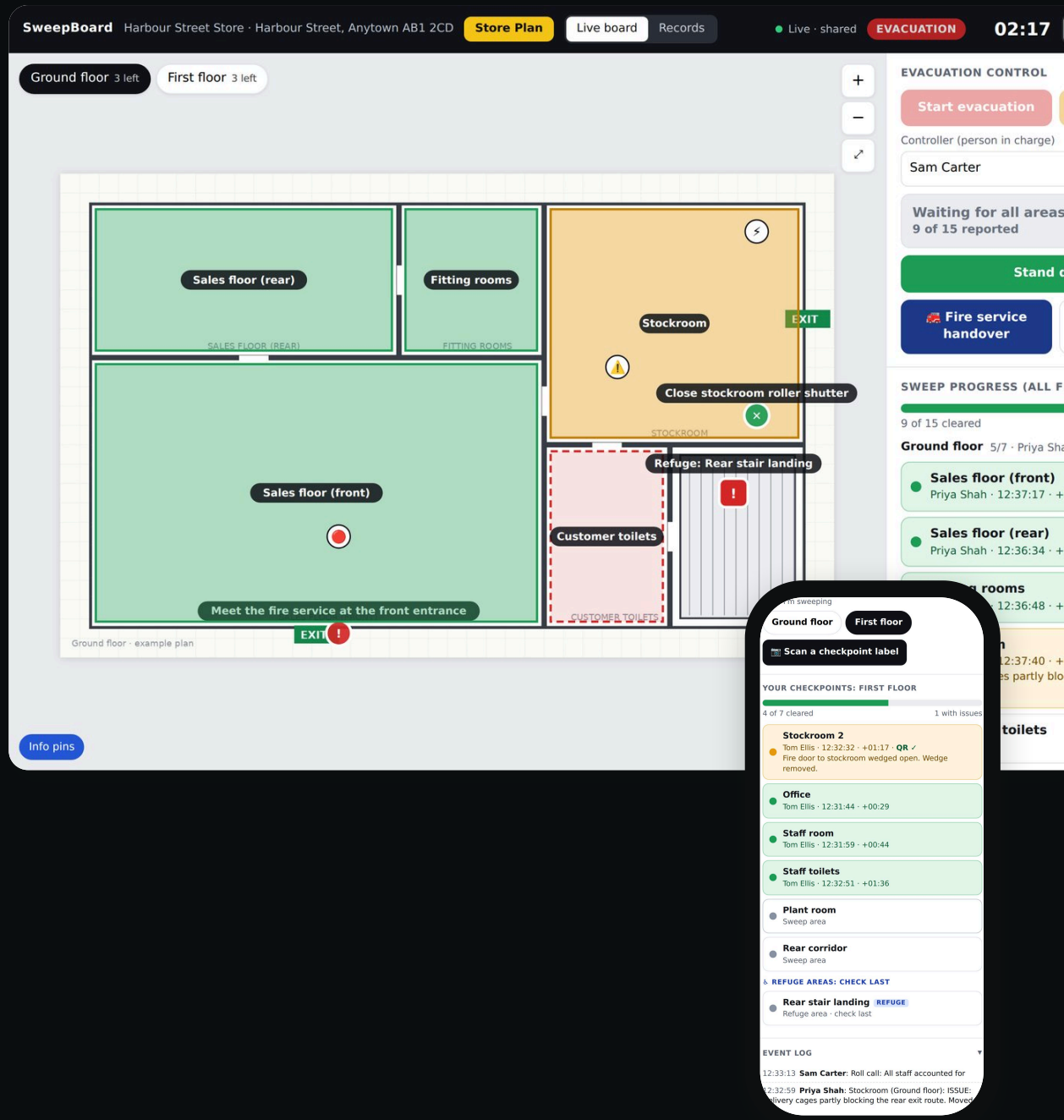
SWEEPBOARD by Total Risk Management

LIVE FIRE WARDEN SWEEP BOARD

EVERY AREA SWEPT. EVERY SECOND RECORDED.

A phone-based system that runs your fire evacuations and drills in real time, and turns every one into a complete, time-stamped record.



Client brief · October 2026 · Total Risk Management Ltd
Fire and health & safety consultancy

THE PROBLEM

MOST EVACUATIONS STILL RUN ON A CLIPBOARD, A RADIO AND MEMORY

When the alarm sounds, the person in charge needs to know three things fast: has every area been checked, is everyone accounted for, and what did the wardens find. On paper, those answers arrive slowly, incompletely, or not at all.

- **Missed areas.** Toilets, fitting rooms, stockrooms, plant rooms and back offices are the places most often left unchecked, and nobody knows until afterwards.
- **No clear picture at the assembly point.** The controller relies on wardens finding them in a crowd and reporting verbally, floor by floor.
- **No reliable timings.** "How long did it take to clear the building?" is usually a guess made after the event.
- **Visitors and contractors.** The signing-in book is checked late, if at all.
- **Weak records.** Drill forms are filled in from memory, filed late or lost, so there is little evidence the evacuation plan actually works.
- **Staff turnover.** New or stand-in wardens don't know every area on their floor.

THE QUESTIONS ASKED AFTERWARDS

By an inspecting officer, insurer, landlord or your own head office.

- Who checked each area, and when?
- Was anywhere missed or inaccessible?
- When was the building confirmed clear?
- Were staff, visitors and contractors accounted for?
- What problems were found, and what was done about them?
- How often do you test the plan, and is it improving?

SWEEPBOARD ANSWERS THEM WHILE THE EVACUATION IS STILL RUNNING.

Every tap is named, time-stamped and saved, so the record builds itself.

YOUR EVACUATION PLAN HAS TO WORK, AND YOU NEED TO SHOW THAT IT DOES

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 · ENGLAND & WALES

ARTICLE	WHAT IT REQUIRES OF THE RESPONSIBLE PERSON
Art. 8 & 9	Take general fire precautions and carry out a suitable and sufficient fire risk assessment.
Art. 11	Make and give effect to fire safety arrangements for planning, organisation, control, monitoring and review.
Art. 15	Establish procedures for serious and imminent danger, and nominate enough competent persons to implement evacuation.
Art. 18	Appoint competent persons to assist with preventive and protective measures.
Art. 21	Provide adequate safety training, repeated periodically.

Scotland: Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006. Northern Ireland: Fire and Rescue Services (NI) Order 2006 and Fire Safety Regulations (NI) 2010. The duties on evacuation procedures, training and review are similar.

RECORDING IS NOW EXPECTED OF EVERYONE

Since 1 October 2023, section 156 of the Building Safety Act 2022 requires all responsible persons in England and Wales to record their full fire risk assessment and their fire safety arrangements in writing.

DRILLS ARE HOW THE PLAN IS TESTED

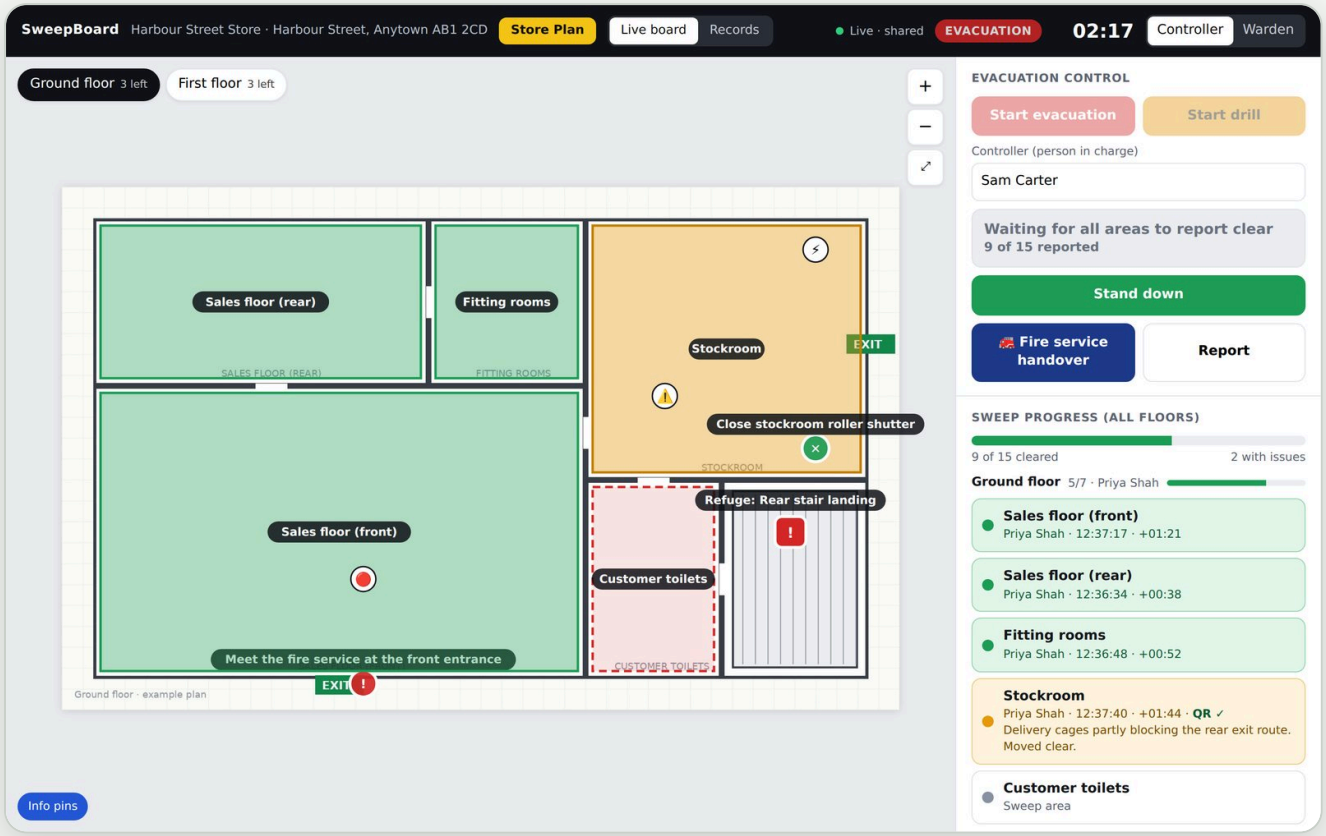
HM Government guidance for premises such as offices and shops expects evacuation procedures to be tested by fire drills, at least once a year, with the results recorded and any lessons acted on.

