/Fumes Edge Protection Electricity Fire Risk Assessment Fire Aid Housekeeping/Material Storage PPE Pedestrian/Traffic Management Policy/Aspects & Impacts Register RA/MO Scaffold TC20 Compliance Note Signage Statutory Inspections Statutory Notices Welfare Work at Height

Minor Major

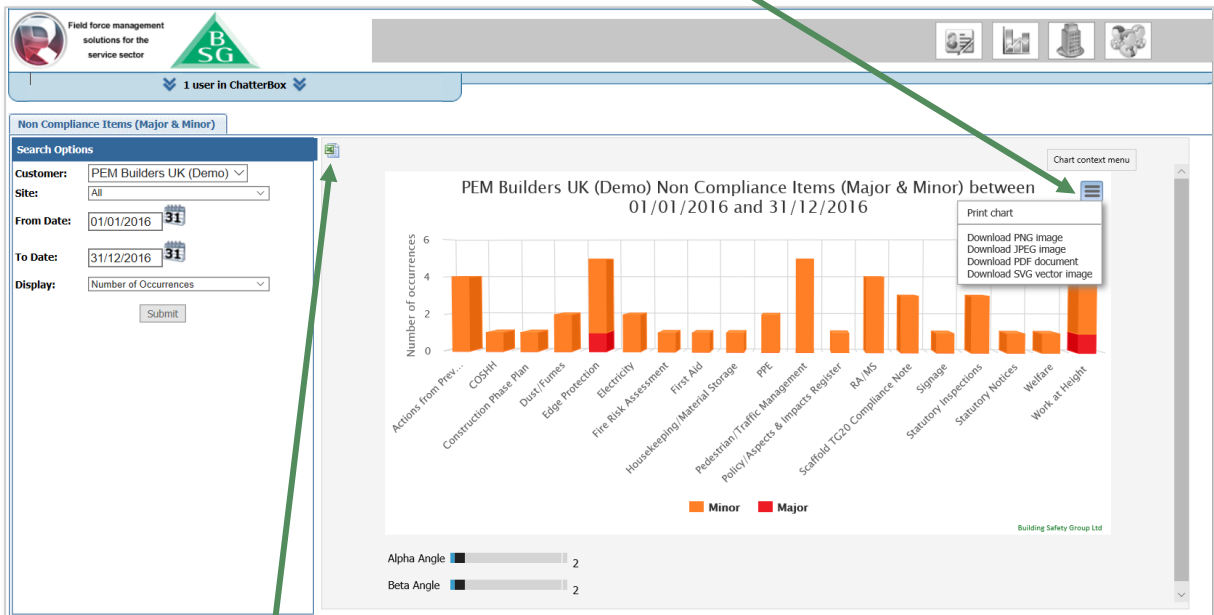
Alpha Angle 2

Beta Angle 2

4. Choose whether to view the Number of Occurrences or the Score (not all reports have this option)

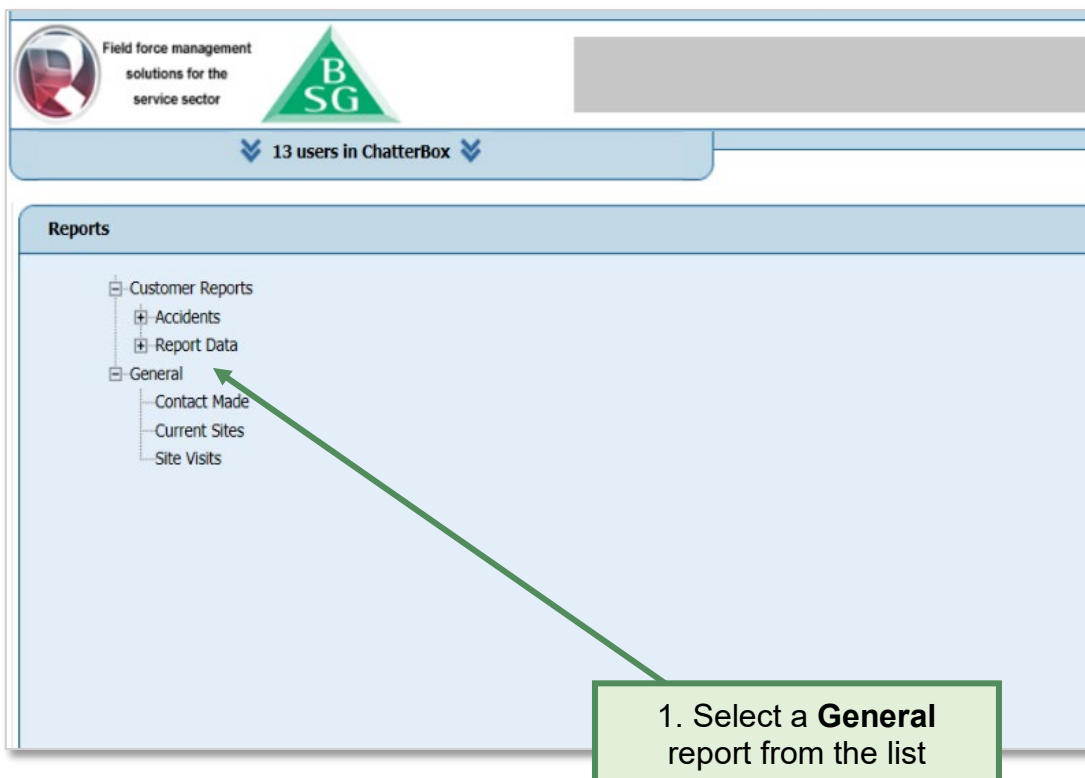
5. Click **Submit**

6. Clicking this **menu** will allow you to print or download the report



7. Clicking this **button** will allow you to export the data to Excel

To create a **General** report, please follow the instructions below.



1. Select a **General** report from the list

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Contact Made. 1 user in ChatterBox

Site Visits.

Please select the search criteria using the options above.

2. Click on the Search icon

3. Select date/date range

Field force management solutions for the service sector

Contact Made. 1 user in ChatterBox

Site Visits.

Member: PEMB01A >> PEM Builders UK (Demo) [Close]

From Date: 01/01/2016

To Date: 31/12/2016

Visit Type:

- ☐ Contact Made
