

Hurst Setter & Associates Client System - Link: <https://portal.hurstsetter.co.uk/>

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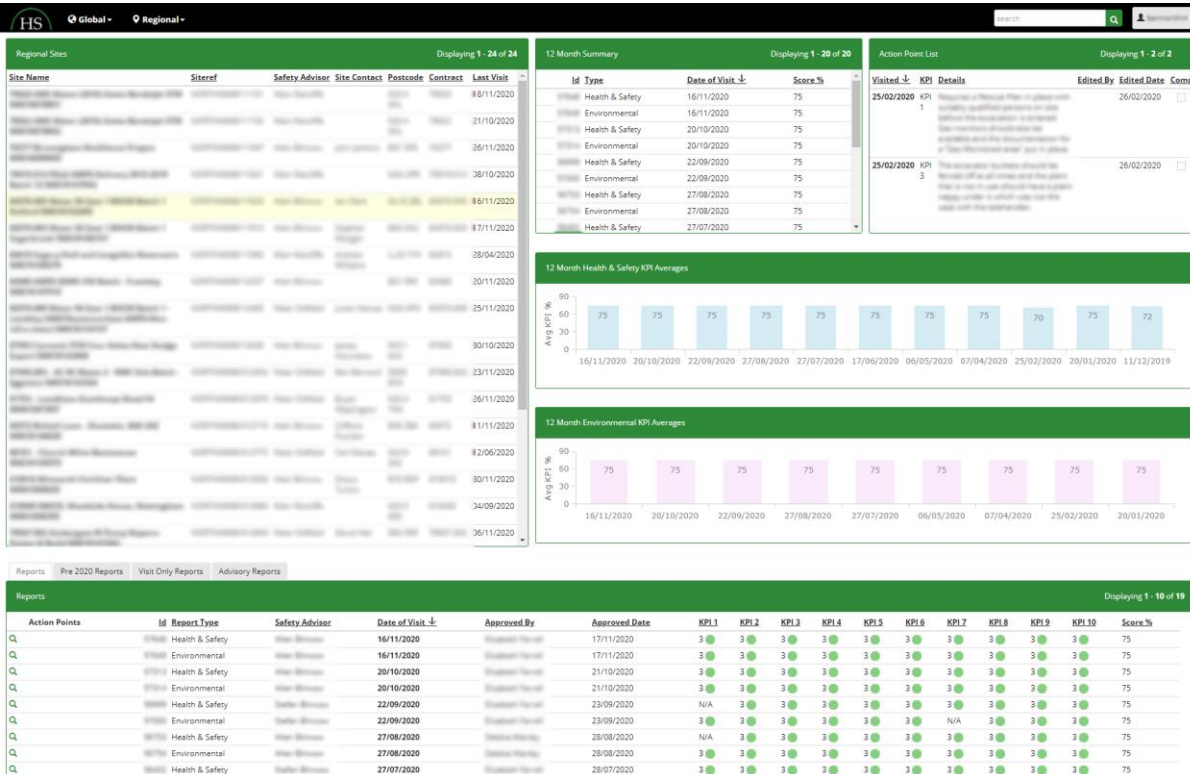
Global and Regional access

The only difference between Global and Regional is the ability to look at data for either your region or of you need data from a group / multiple regions. If you have a requirement for access to several regions to be available in your dashboard please email safety@hurstsetter.co.uk

Both logins have very similar information and the same reports – Only the Global includes all regions reporting and totals.

Dashboards

Regional Dashboard



The screenshot displays a comprehensive dashboard with the following sections:



- Regional Sites:** A table listing 24 sites with columns for Site Name, Siterref, Safety Advisor, Site Contact, Postcode, Contract, and Last Visit.
- 12 Month Summary:** A table showing the last 20 visits with columns for Id, Type, Date of Visit, and Score %.
- Action Point List:** A table showing 2 action points with columns for Visited, KPI, Details, Edited By, Edited Date, and a completion checkbox.
- 12 Month Health & Safety KPI Averages:** A bar chart showing average KPI scores from 16/11/2020 to 11/12/2019, with values ranging from 70 to 75.
- 12 Month Environmental KPI Averages:** A bar chart showing average KPI scores from 16/11/2020 to 20/01/2020, with values consistently at 75.
- Reports:** A table listing reports with columns for Action Points, Id, Report Type, Safety Advisor, Date of Visit, Approved By, Approved Date, and 19 individual KPI scores (KPI1-KPI19) along with a Score %.