WHERE SWEEPBOARD FITS

SweepBoard gives you a consistent way to run the procedure and an automatic written record of every drill and evacuation. It supports your compliance. It does not replace your fire risk assessment, alarm system, emergency plan or staff training.

THE SOLUTION

ONE LIVE BOARD. EVERY WARDEN'S PHONE. A RECORD THAT WRITES ITSELF.



The incident controller's live board during an evacuation. Green areas are clear, amber areas were cleared with an issue, red dashed areas are still to be swept.

1. **For the incident controller**
   The site's own floor plans with every sweep area colour-coded live, a clock, sweep progress, roll call, notes and a live log.

2. **For fire wardens**
   Their own floor only, a simple list of areas and three large buttons per area: Clear, Issue, No access.

3. **For managers and head office**
   An estate view of every site: drill status, every report, and an exceptions list of what needs action.

- Runs in the phone's web browser or from the Home Screen
- No app store, no special hardware
- Uses your existing floor plans
- Each site protected by its own access code
- Optional QR labels prove areas were visited
- Every device updates within seconds
- Each client has its own secure, separate database

FROM ALARM TO STAND DOWN IN FIVE STEPS

1
RAISE IT
The incident controller enters their name and taps **Start evacuation** or **Start drill**. The clock starts and the log opens.

2
ALERT WARDENS
Every registered warden and controller phone receives an alert that names the site and tells each warden which floor to sweep.

3
SWEEP
Wardens check each area, scan its QR label where used, and tap **Clear**, **Issue** or **No access**. Tasks are marked Done. The board updates live.

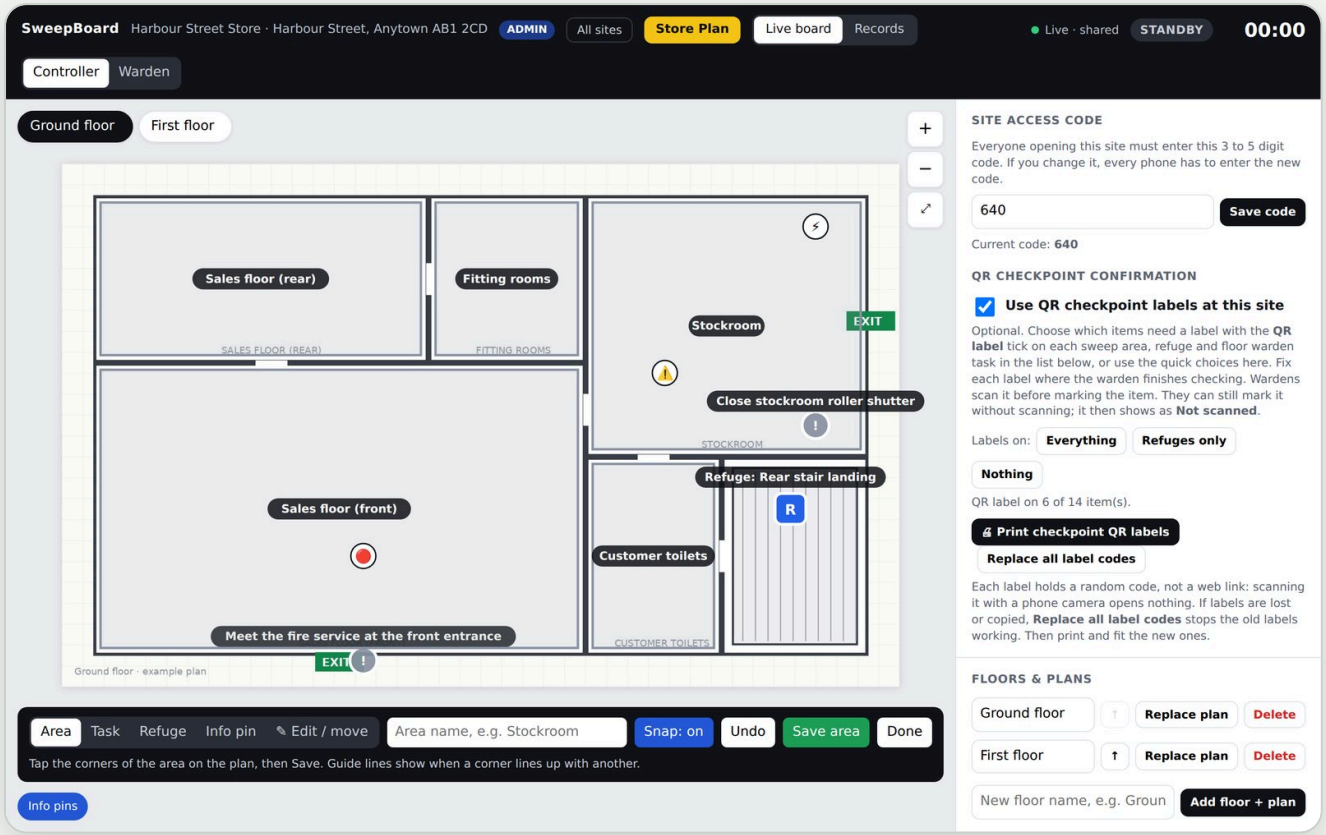
4
ALL CLEAR & ROLL CALL
When the last area reports, the all-clear time is stamped. The controller ticks staff, visitors and contractors at the assembly point.

5
STAND DOWN
The controller presses **Stand Down**. Phones are told, and the full report is saved to the site's records.

WHAT EACH PERSON DOES

ROLE	BEFORE	DURING	AFTER
Incident controller	Knows the Store Plan and their action card	Starts the incident, watches the board, follows up gaps, meets the fire service	Adds notes, stands down, reviews the report
Fire warden	Has SweepBoard on their phone with alerts on	Sweeps their floor and taps each area as it is checked	Reports to the controller at the assembly point
Manager / head office	Checks drills are in date on the estate view	Can watch the live board (view only)	Reviews reports, exceptions and trends across sites
TRM (administrator)	Sets up floors, areas, tasks, Store Plan, site codes, posters and labels	Nothing required	Keeps set-up current as sites change

SET UP ONCE FROM YOUR OWN FLOOR PLANS

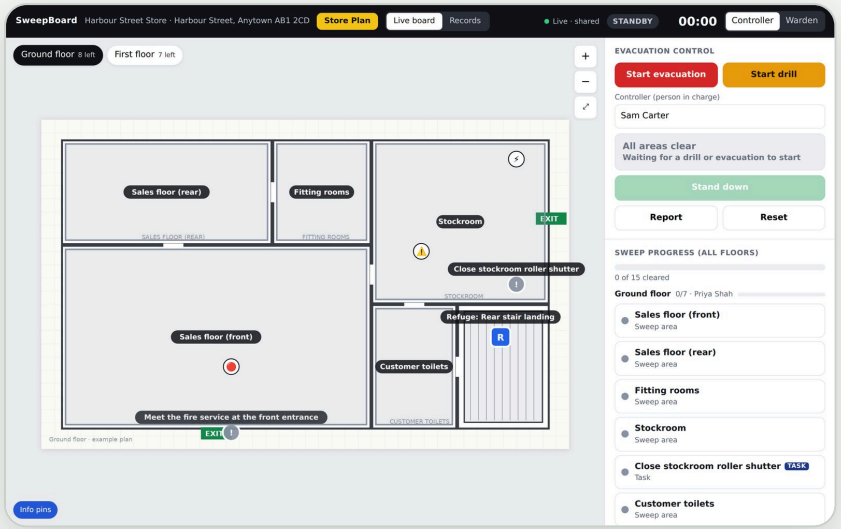


Administrator set-up: upload a plan for each floor, then tap the corners of each sweep area and name it.

- **Floor plans.** The plans you already have (PNG, JPG or PDF).
- **Sweep areas and checkpoints.** Draw each area on the plan and give it the name staff use, such as "Fitting rooms" or "Rear stockroom".
- **Refuge areas.** Placed on each floor, and always the last item in the warden's sweep.
- **Tasks.** Actions for floor wardens or the controller, such as "Close stockroom roller shutter" or "Meet the fire service at the front entrance".
- **Information pins.** Mark the fire alarm panel, isolation points, assembly point and known hazards. These feed the fire service handover.
- **Store Plan.** Add site details and the controller and warden action cards.
- **Site code and labels.** A 3 to 5 digit access code per site, and QR checkpoint labels for the areas you choose.
- **Locked down.** Only TRM administrators can change the set-up or delete records.