- ☐ Not on Site
- ☐ Site Complete
- ☐ Office Inspection
- ☐ Workshop Inspection
- ☐ Annual Review

Submit

4. Select Visit Type (more than one type can be selected)

5. Click **Submit**

6. The report can then be exported to Excel, a PDF or printed

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Contact Made. 1 user in ChatterBox

The BUILDING SAFETY GROUP LIMITED

Contact Made between 01/01/2013 and 31/12/2013.

Member	Site Code	Site Name	Contact Type	Adviser	Date	Notes
PEM Builders UK (Demo)	PEMB/01A/0002	North Petherwin	Not On Site	CHRIS MAY	09-05-2013	Site appears to be dormant but secure at entrance. Will contact main office
PEM Builders UK (Demo)	PEMB/01A/0002	North Petherwin	Not On Site	CHRIS MAY	23-05-2013	Site secure
PEM Builders UK (Demo)	PEMB/01A/0002	North Petherwin	Contact Made	CHRIS MAY	17-06-2013	Site set up taking place Fences in position. Signage to be placed. F10 and Site folder. Construction phase plan with initial risk assessments
PEM Builders UK (Demo)	PEMB/01A/0002	North Petherwin	Contact Made	CHRIS MAY	11-11-2013	Site in general good order. No site manager.
PEM Builders UK (Demo)	PEMB/01A/0001	Pemberton Homes Ltd *	Contact Made	CHRIS BENNETT	09-04-2013	Spoke to John Hoyle. No sites working yet.