This page provides a list of Active sites and respective reports

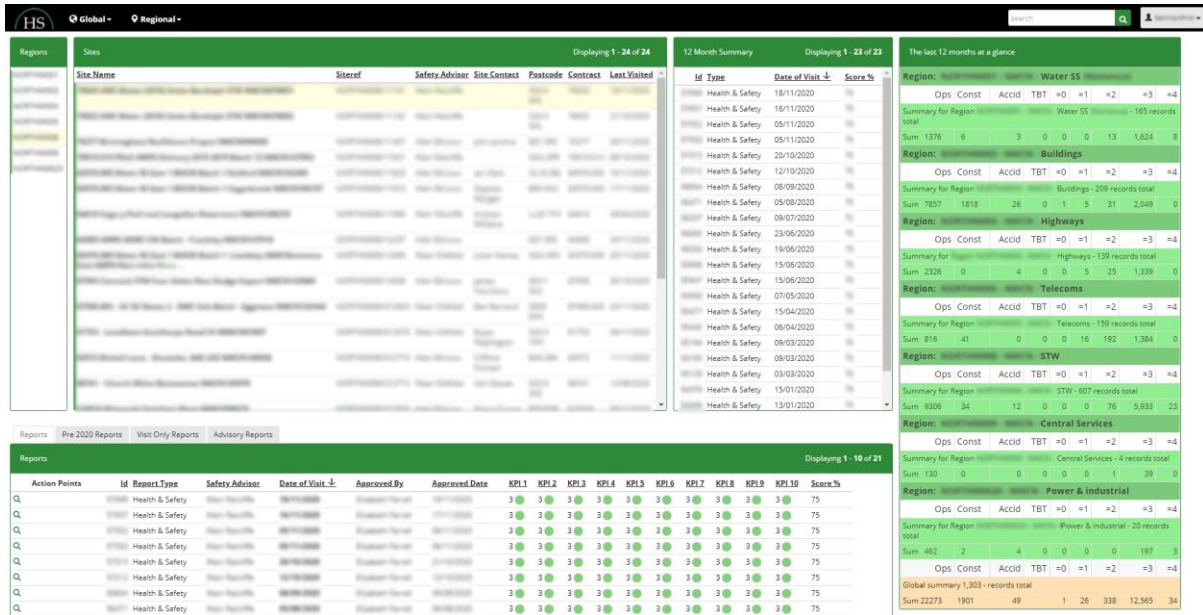
By selecting a site in the top left hand menu you will see the other windows update with the results for that site:

- Sites – Shows the list of active sites
- 12 Month Summary – Show the last 12 months reports / dates / score average
- Action Point List – Shows any Action points raised for that site with dates and whether actioned
- 12 Month Health and Safety KPI Averages – Shows KPI % Scores at a glance to provide trends
- 12 Month Environmental KPI Averages – Shows KPI % Scores at a glance to provide trends
- Reports, Pre 2020, Visit Only and Advisory Reports – Allows access to view, print, download and address action points based on report type.

Should you wish to view / print / download a report – please click on the 

Should you have any action points that have been addressed then please click on the  and then  - this will then allow the “Comp” (Completed) column to be ticked and mark your login details to the action point.

Global Dashboard



The dashboard displays the following data:

- Regions:** Global, Regional
- Sites:** Table with columns: Site Name, Siterzf, Safety Adviser, Site Contact, Postcode, Contract, Last Visited. (Displaying 1 - 24 of 24)
- 12 Month Summary:** Table with columns: Id, Type, Date of Visit, Score %. (Displaying 1 - 23 of 23)
- The last 12 months at a glance:** Summary statistics for various regions:
 - Water SS:** Ops: 1376, Const: 6, Accid: 3, TBT: 0, =0: 0, =1: 13, =2: 1,624, =3: 8
 - Buildings:** Ops: 7837, Const: 1818, Accid: 26, TBT: 0, =0: 1, =1: 5, =2: 31, =3: 2,049, =4: 0
 - Highways:** Ops: 2326, Const: 0, Accid: 4, TBT: 0, =0: 5, =1: 25, =2: 1,339, =3: 0
 - Telecoms:** Ops: 816, Const: 41, Accid: 0, TBT: 0, =0: 16, =1: 192, =2: 1,384, =3: 0
 - STW:** Ops: 8306, Const: 34, Accid: 12, TBT: 0, =0: 0, =1: 76, =2: 5,933, =3: 23
 - Central Services:** Ops: 130, Const: 0, Accid: 0, TBT: 0, =0: 0, =1: 1, =2: 39, =3: 0
 - Power & Industrial:** Ops: 462, Const: 2, Accid: 4, TBT: 0, =0: 0, =1: 0, =2: 197, =3: 3
- Reports:** Pre 2020 Reports, Visit Only Reports, Advisory Reports. (Displaying 1 - 10 of 21)
- Action Points:** Table with columns: Action Points, Id, Report Type, Safety Adviser, Date of Visit, Approved By, Approved Date, KPI1-KPI10, Score %.

