


Rejecting a Standard Risk Assessment

Step one

Log on to the Evotix/Assure system using Single Sign On (SSO) at the URL <https://uk.sheassure.net/lse>.

If you are already logged on the LSE systems with Authentication, you should be able to log on by clicking on the blue bar saying Microsoft. If you are not logged on to any LSE systems, you may be asked to use your Authenticator app.




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Evotix Assure Login - LSE

Single Sign-On

Login with your identity provider:

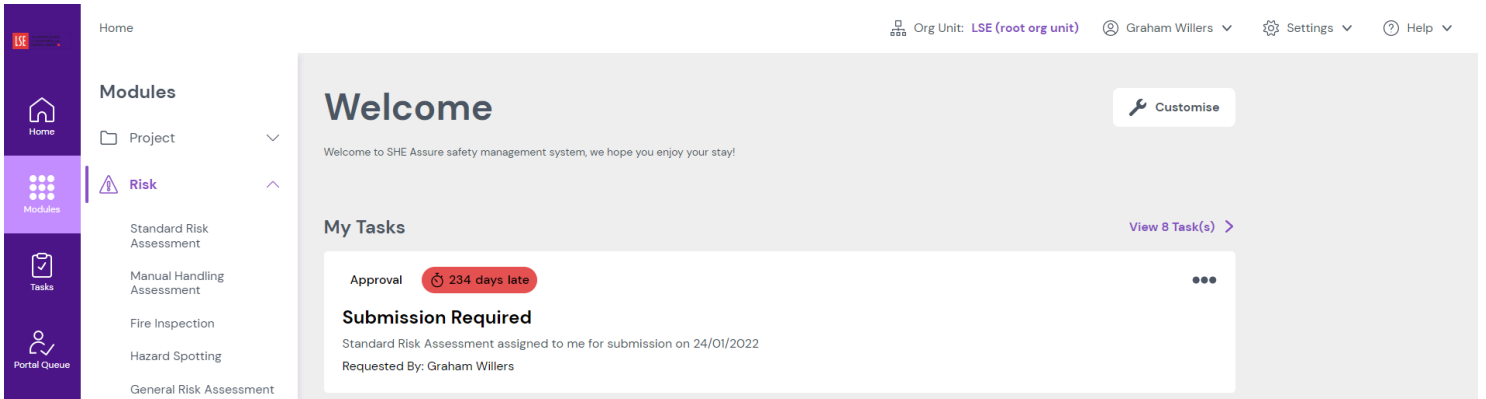
 Microsoft

or [login with username and password](#).

Need help?
[Visit our Knowledgebase](#)

Step two

From the Assure home page, click on the 'Modules' tab and then click on the 'Standard Risk Assessment' link.



Home

Org Unit: LSE (root org unit) Graham Willers Settings Help

Modules

- Project
- Risk**
 - Standard Risk Assessment
 - Manual Handling Assessment
 - Fire Inspection
 - Hazard Spotting
 - General Risk Assessment

Welcome [Customise](#)

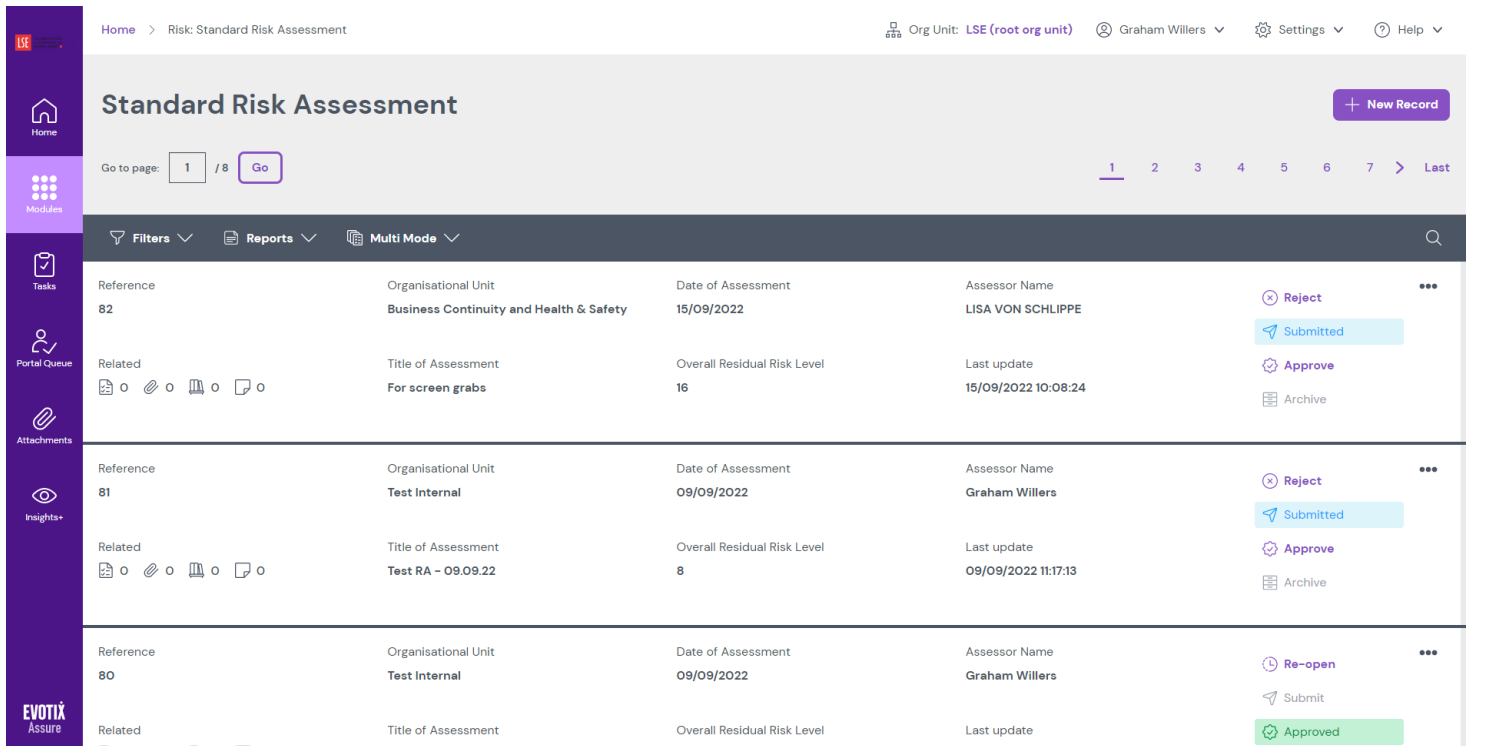
Welcome to SHE Assure safety management system, we hope you enjoy your stay!