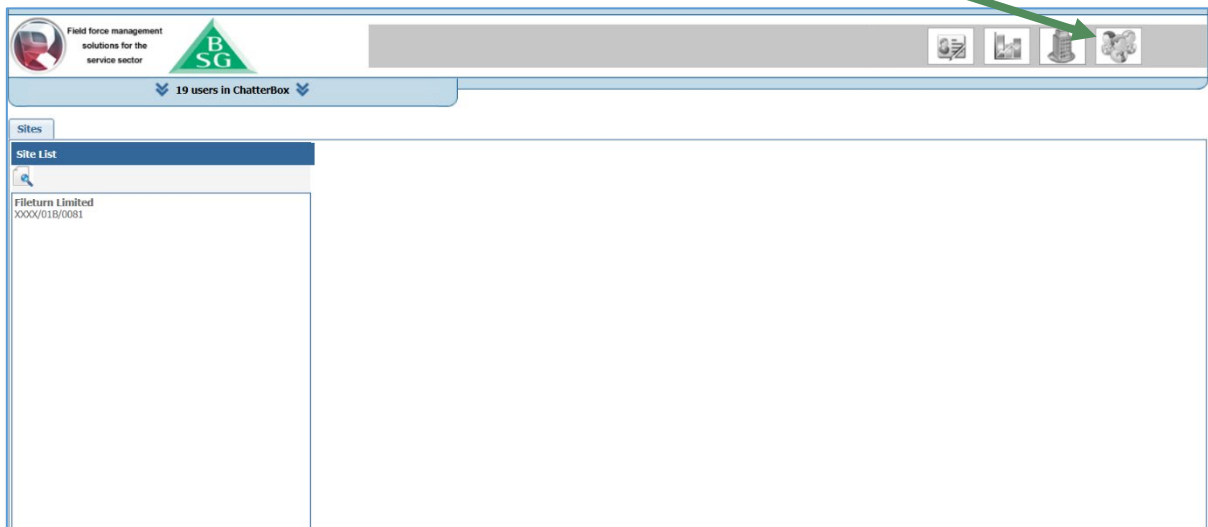
## 3.4 Users



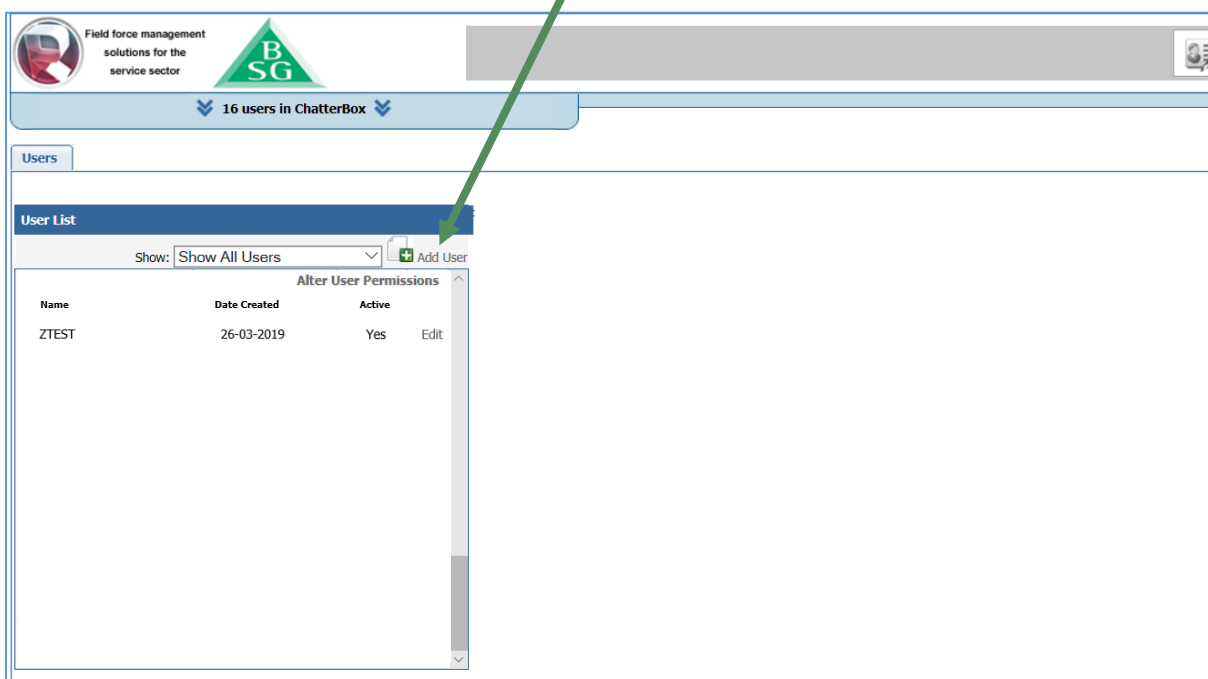
### 3.4.1 How to create a new user

The Users page lets the Administrator add new users to the BSG Hub.