TRM does the set-up for you from your plans, typically about an hour per site.

ONE TAP STARTS THE EVACUATION AND ALERTS EVERY WARDEN



The controller's board on standby. The controller enters their name, then taps Start evacuation or Start drill.

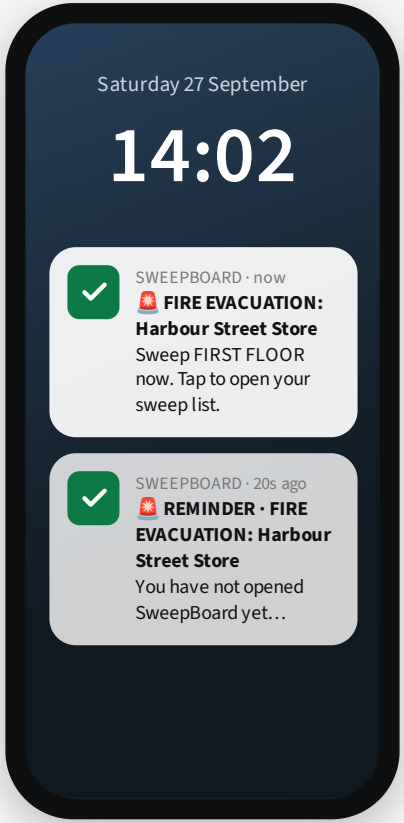


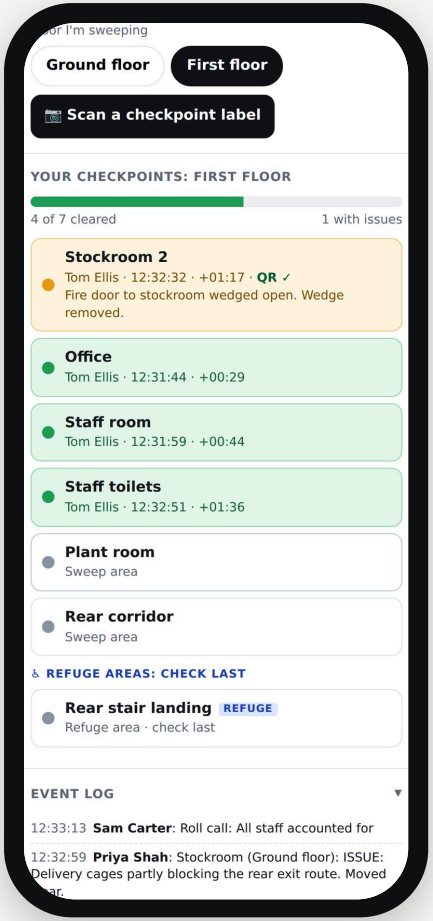
Illustration of the Lock Screen alert on an iPhone

- **Alerts on every registered phone.** Wardens and controllers turn on alerts once. iPhones need iOS 16.4 or later, with SweepBoard added to the Home Screen.
- **Told exactly what to do.** Each warden's alert names their floor. Controllers are told to go to the fire alarm panel.
- **Reminders.** Phones that haven't opened SweepBoard are alerted again at 20 and 45 seconds.
- **Red badge** on the app icon while the incident is live, cleared at stand down.
- **Drill or real.** Drills are clearly marked "FIRE DRILL" throughout, so nobody confuses the two.

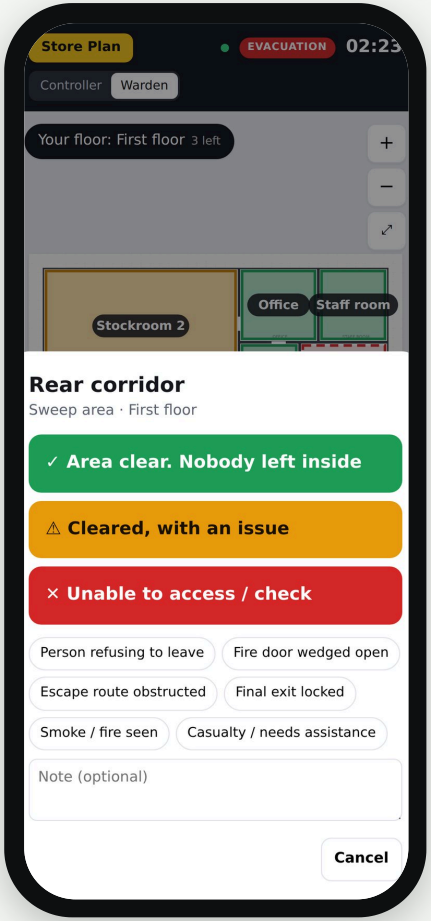
> Alerts use the phone's standard notifications. Like any app, they follow the phone's own silent, Focus and Do Not Disturb settings, so the set-up guide covers the recommended phone settings. The fire alarm remains the primary warning.

STEP 3 · THE WARDEN'S VIEW

WARDENS SEE THEIR FLOOR, AND NOTHING ELSE



Sweep list for the First floor



Reporting an area

Designed for use on the move, under pressure, by staff who may not be regular wardens. Big buttons, plain words, one floor.

THREE OUTCOMES FOR EVERY AREA

CLEAR Area checked. Nobody left inside.

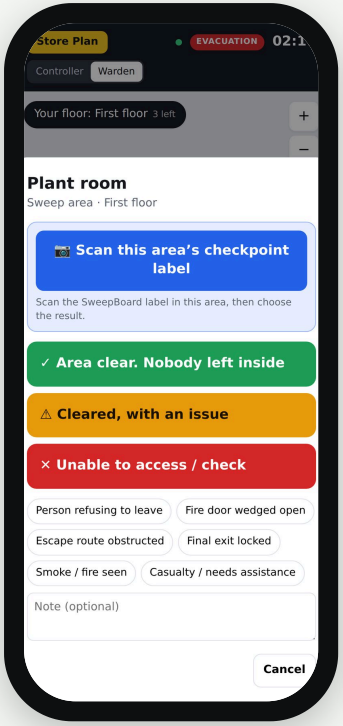
ISSUE Checked and cleared, but something was found, such as a wedged fire door or blocked exit route.

NO ACCESS The warden couldn't enter or check it. The controller follows this up.

TASK Done, or Couldn't do it with the reason.

- **Quick notes:** one-tap options such as "Person refusing to leave", "Final exit locked" or "Casualty / needs assistance", plus free text.
- **Every tap is recorded** with the warden's name, the time and the time since the alarm.
- **Colour on the plan and in the list:** areas turn green, amber or red so progress is obvious at a glance.
- **Floor complete:** when the last area is done, the warden is told to report to the assembly point.
- **Site code:** the phone must have the site's current code. Opening from an alert skips it.

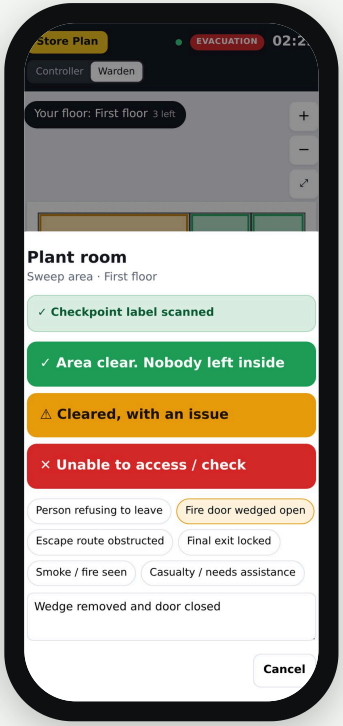
QR CHECKPOINT LABELS PROVE THE WARDEN WAS REALLY THERE



1. The area asks for its label

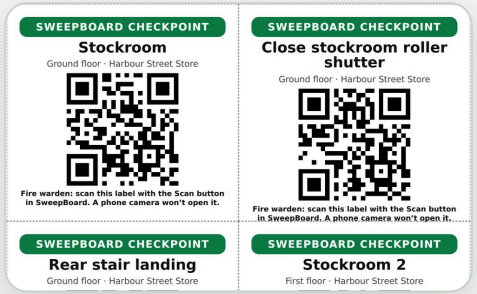


2. Wrong label? It says so



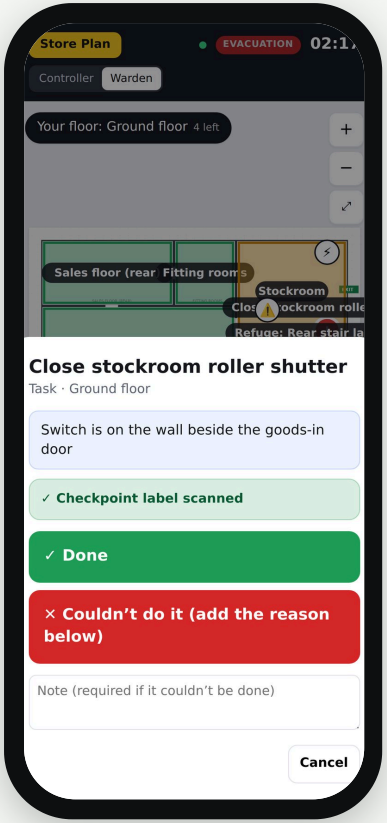
3. Right label: scanned ✓

- **Your choice of areas:** every area, refuges only, or just the ones you pick, such as stockrooms and plant rooms.
- **Scanned inside SweepBoard** before the warden marks the area. A wrong label is identified by name and the scanner waits for the right one.
- **Holds no link.** Each label carries a random code. A normal phone camera shows text only and opens nothing.
- **Replace every code in one step** if labels are lost or copied, so old labels stop working.
- **Never blocks the sweep.** If a label can't be scanned the area is still marked, and flagged **Not scanned**.
- **On the board and in the report:** QR ✓ or Not scanned against every labelled area.