You will see that the Global Dashboard provides multiple regional breakdown selectable on the left-hand side and overall score statistics.

The key for the “The last 12 months at a glance” is as follows:

- Ops = Operatives
- Const = Construction Plots / Notes
- Accid = Accidents
- TBT = Toolbox Talks
- 0,1,2,3,4 = Count of awarded scores.

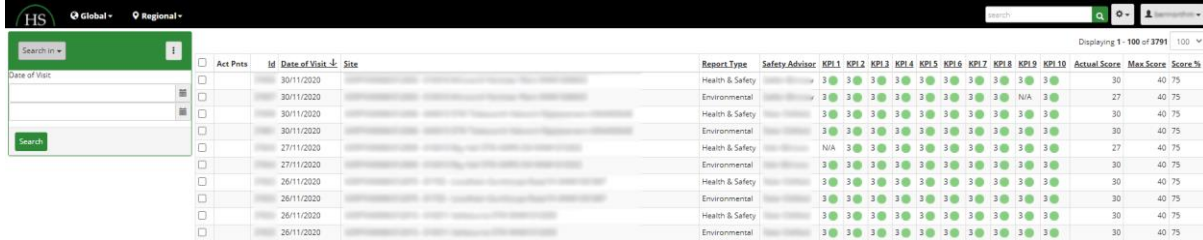
Finally, there is an overall summary at the bottom.

Report Search & Export


Possibly one of the most powerful tools in the portal. This page allows you to search and filter report criteria and then export into Excel for your own requirements.

Regional

By default the provided search option is “Date of Visit” but click the “Search In” drop down you are able to select many other options to filter the data and then export accordingly.

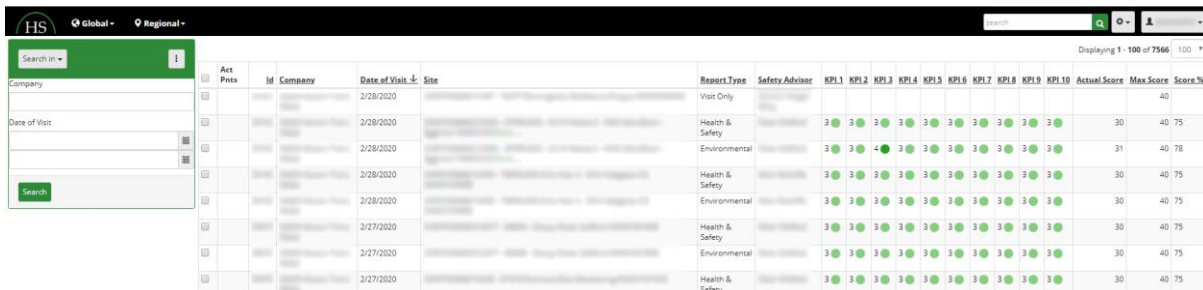


Act Pts	Id	Date of Visit	Site	Report Type	Safety Adviser	KPI1	KPI2	KPI3	KPI4	KPI5	KPI6	KPI7	KPI8	KPI9	KPI10	Actual Score	Max Score	Score %
		30/11/2020		Health & Safety		3	3	3	3	3	3	3	3	3	3	30	40	75
		30/11/2020		Environmental		3	3	3	3	3	3	3	N/A	3	27	40	75	
		30/11/2020		Health & Safety		3	3	3	3	3	3	3	3	3	30	40	75	
		30/11/2020		Environmental		3	3	3	3	3	3	3	3	3	30	40	75	
		27/11/2020		Health & Safety		N/A	3	3	3	3	3	3	3	3	27	40	75	
		27/11/2020		Environmental		3	3	3	3	3	3	3	3	3	30	40	75	
		26/11/2020		Health & Safety		3	3	3	3	3	3	3	3	3	30	40	75	
		26/11/2020		Environmental		3	3	3	3	3	3	3	3	3	30	40	75	
		26/11/2020		Health & Safety		3	3	3	3	3	3	3	3	3	30	40	75	
		26/11/2020		Environmental		3	3	3	3	3	3	3	3	3	30	40	75	

You can Export by clicking on the  in the top right of the screen. Then click “Export Selected” or “Export Results” and then your preferred format. We recommend choosing CSV as this produces a file that will work well in Excel or any spreadsheet program.