1. Click on the **Users** icon



2. Click on the **Add User** icon





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Users

User List

Show: Show All Users Add User

Name	Date Created	Active	
ZTEST	26-03-2019	Yes	Edit

3. Type in the users email address

4. Either click on **Generate** for an auto-generated password or you can enter your own

5. Type in Name and Job Title

6. Click **Submit Details** to save

Add a New User [Close]

Email: bjones@xyzconstruction.com

Password: HC74Q6AJV Generate

Name: Ben Jones

Job Title: Site Manager

Submit Details

Repeat the process to add other users

7. Once saved, users will appear on the **User List**

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Users

User List

Show: Show All Users Add User

Name	Date Created	Active	
ZTEST	26-03-2019	Yes	Edit
Ben Jones	29-03-2019	Yes	Edit

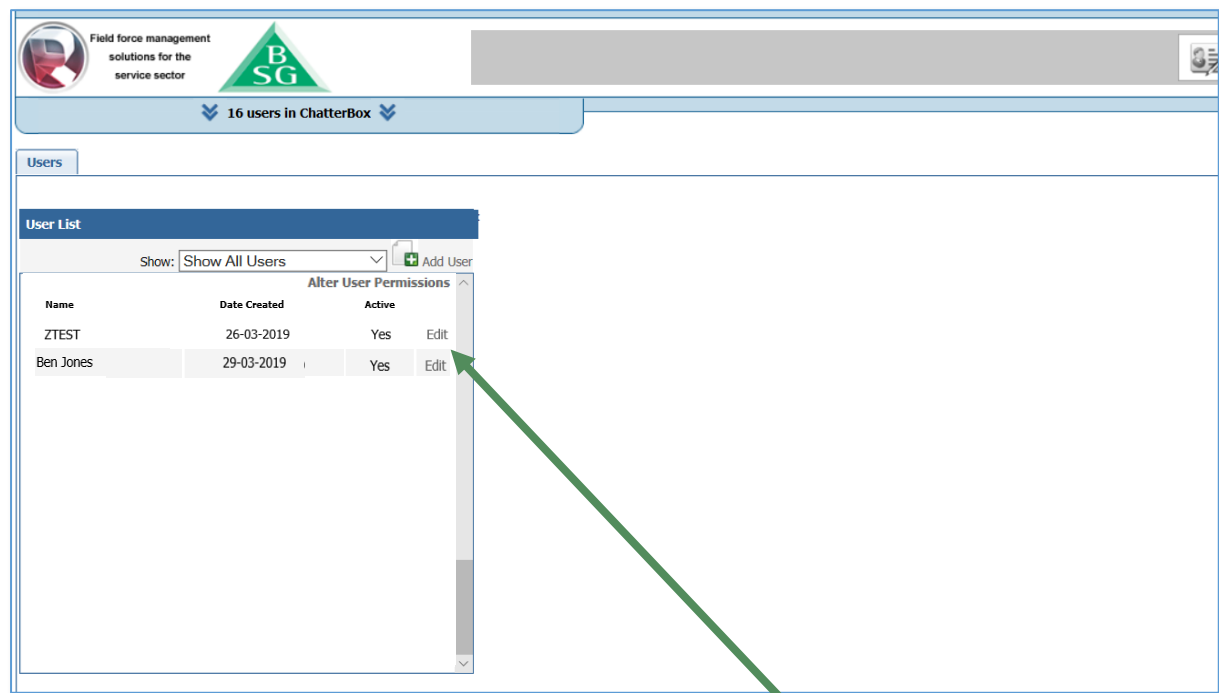
7. Once saved, users will appear on the **User List**

8. To view users log in details click **Edit**.

Once a new user has been added by you as the Administrator, you will need to provide them with their **login details** and a copy of the **BSG Hub User Guide**. This can be downloaded from the **BSG Intel** section of BSG Hub.