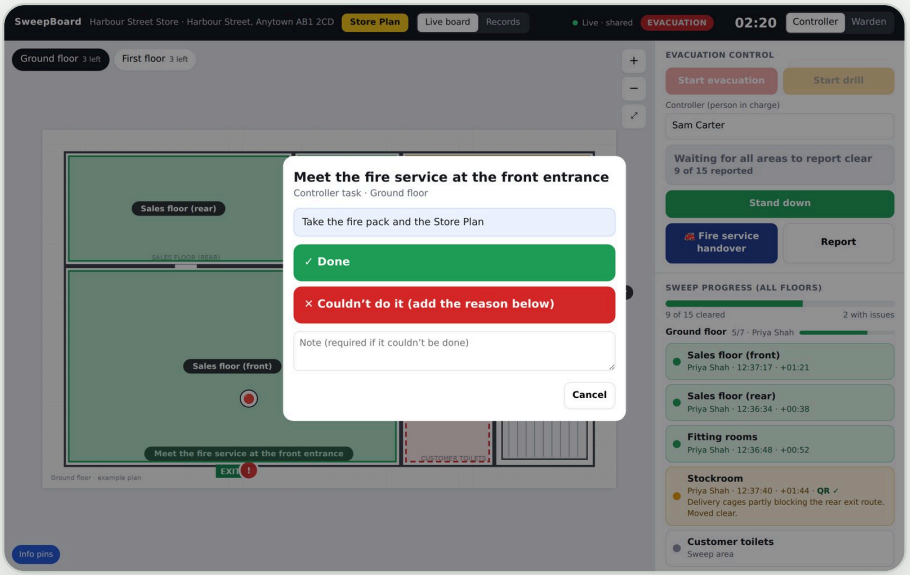


Labels print six to an A4 sheet.

NOT JUST AREAS: THE ACTIONS THAT MUST HAPPEN



A floor warden task

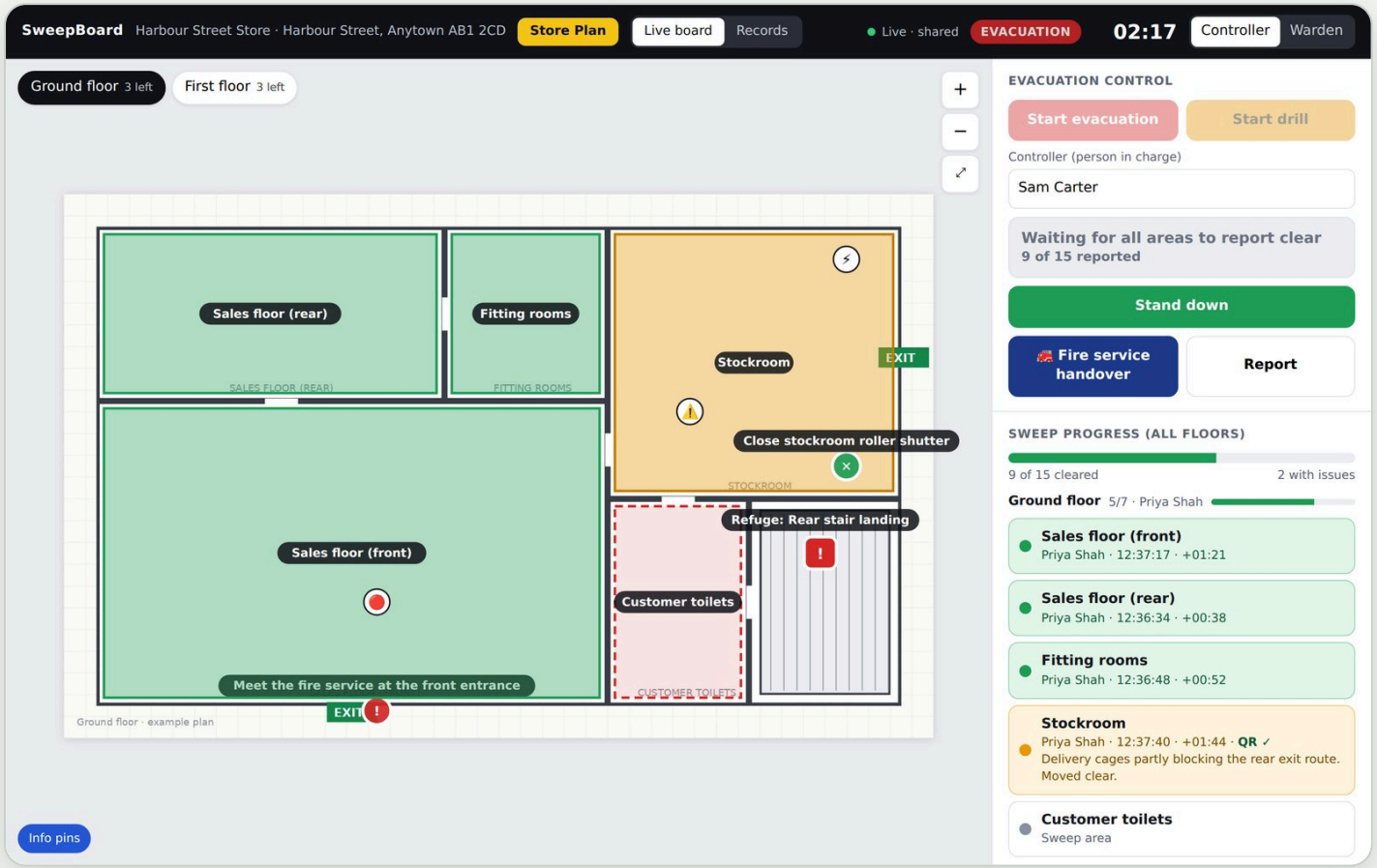


A controller task on the controller's board

An unfinished or failed task holds the all clear, so nothing is forgotten. The controller can deliberately override it at stand down when it is safe.

- **Floor warden tasks** such as closing a roller shutter, checking a lift or isolating gas, placed on the plan in the sweep order.
- **Controller tasks** such as meeting the fire service at the front entrance, listed in the controller's panel.
- **A one-line instruction** tells the person exactly what to do and where.
- **Done, or Couldn't do it** with a reason that must be entered.
- **Checkpoint labels** can be used on warden tasks too.
- **Reported** in the fire service handover and the evacuation report.

THE WHOLE BUILDING ON ONE SCREEN, UPDATING LIVE



A **Status and clock**
Evacuation or drill, time since the alarm, and a Live indicator showing the board is connected.

B **Floor tabs**
Each shows how many areas are left. Tap to switch floors.

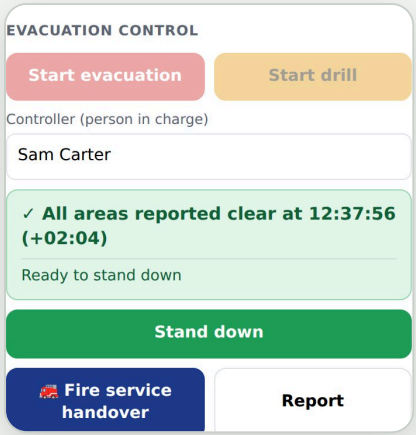
C **Live floor plan**
Every area coloured by its status, with information pins such as the alarm panel and known hazards.

D **All-clear box**
Shows how many areas have reported, then stamps the exact time the last one reported clear. Fire service handover and Report sit underneath.

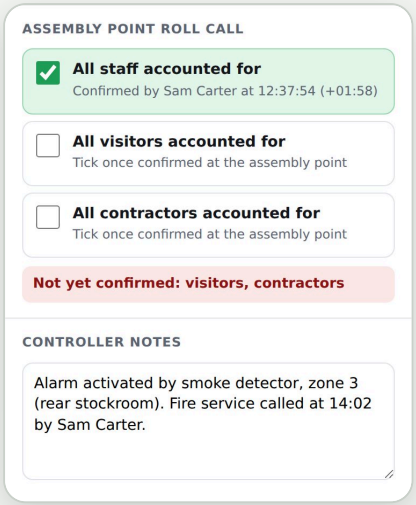
E **Sweep progress**
Every area and task by floor: who, when, notes, and QR ✓ or Not scanned where labels are used.

Works on a tablet, laptop or phone. More than one controller device can follow the same board. Reset is locked until stand down.

KNOW WHEN THE BUILDING IS CLEAR, AND WHO IS ACCOUNTED FOR



All areas reported clear, time-stamped.



Roll call and controller notes.

ALL-CLEAR TIME

The moment the last area is reported, SweepBoard records the all-clear time and how long it took from the alarm. This is kept separate from the stand-down time, so you can see any delay between the two.