My Tasks [View 8 Task\(s\)](#)

Approval 234 days late

Submission Required
Standard Risk Assessment assigned to me for submission on 24/01/2022
Requested By: Graham Willers

This will direct you to the dashboard showing the list of standard risk assessments you have completed.



Home > Risk: Standard Risk Assessment

Org Unit: LSE (root org unit) Graham Willers Settings Help

Standard Risk Assessment [+ New Record](#)

Go to page: / 8 [Go](#)

1 2 3 4 5 6 7 > Last

Filters Reports Multi Mode

Reference	Organisational Unit	Date of Assessment	Assessor Name	
82	Business Continuity and Health & Safety	15/09/2022	LISA VON SCHLIPPE	Reject Submitted
Related	Title of Assessment	Overall Residual Risk Level	Last update	Approve Archive
	For screen grabs	16	15/09/2022 10:08:24	
Reference	Organisational Unit	Date of Assessment	Assessor Name	
81	Test Internal	09/09/2022	Graham Willers	Reject Submitted
Related	Title of Assessment	Overall Residual Risk Level	Last update	Approve Archive
	Test RA - 09.09.22	8	09/09/2022 11:17:13	
Reference	Organisational Unit	Date of Assessment	Assessor Name	
80	Test Internal	09/09/2022	Graham Willers	Re-open Submit
Related	Title of Assessment	Overall Residual Risk Level	Last update	Approved

Step three

Find the standard risk assessment that needs to be rejected, and click on the 'Reject' icon on the right-hand side of the page.



Filters Reports Multi Mode

Reference 82	Organisational Unit Business Continuity and Health & Safety	Date of Assessment 15/09/2022	Assessor Name LISA VON SCHLIPPE	Reject
Related 	Title of Assessment For screen grabs	Overall Residual Risk Level 16	Last update 15/09/2022 10:08:24	Submitted Approve Archive

Search

- [Reject](#)
- [Submitted](#)
- [Approve](#)
- [Archive](#)

You will then be directed to the overview page of your risk assessment, where you will be able to review the content of your risk assessment.

Home > Risk: Standard Risk Assessment > Approval > 82: Submit

Org Unit: LSE (root org unit) Graham Willers Settings Help

Standard Risk Assessment

Actions Attachments Notes Signatures

Submit Record

Approver	Lisa Von-Schlippe
Date	15/09/2022
Comments	<input type="text"/>

Assessment Details

Organisational Unit	Business Continuity and Health & Safety
Reference	82
Publish To Portal	No
Title of Assessment	For screen grabs
Locality	5th floor, H&S neighbourhood
Location	LRB - Lionel Robbins Building
Assessor Reference	293018
Assessor Forename(s)	LISA



Step four

Scroll down to the bottom of the standard risk assessment and click on the 'Save & Close' button.

> Project Risk Assessment Reference

> Hazards And Control Measures

> Conclusion

> Record Detail

> Record Approval

[Save & Close](#) [Cancel](#) [Expand](#)

Step five

You will be redirected back to Standard Risk Assessment dashboard and the status of your risk assessment will have updated to 'Rejected (Current)'.

Approval

Reference: 82, Organisational Unit: Business Continuity and Health & Safety, Date of Assessment: 15/09/2022, Assessor Name: LISA VON SCHLIPPE, Record is Assigned: Rejected

Related: For screen grabs, Title of Assessment: For screen grabs, Overall Residual Risk Level: 16, Last update: 15/09/2022 10:08:24

Actions: Submit, Approve, Archive

Stage	Date	By	Assigned	Submission Due Date	Approver	Approved?	Comments
Auto Assigned	15/09/2022	Lisa Von-Schlippe	Risk Assessor	15/09/2022		No	
Rejected (Current)	15/09/2022	Graham Willers	Risk Assessor	15/09/2022		No	
Submitted	15/09/2022	Graham Willers			Lisa Von-Schlippe	No	

Showing 1 to 3 of 3 entries



Step six

Both yourself and the Risk Assessor, who created the standard risk assessment, will receive an email notification informing them the risk assessment has been rejected.

Evotix Assure Approval Notification



lse-no-reply@sheassure.net
To Willers,GR



Thu 15/09/2022 11:49

A record in the Standard Risk Assessment module of Evotix Assure with reference module of Evotix Assure with reference 82 submitted by you for approval to Lisa Von-Schlippe has been rejected.

Rejected By: Graham Willers

Date: 15/09/2022

Comments:

<https://uk.sheassure.net/lse/Approval/Index/13464351>