### 3.4.2 How to edit and delete a user

The Users page also lets the Administrator edit a user's details, change the password or archive users should they leave the company.



1. To change users log in details click **Edit**. Edit will also allow you to alter user permissions, e.g. when an employee leaves the company

2. To edit a user's details, change the content of any of the fields

Edit User [Close]

Email:

Password:

Name:

Job Title:

Status:

3. To alter a user's access, select **Archived**. They will no longer be able to access the BSG Hub

4. Click on **Submit Details** to save your changes

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Users

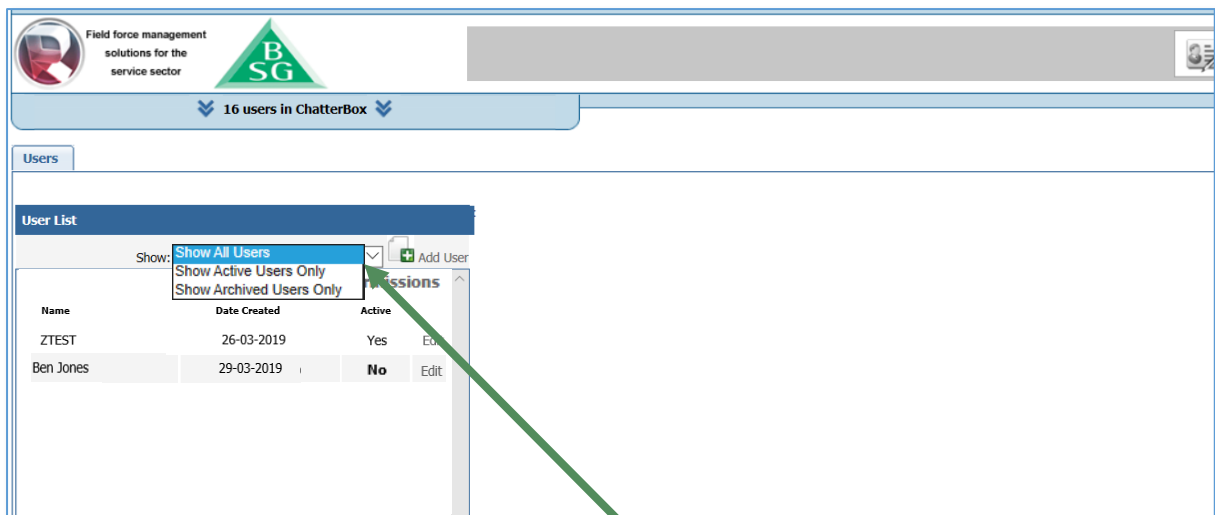
User List

Show:

Name	Date Created	Active	
ZTEST	26-03-2019	Yes	Edit
Ben Jones	29-03-2019	No	Edit

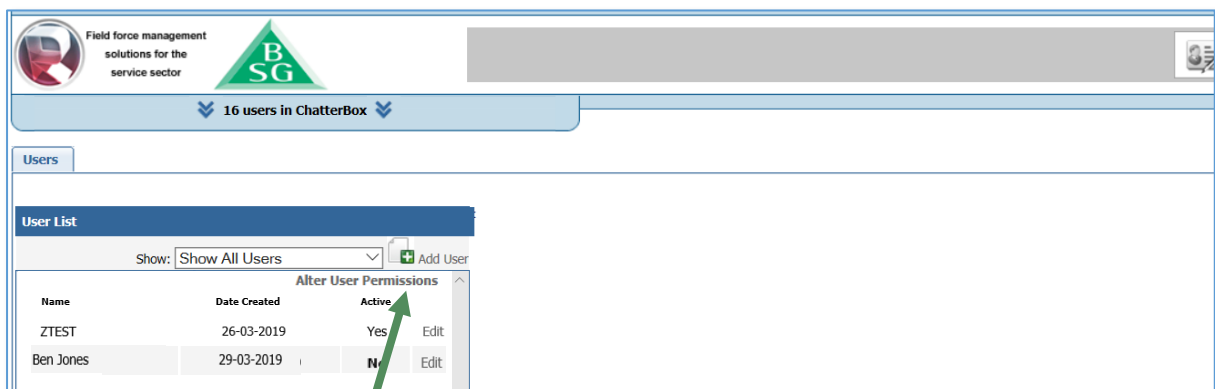
5. You can see which Users are active here

It is the responsibility of the Administrator to maintain their company's **User** list.