ASSEMBLY POINT ROLL CALL

Three checks for the controller, each recorded with a name and time:

- All staff accounted for
- All visitors accounted for
- All contractors accounted for

Anything not ticked is flagged in red on the board and in the report.

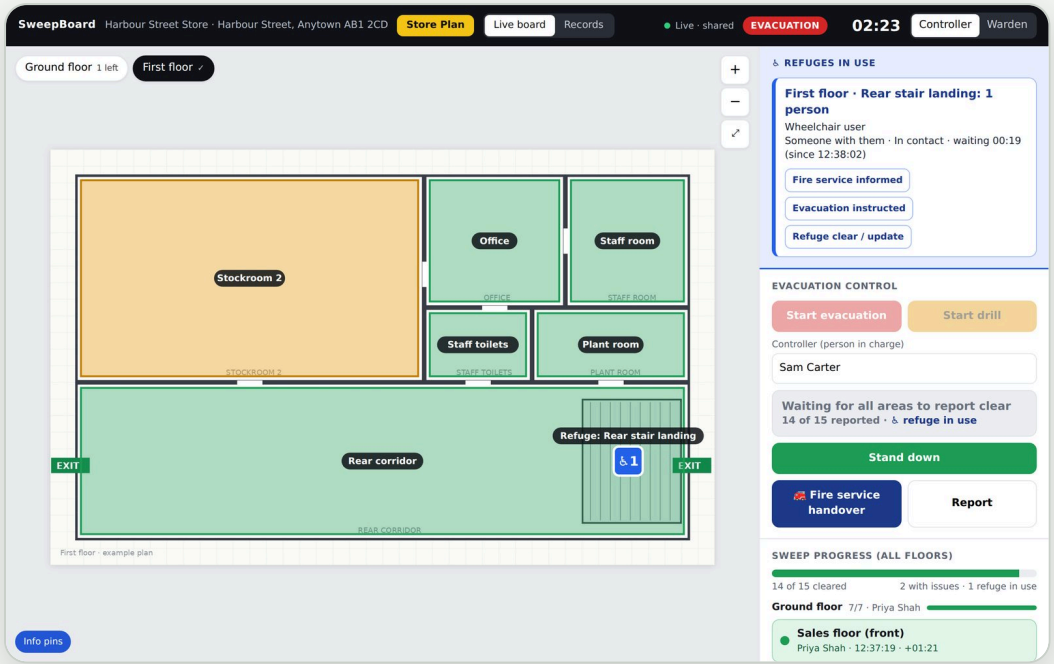
FIRE SERVICE HANDOVER

One button opens a full-screen summary for the arriving crew: refuges in use first, then the alarm panel and isolation points, known hazards, areas and tasks not yet cleared and any roll call not confirmed.

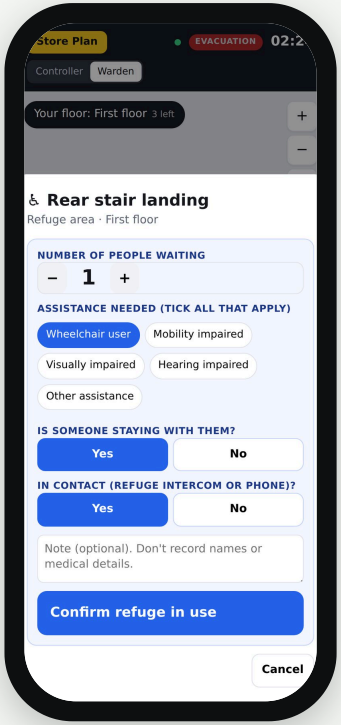
CONTROLLER NOTES

Free text for the cause, actions taken and follow-ups, saved with the record.

ANYONE WAITING IN A REFUGE IS IMPOSSIBLE TO MISS



The controller's board with a refuge in use on the first floor: the blue "Refuges in use" panel, the ♿ marker on the plan, and the all-clear box held until the refuge is cleared.

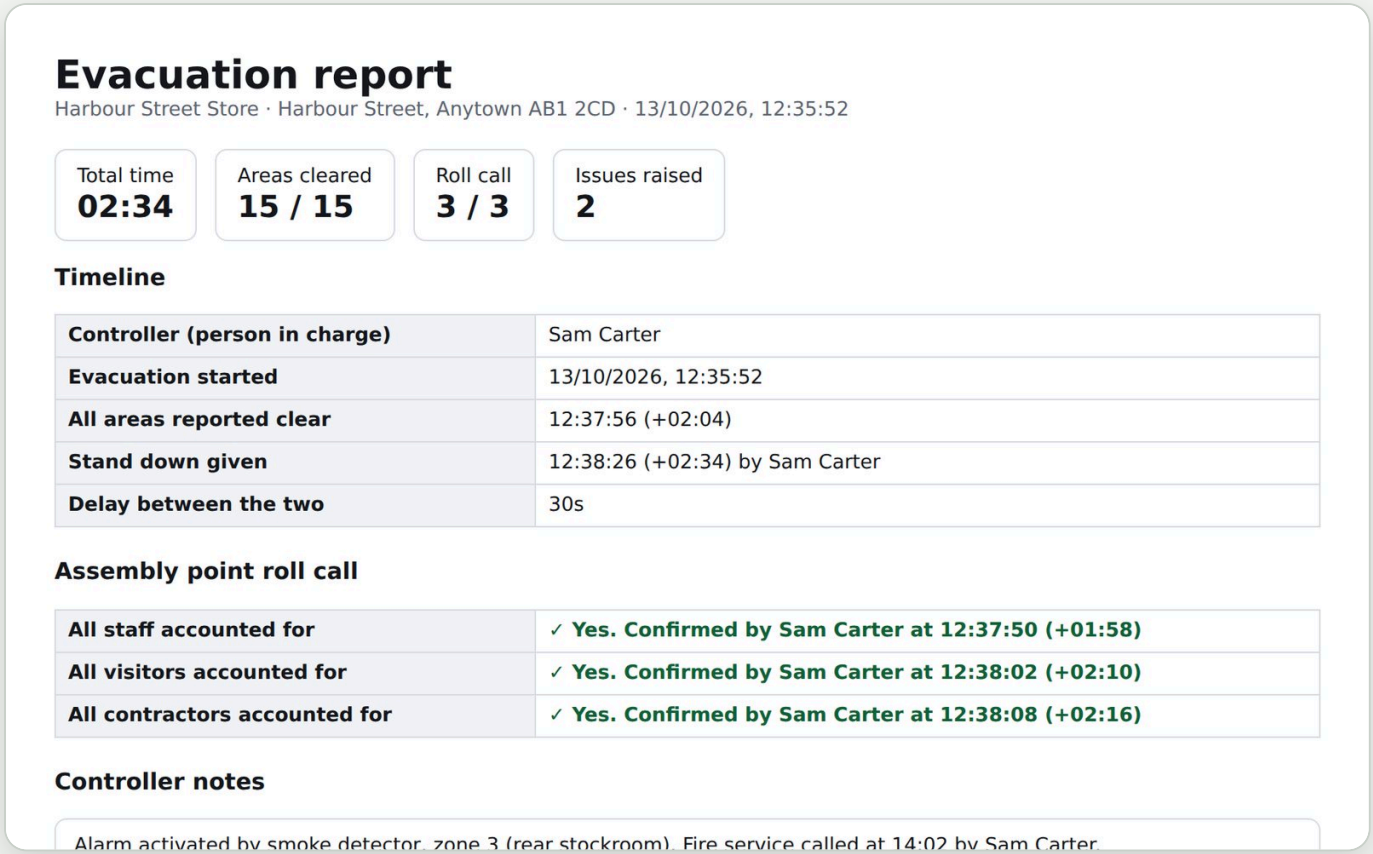


Warden reporting a refuge in use

- **Set up per floor,** usually on the escape stair landing, and always listed as the **last** item in each warden's sweep.
- **Warden records:** EMPTY or IN USE with the number of people, assistance needed, whether someone is with them and whether they are in contact by refuge intercom or phone.
- **No names or medical details** are stored. Those stay in the client's PEEPs.
- **QR label at the refuge** (optional) proves a warden physically went there.
- **Controller sees** each refuge in use at the top of the board, with how long people have been waiting.
- **Time-stamped steps:** fire service informed, evacuation of refuge instructed, refuge cleared and how (left by themselves, evacuation chair, assisted by staff, fire service).
- **Not "all clear"** while anyone is waiting. Stand Down asks for confirmation if a refuge is still in use.
- **Handover and report:** refuges in use are listed first for the fire service, and the report includes a full refuge timeline.

