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.
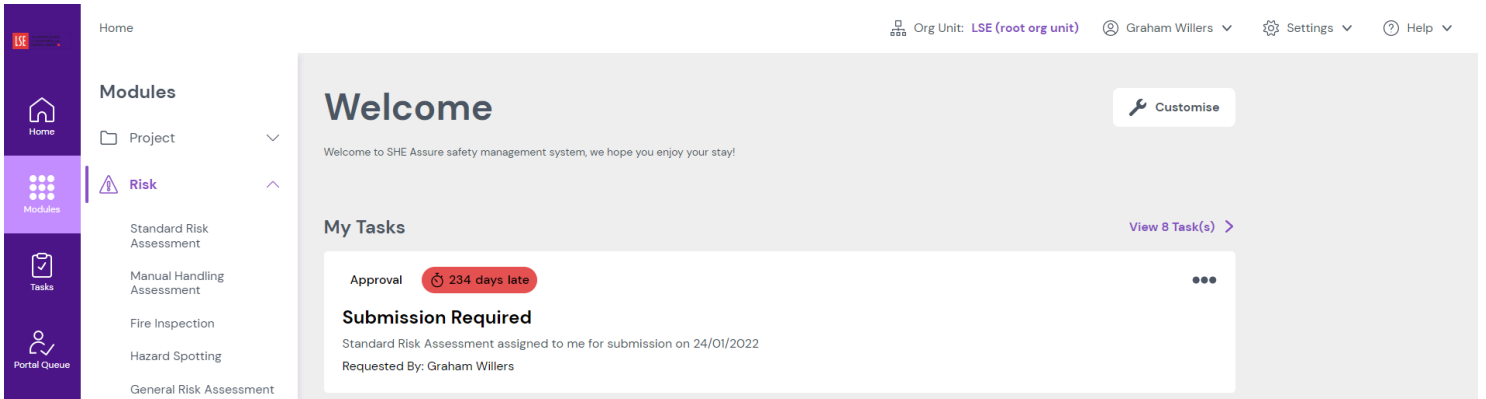
Step two

From the Assure home page, click on the 'Modules' tab and then click on the 'Standard Risk Assessment' link.
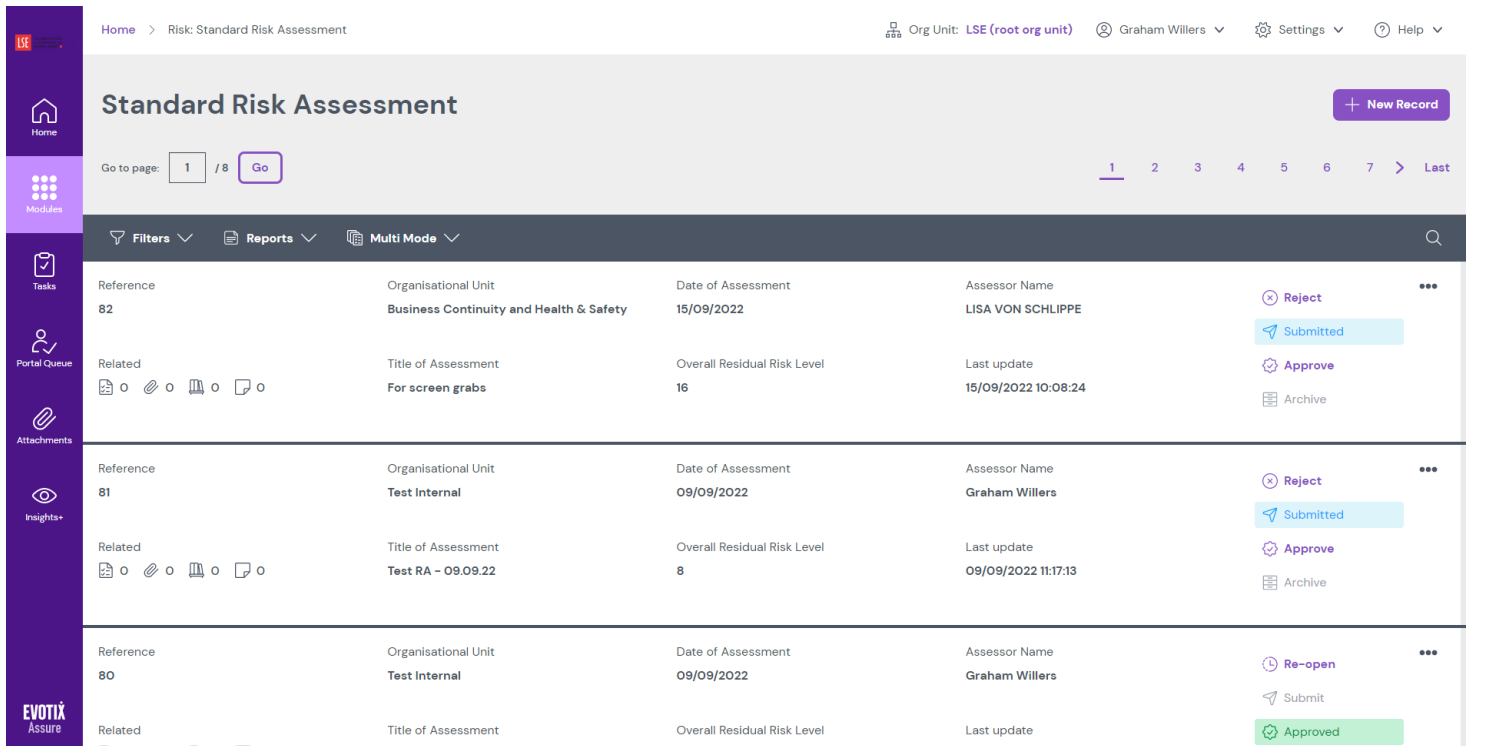
This will direct you to the dashboard showing the list of standard risk assessments you have completed.

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.

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.

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
Related 📄 0 📎 0 📖 0 🗋 0	**Title of Assessment** For screen grabs	**Overall Residual Risk Level** 16	**Last update** 15/09/2022 10:08:24

Record is **Assigned** •••
⊗ Rejected
◁ 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

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

↩ Reply   ↩ Reply All   → Forward   🟪   ⋯

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