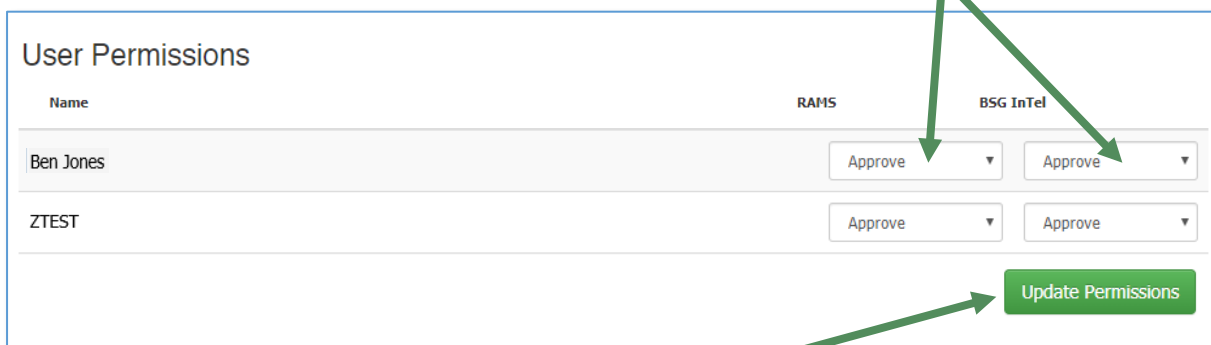
6. To view all active or archived users, select them from the drop-down menu.

### 3.4.3 How alter users RAMS & BSG InTel permissions



1. To alter users Ram & BSG InTel permissions click '**Alter User Permissions**

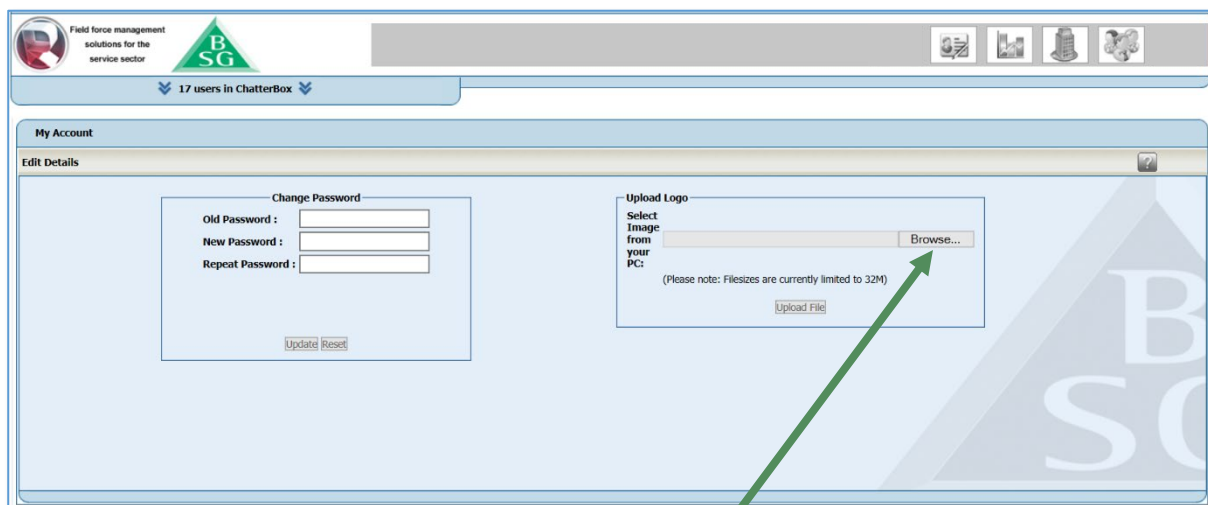
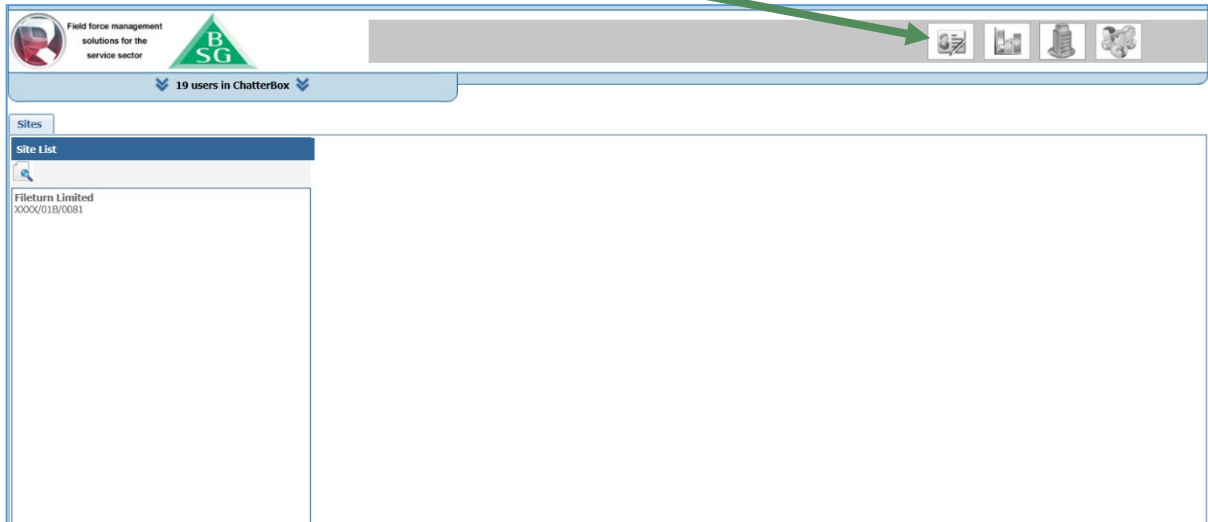
2. Select **Approve** or **Deny** in the drop-down columns.