STEP 5 · STAND DOWN AND REPORT

STAND DOWN, AND THE REPORT IS ALREADY WRITTEN



Evacuation report

Harbour Street Store · Harbour Street, Anytown AB1 2CD · 13/10/2026, 12:35:52

Total time	Areas cleared	Roll call	Issues raised
02:34	15 / 15	3 / 3	2

Timeline

Controller (person in charge)	Sam Carter
Evacuation started	13/10/2026, 12:35:52
All areas reported clear	12:37:56 (+02:04)
Stand down given	12:38:26 (+02:34) by Sam Carter
Delay between the two	30s

Assembly point roll call

All staff accounted for	✓ **Yes. Confirmed by Sam Carter at 12:37:50 (+01:58)**
All visitors accounted for	✓ **Yes. Confirmed by Sam Carter at 12:38:02 (+02:10)**
All contractors accounted for	✓ **Yes. Confirmed by Sam Carter at 12:38:08 (+02:16)**

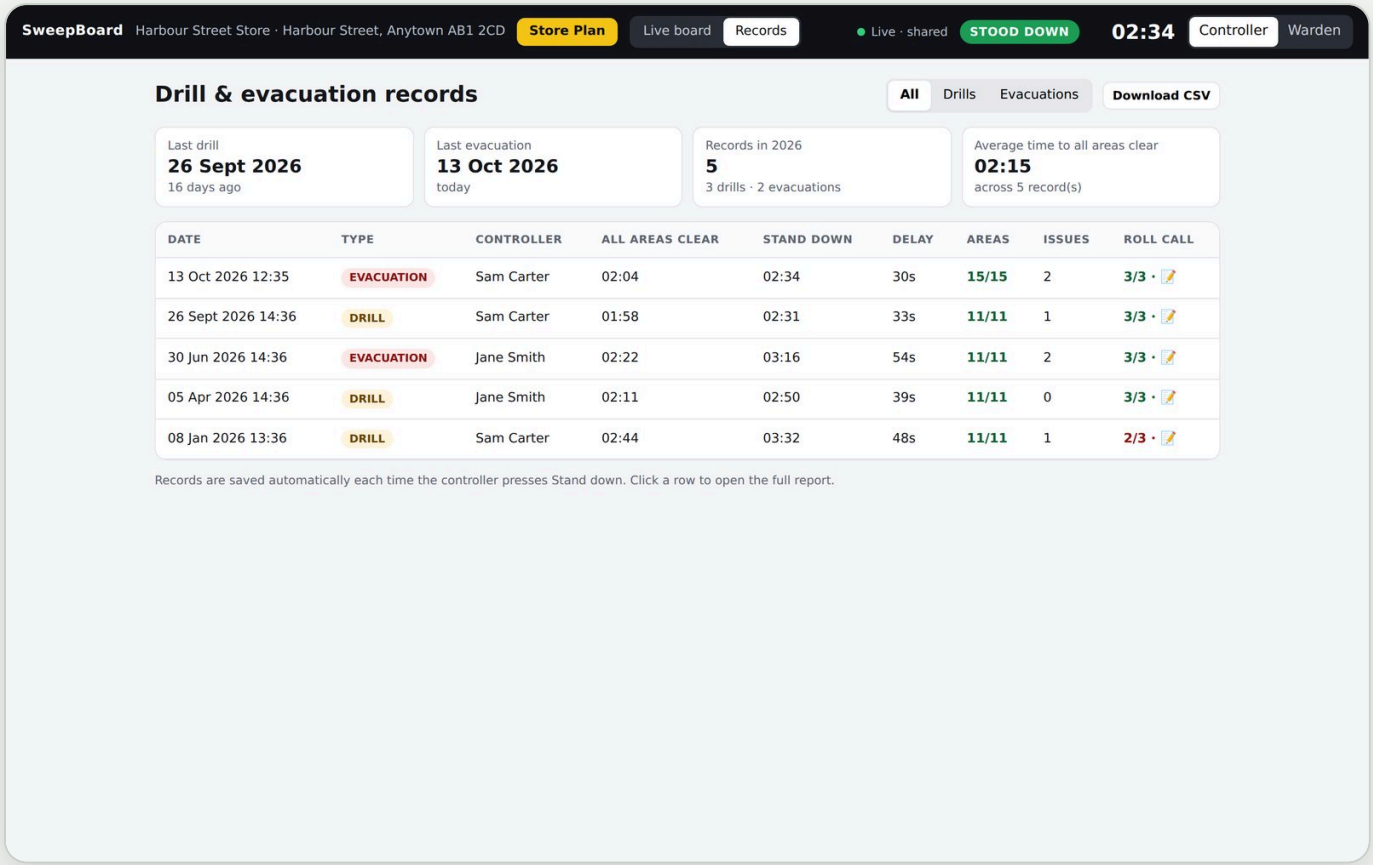
Controller notes

Alarm activated by smoke detector, zone 3 (rear stockroom). Fire service called at 14:02 by Sam Carter.

The evacuation report (top section), ready to print or save as a PDF the moment the controller stands down.

- **Stand Down** checks for areas not cleared, tasks not done, refuges in use or roll call not confirmed, and asks the controller to confirm before closing.
- **Phones are told** the incident is over.
- **The report includes:** controller, start, all-clear and stand-down times, roll call, controller notes, every area and task with warden, time, checkpoint QR result and notes, and the full event log.
- **A print reminder** prompts the controller to print or save the report.
- **Saved automatically** to the site's records. Nothing to file.

A DRILL HISTORY YOU CAN HAND TO AN INSPECTOR

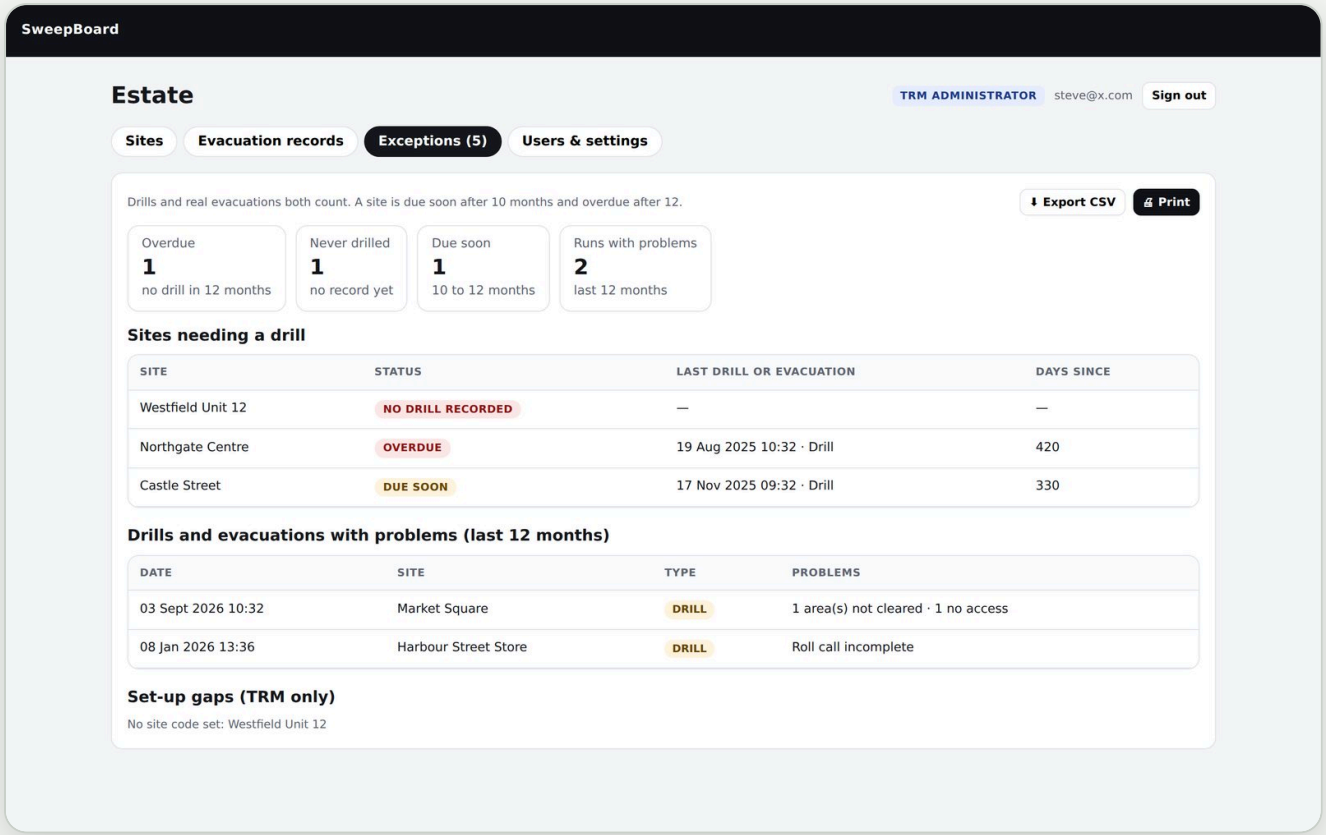


The Records tab for a site. Tap any row to open the full report.

- **At a glance:** last drill, last evacuation, number of records this year and the average time to all areas clear.
- **Every record:** date, type, controller, all-clear time, stand-down time, delay, areas cleared, issues and roll call.
- **Filter** drills or evacuations, and **download CSV** for head office, insurers or your fire risk assessor.
- **Spot trends:** are clear times improving? Do the same areas keep producing issues?
- **Protected:** records can only be deleted by TRM, and are visible to your managers on the estate view.

Helps evidence the monitoring and review of fire safety arrangements (Art. 11) and the testing of evacuation procedures.