Global

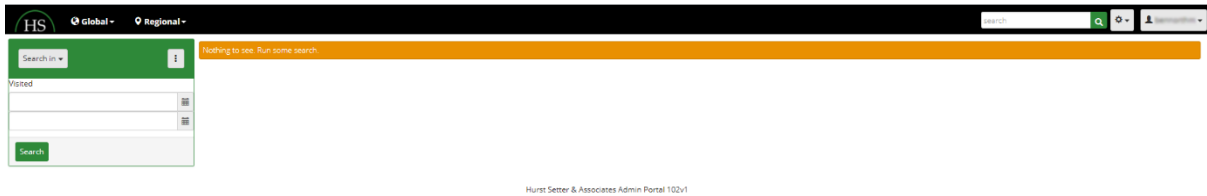
Exactly as above but by default has the “Company” field searchable to help filter down regional results.



Act Pts	Id	Company	Date of Visit	Site	Report Type	Safety Adviser	KPI1	KPI2	KPI3	KPI4	KPI5	KPI6	KPI7	KPI8	KPI9	KPI10	Actual Score	Max Score	Score %
			2/28/2020		Visit Only											40			
			2/28/2020		Health & Safety		3	3	3	3	3	3	3	3	3	30	40	75	
			2/28/2020		Environmental		3	3	3	3	3	3	3	3	3	31	40	78	
			2/28/2020		Health & Safety		3	3	3	3	3	3	3	3	3	30	40	75	
			2/28/2020		Environmental		3	3	3	3	3	3	3	3	3	30	40	75	
			2/27/2020		Health & Safety		3	3	3	3	3	3	3	3	3	30	40	75	
			2/27/2020		Environmental		3	3	3	3	3	3	3	3	3	30	40	75	
			2/27/2020		Health & Safety		3	3	3	3	3	3	3	3	3	30	40	75	

Visit Summary Report

This page open with no results and initially requires dates to be entered into the “Visited” from and to search box.



By default, the provided search option is “Date of Visit” but click the “Search In” drop down you are able to select many other options to filter the data accordingly.

The screenshot shows the search results table. The 'Search in' dropdown is set to 'Date of Visit'. The table has columns for 'Visited', 'Site', 'Form Type', 'Oper', 'TBT', 'Const', 'Accid', and 'Avg %'. The data shows several rows of visits with associated scores and percentages.


Visited	Site	Form Type	Oper	TBT	Const	Accid	=0	=1	=2	=3	=4	Avg %
01/11/2020		Health & Safety	7	0		0	0	0	0	10	0	75.0
23/11/2020		Environmental	7	0		0	0	0	0	10	0	75.0
30/11/2020		Health & Safety	4	0		0	0	0	0	10	0	75.0
26/11/2020		Environmental	4	0		0	0	0	0	10	0	75.0
11/11/2020		Health & Safety	10	0		0	0	0	0	10	0	75.0
11/11/2020		Environmental	10	0	0	0	0	0	0	10	0	75.0
30/11/2020		Health & Safety	18	0		0	0	0	0	10	0	75.0
30/11/2020		Environmental	18	0		0	0	0	0	9	0	75.0

Once a search is complete you should see something similar to the screenshot above.

The key for this table is as follows:

- Form Type = Report Type
- Oper = Operatives
- TBT = Toolbox Talks
- Const = Construction Plots / Notes
- Accid = Accidents
- 0,1,2,3,4 = Count of awarded scores.

Finally, there is an overall summary at the bottom.

Clicking the  will provide a neat printable display of this data.