3. Once complete select **Update Permissions**

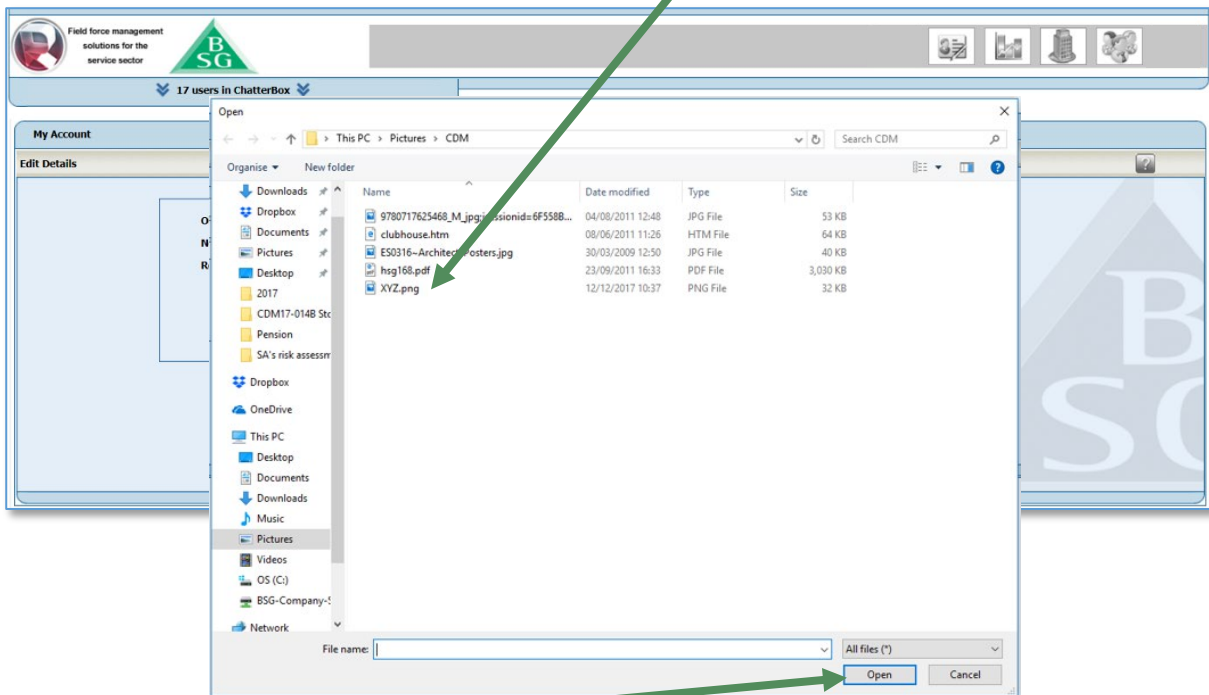
### 3.4.4 How to add a logo to Risk Assessments, Method Statements & COSHH Assessments (optional)