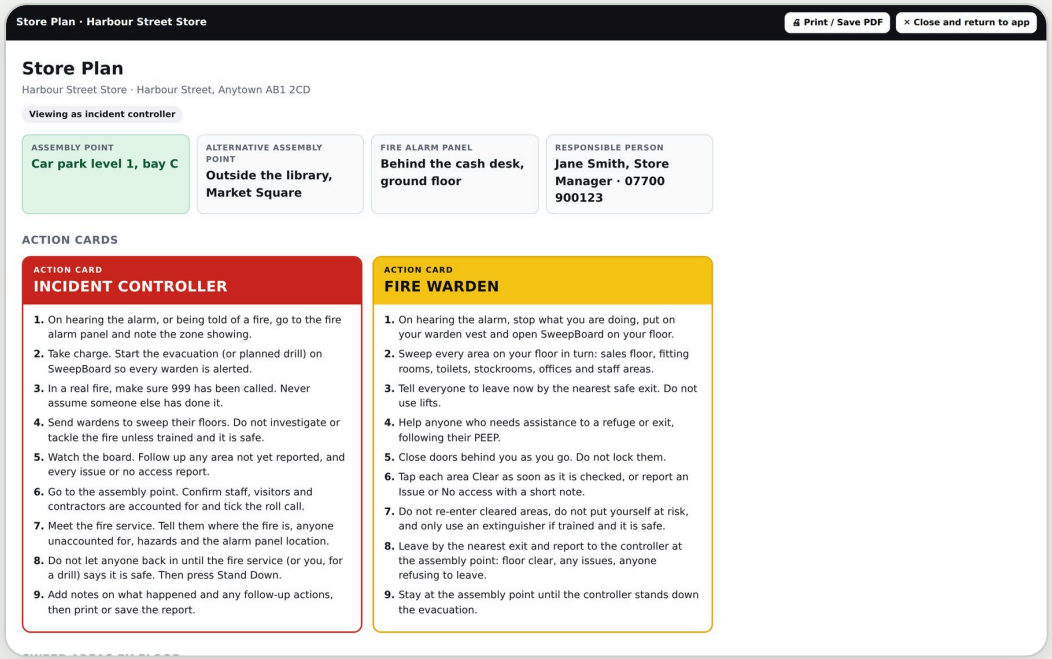
EVERY SITE'S DRILLS AND RECORDS, ON ONE PAGE



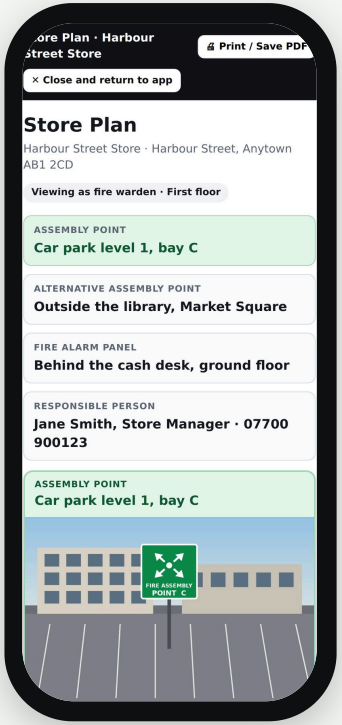
The Exceptions tab: sites overdue, never drilled or due soon, and runs with problems in the last 12 months.

- **Sign in** with your own email and password. TRM creates your login and you set your password.
- **Sites:** every site with its drill status: IN DATE DUE SOON OVERDUE.
- **Evacuation records:** every drill and evacuation across the estate, filtered by date, type or site. Open any report.
- **Exceptions:** what needs action now, with the problems found.
- **Drills and real evacuations both count** towards the yearly drill.
- **Export to CSV or print** for audits, insurers and board reports.
- **View only.** Managers can watch a live board but cannot change set-up, codes or records.

THE STORE PLAN: EVERYONE'S INSTRUCTIONS, ONE TAP AWAY



The Store Plan as the incident controller sees it. It opens from the yellow Store Plan button on every screen.



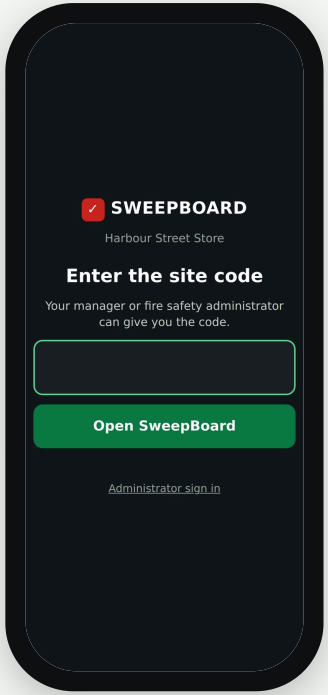
On a warden's phone

- **Key facts first:** assembly point, alternative assembly point, fire alarm panel and responsible person.
- **Action cards** for the incident controller and fire wardens. The viewer's own card is shown first.
- **Areas to sweep** on the warden's own floor, taken straight from the set-up.
- **Site information:** alarm zones, final exits, refuges and PEEPs, firefighting equipment, isolation points, hazards, centre or landlord arrangements, fire service access and contacts.
- **Edited by administrators**, with the last update date and author shown. Printable.

POSTERS TO OPEN IT. A SITE CODE TO PROTECT IT.







- **Incident controller QR code** opens the live board in controller mode.
- **One warden QR code per floor** opens that floor's sweep list in warden mode.
- **Print all QR posters** produces an A4 poster for each, ready for the fire point, staff room or fire grab bag.
- **Links** can also be copied and sent by email or message.
- **Flexible:** anyone can switch between controller and warden, or change floor, inside the app. Useful when rotas change on the day.
- **Your own web address** for each client, for example `yourcompany.sweepboard.co.uk`.

SITE ACCESS CODE

Every site has a 3 to 5 digit code, never printed on the posters. Without it a phone cannot open the site, see its plans or record a sweep. Opening from a drill or evacuation alert skips the code, and changing it locks out every phone until the new one is entered.

GETTING A PHONE READY TAKES ABOUT TWO MINUTES

Scan the poster, add SweepBoard to the Home Screen, enter the site code, turn on alerts and send a test alert.

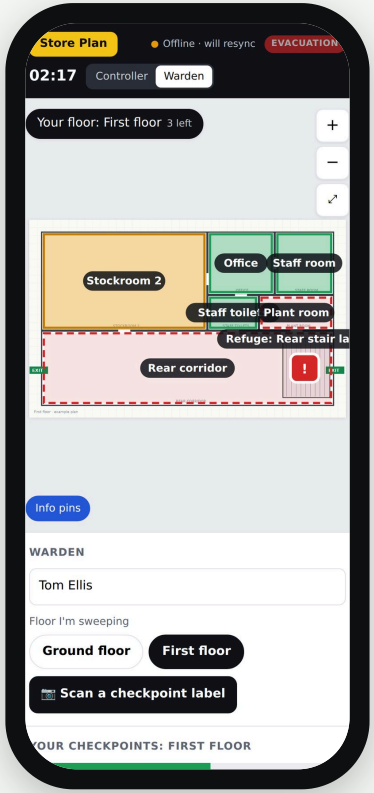
FAIL-SAFE 1 · LOSS OF SIGNAL

IF SIGNAL DROPS MID-EVACUATION, THE SWEEP CARRIES ON

Stockrooms, basements and stairwells often have poor signal. SweepBoard is built so that losing signal doesn't stop a warden from completing their sweep.

WHAT HAPPENS WHEN A PHONE LOSES SIGNAL

1. The header changes from **LIVE · SHARED** to **OFFLINE · WILL RESYNC**, so the warden knows.
2. The warden carries on tapping areas Clear, Issue or No access. Each result is **saved on the phone** with the time it was tapped and shown straight away on their screen.
3. As soon as signal returns (moving to a stairwell, outside or to the assembly point), the saved results are **sent automatically**, in order and with their original times.
4. Until then, the controller's board shows those areas as not yet reported. The controller follows them up with the warden at the assembly point, so nothing is assumed clear.



Offline: the header says so, and the warden carries on.

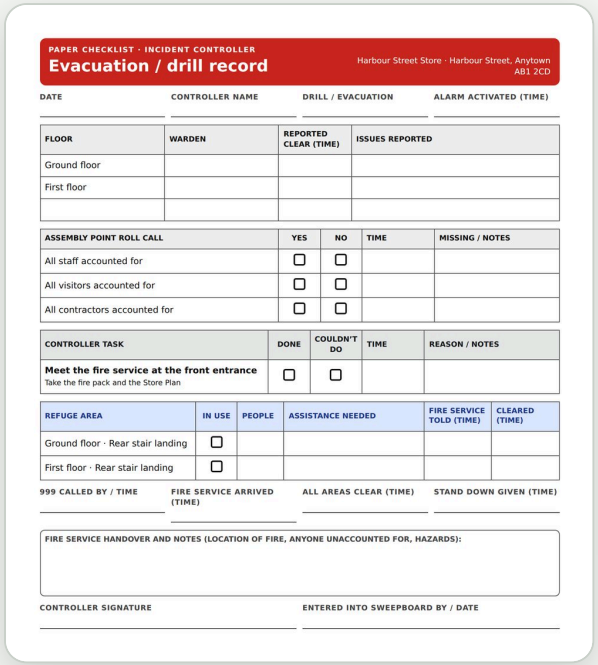
GOOD PRACTICE WE BUILD INTO THE PROCEDURE

- **Open SweepBoard as soon as the alarm sounds**, while there is still signal. Once it is open, it keeps working offline.
- **Keep SweepBoard open** until you reach the assembly point. Results waiting to send are held by the open app.
- Connect staff phones to the site Wi-Fi as a second route, where available.
- Walk a test sweep during set-up to find any signal black spots, and note them in the Store Plan.
- Keep the controller's device where it has signal, such as at the fire alarm panel or assembly point.