Date Search Report

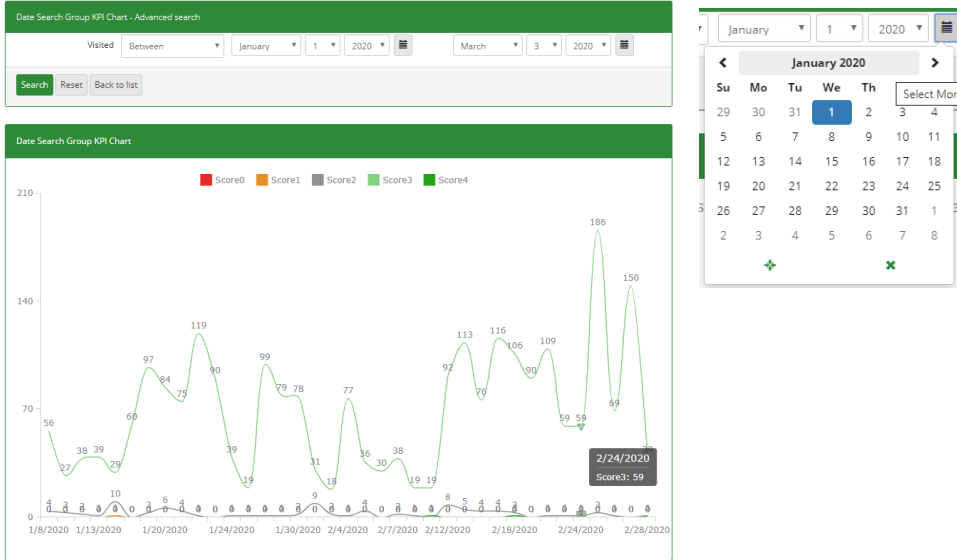
This provide a pleasant graphical view of score totals based on selected date ranges.

Regional provides data on your region and Global provides multiple regional data.

Date Search Group KPI Chart

You can filter your search by the dates visited. You can click on each drop down and select the month, day and year individually or click on the calendar icon and select the date that way.

Then click search to see the results.



Once you have the results you can filter the results by score, selecting them on or off.

Group report summary

Same as above, you can filter your search by the dates visited. You can click on each drop down and select the month, day and year individually or click on the calendar icon and select the date that way.

Then click search to see the results.

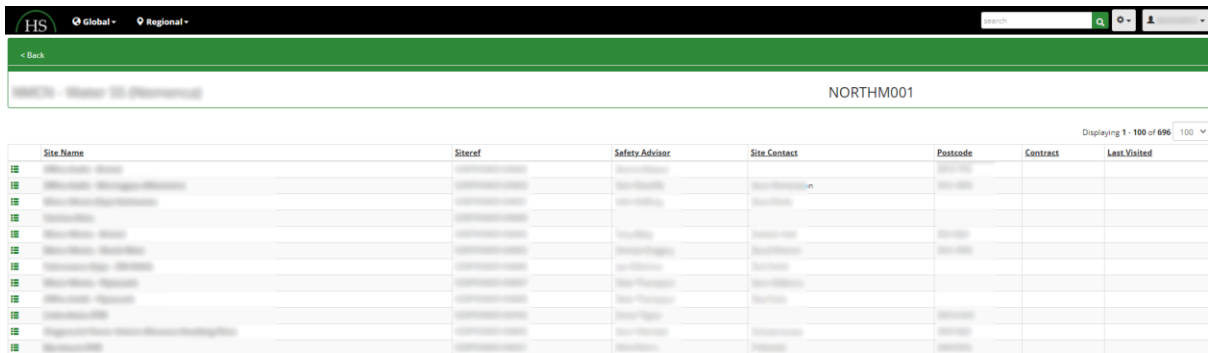
Group Report Summary									
Company: <i>Wentworth</i>									
Operatives	Accid	TBT	=0	=1	=2	=3	=4	Avg %	
Summary for Company <i>Wentworth</i> - 140 records total									
Sum	2692	7	0	0	35	1,361	3		
Average								74.378571428571	
Company: <i>Wentworth</i>									
Operatives	Accid	TBT	=0	=1	=2	=3	=4	Avg %	
Summary for Company <i>Wentworth</i> - 36 records total									
Sum	346	0	0	0	4	354	0		
Average								74.666666666667	
Company: <i>Wentworth</i>									
Operatives	Accid	TBT	=0	=1	=2	=3	=4	Avg %	
Summary for Company <i>Wentworth</i> - 40 records total									
Sum	1619	13	0	0	12	388	0		
Average								74.15	

Site Archive

Once a site is closed it will no longer appear on the main Dashboard. This section will allow the search of closed sites and download of previous reports.

This is the same on both Regional and Global logins and displays sites accordingly.

The search box in the top right-hand corner can be used to filter site information such as Postcode and or contract number.