1. Click on the **My Account** icon



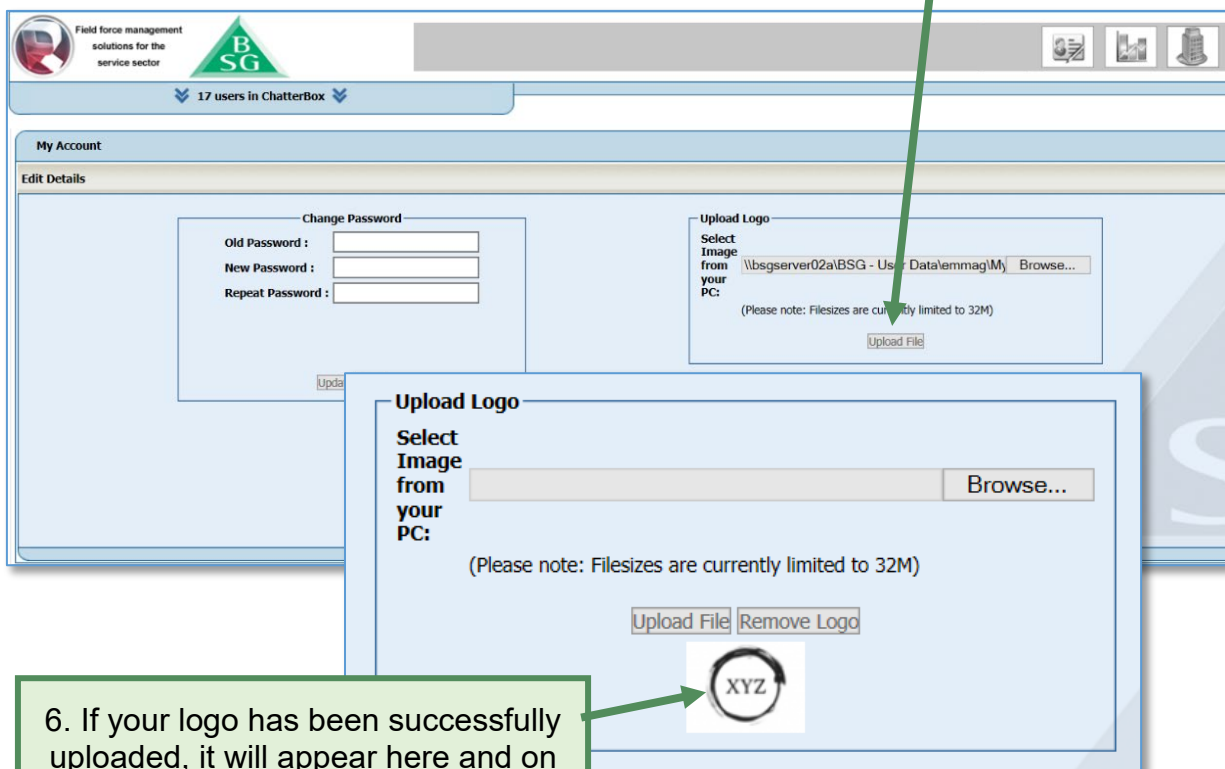
2. Click on the **Browse** icon

3. Select the logo from your PC



4. Click on the **Open** icon

5. Click on the **Upload file** icon



6. If your logo has been successfully uploaded, it will appear here and on each risk assessment, method statement and COSHH assessment.