AND IF A PHONE CAN'T BE USED AT ALL

A flat battery, a phone left behind, or no signal when the alarm sounds: wardens switch to the paper checklist on the next page. The procedure is the same.

PRINTED CHECKLISTS THAT MATCH THE APP EXACTLY



PAPER CHECKLIST · INCIDENT CONTROLLER

Evacuation / drill record

Harbour Street Store · Harbour Street, Anytown AB1 2CD

DATE | CONTROLLER NAME | DRILL / EVACUATION | ALARM ACTIVATED (TIME)

FLOOR	WARDEN	REPORTED CLEAR (TIME)	ISSUES REPORTED
Ground floor			
First floor			

ASSEMBLY POINT ROLL CALL	YES	NO	TIME	MISSING / NOTES
All staff accounted for	☐	☐		
All visitors accounted for	☐	☐		
All contractors accounted for	☐	☐		

CONTROLLER TASK	DONE	COULDN'T DO	TIME	REASON / NOTES
Meet the fire service at the front entrance Take the fire pack and the Store Plan	☐	☐		

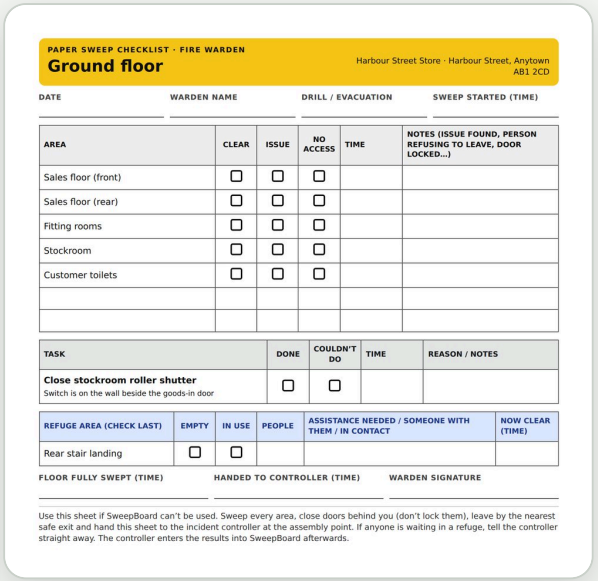
REFUGE AREA	IN USE	PEOPLE	ASSISTANCE NEEDED	FIRE SERVICE TOLD (TIME)	CLEARED (TIME)
Ground floor · Rear stair landing	☐				
First floor · Rear stair landing	☐				

999 CALLED BY / TIME | FIRE SERVICE ARRIVED (TIME) | ALL AREAS CLEAR (TIME) | STAND DOWN GIVEN (TIME)

FIRE SERVICE HANDOVER AND NOTES (LOCATION OF FIRE, ANYONE UNACCOUNTED FOR, HAZARDS):

CONTROLLER SIGNATURE | ENTERED INTO SWEEPBOARD BY / DATE

Incident controller sheet



PAPER SWEEP CHECKLIST · FIRE WARDEN

Ground floor

Harbour Street Store · Harbour Street, Anytown AB1 2CD

DATE | WARDEN NAME | DRILL / EVACUATION | SWEEP STARTED (TIME)

AREA	CLEAR	ISSUE	NO ACCESS	TIME	NOTES (ISSUE FOUND, PERSON REFUSING TO LEAVE, DOOR LOCKED…)
Sales floor (front)	☐	☐	☐		
Sales floor (rear)	☐	☐	☐		
Fitting rooms	☐	☐	☐		
Stockroom	☐	☐	☐		
Customer toilets	☐	☐	☐		

TASK	DONE	COULDN'T DO	TIME	REASON / NOTES
Close stockroom roller shutter Switch is on the wall beside the goods-in door	☐	☐		

REFUGE AREA (CHECK LAST)	EMPTY	IN USE	PEOPLE	ASSISTANCE NEEDED / SOMEONE WITH THEM / IN CONTACT	NOW CLEAR (TIME)
Rear stair landing	☐	☐			

FLOOR FULLY SWEPT (TIME) | HANDED TO CONTROLLER (TIME) | WARDEN SIGNATURE

Use this sheet if SweepBoard can't be used. Sweep every area, close doors behind you (don't lock them), leave by the nearest safe exit and hand this sheet to the incident controller at the assembly point. If anyone is waiting in a refuge, tell the controller straight away. The controller enters the results into SweepBoard afterwards.

Fire warden sheet, one per floor

- **Printed from SweepBoard** with "Print paper sweep checklists", so every floor sheet lists exactly the same areas as the app.
- **Warden sheet:** each area with Clear, Issue and No access boxes, time and notes, plus sweep start, floor complete and signature.
- **Refuge table** on each floor sheet (empty or in use, people, assistance needed, time cleared), and on the controller sheet.
- **Controller sheet:** floors and wardens, roll call, 999 call, fire service arrival, all-clear and stand-down times, handover notes and signature.
- **Kept in the fire grab bag** or at the fire alarm panel, with the Store Plan and action cards.
- **Reprinted** whenever areas change, and checked at each drill.
- **Nothing is lost:** after the incident, the controller enters the paper results into SweepBoard so the site's record stays complete.

Phones, paper, or both at once: every warden follows the same steps, and the controller gets the same information.

HELPING YOU COMPLY

HOW SWEEPBOARD SUPPORTS YOUR FIRE SAFETY DUTIES

YOUR DUTY	THE USUAL GAP	HOW SWEEPBOARD HELPS
Evacuation procedures that work (RRO Art. 15)	Sweeps depend on memory. Areas are missed and nobody knows.	Every area and task is listed and must be reported. Unchecked areas stay visible. Optional QR labels prove key areas were visited.
Competent persons nominated to implement evacuation (Art. 15, 18)	Stand-in wardens don't know the floor or their role.	Wardens get their floor's area list and their action card on their phone. The controller has theirs.
Fire safety arrangements recorded (Art. 11, BSA 2022 s.156)	Procedures sit in a file nobody opens during an incident.	The Store Plan puts the site's arrangements and action cards in every warden's and controller's hand.
Procedures tested by fire drills, results recorded	Drill forms are filled in late, from memory, or not at all.	A full, time-stamped report is saved automatically at every stand down.
Monitoring and review (Art. 11)	No data to show whether evacuations are improving.	Records history, average clear times, issues by area, an estate-wide exceptions list of overdue drills and a CSV export.
Training repeated periodically (Art. 21)	Drills don't show who needs more training.	Reports show slow or incomplete floors and repeated issues, so training can be targeted.
Evacuation of disabled people (refuges and PEEPs)	The controller may not know someone is waiting in a refuge until it is too late to tell the fire service.	Wardens report refuges in use with number of people and assistance needed. The controller sees them first and records each step.
Information for the fire service	Key information is scattered or unknown to the person in charge.	Fire service handover summary: alarm panel, isolation points, hazards, areas not cleared and roll call gaps.

> SweepBoard is a management tool that supports compliance. Responsibility for fire safety stays with the responsible person, and SweepBoard does not replace the fire risk assessment, fire alarm system, emergency plan, PEEPs or training.

SEPARATE, SECURE AND SIMPLE TO RUN

YOUR OWN SYSTEM

Each client has its own web address and its own separate database, so your sites, plans and records are never shared with another organisation.

DATA HELD IN THE EU

Records are stored in a Google Firebase database in Belgium, reached only through your own web address. Only named administrators, signed in with their own password, can change set-up or delete records.

SITE ACCESS CODES

The database only shows a site to phones holding its current code. Checkpoint labels carry a random code, not a link, so they reveal nothing if scanned with a normal camera.

NO HARDWARE

Runs on the phones, tablets and computers you already have. On iPhone, add it to the Home Screen for full-screen use and alerts.

CLEAR ROLES

Wardens and controllers: site code and their name, no passwords. Managers: view-only sign-in to the estate. TRM: set-up and records. Minimal personal data throughout.

UPDATES WITHOUT DISRUPTION

Improvements are released centrally. Sites, plans and records are unaffected, and staff don't need to reinstall anything.

WHAT WE NEED FROM YOU

Floor plans
for each site, in any common format

Sweep areas
or we can agree them with you on a site visit

Named managers
who need the estate view, and your QR label choices

Site details
for each Store Plan: assembly points, alarm panel, contacts

NEXT STEPS

RUN YOUR NEXT FIRE DRILL ON SWEEPBOARD

We'll show you SweepBoard on your own floor plans, then run a real drill with your team and hand over the record.

1
WALKTHROUGH
A short call to demonstrate SweepBoard and agree the pilot site.

2
SET-UP
We set up floors, areas, tasks, Store Plan, site code, posters, labels and paper checklists from your plans.

3
BRIEFING AND DRILL
A short briefing for controllers and wardens, then a live drill, with TRM on site if you'd like.

4
REVIEW
We review the drill report with you and agree whether to roll out across your sites.

TOTAL RISK MANAGEMENT LTD
Fire and health & safety consultancy for retail, leisure and education

CONTACT

steve@totalriskmanagement.co.uk

EVERY AREA SWEPT.
EVERY SECOND RECORDED.