The screenshot shows a web application interface for 'Site Archive'. At the top, there is a navigation bar with the HS logo, 'Global', and 'Regional' options. A search box is located in the top right corner. Below the navigation bar is a green header bar with a '< Back' link. The main content area is titled 'NORTHM001' and displays a table of site information. The table has columns for 'Site Name', 'Siteref', 'Safety Adviser', 'Site Contact', 'Postcode', 'Contract', and 'Last Visited'. The table contains several rows of data, with the first few rows visible. The interface also includes a 'Displaying 1 - 100 of 696' indicator and a dropdown menu for the number of items to display.

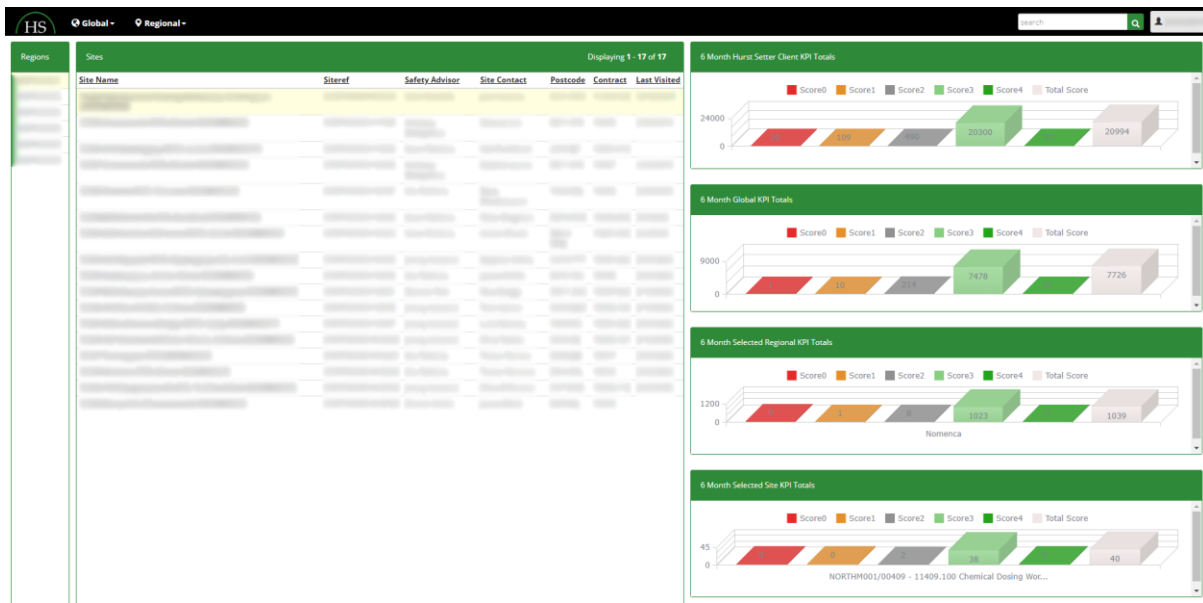
Site Name	Siteref	Safety Adviser	Site Contact	Postcode	Contract	Last Visited
Site Name	Siteref	Safety Adviser	Site Contact	Postcode	Contract	Last Visited
Site Name	Siteref	Safety Adviser	Site Contact	Postcode	Contract	Last Visited
Site Name	Siteref	Safety Adviser	Site Contact	Postcode	Contract	Last Visited
Site Name	Siteref	Safety Adviser	Site Contact	Postcode	Contract	Last Visited
Site Name	Siteref	Safety Adviser	Site Contact	Postcode	Contract	Last Visited
Site Name	Siteref	Safety Adviser	Site Contact	Postcode	Contract	Last Visited
Site Name	Siteref	Safety Adviser	Site Contact	Postcode	Contract	Last Visited
Site Name	Siteref	Safety Adviser	Site Contact	Postcode	Contract	Last Visited
Site Name	Siteref	Safety Adviser	Site Contact	Postcode	Contract	Last Visited
Site Name	Siteref	Safety Adviser	Site Contact	Postcode	Contract	Last Visited

KPI Charts

This provisionally looks very similar to the dashboard but allows month by month, 6 monthly or 12 monthly breakdowns of each selected site.

You are given the option to search by:

- Month (Last Month – up to 12 Months Ago)
- 6 Monthly Total
- 12 Monthly Total



Regional and Global options again are very similar with global having access to multiple regions.