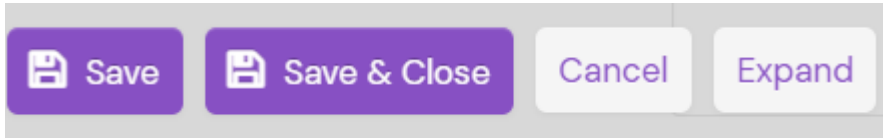


Creating a Standard Risk Assessment

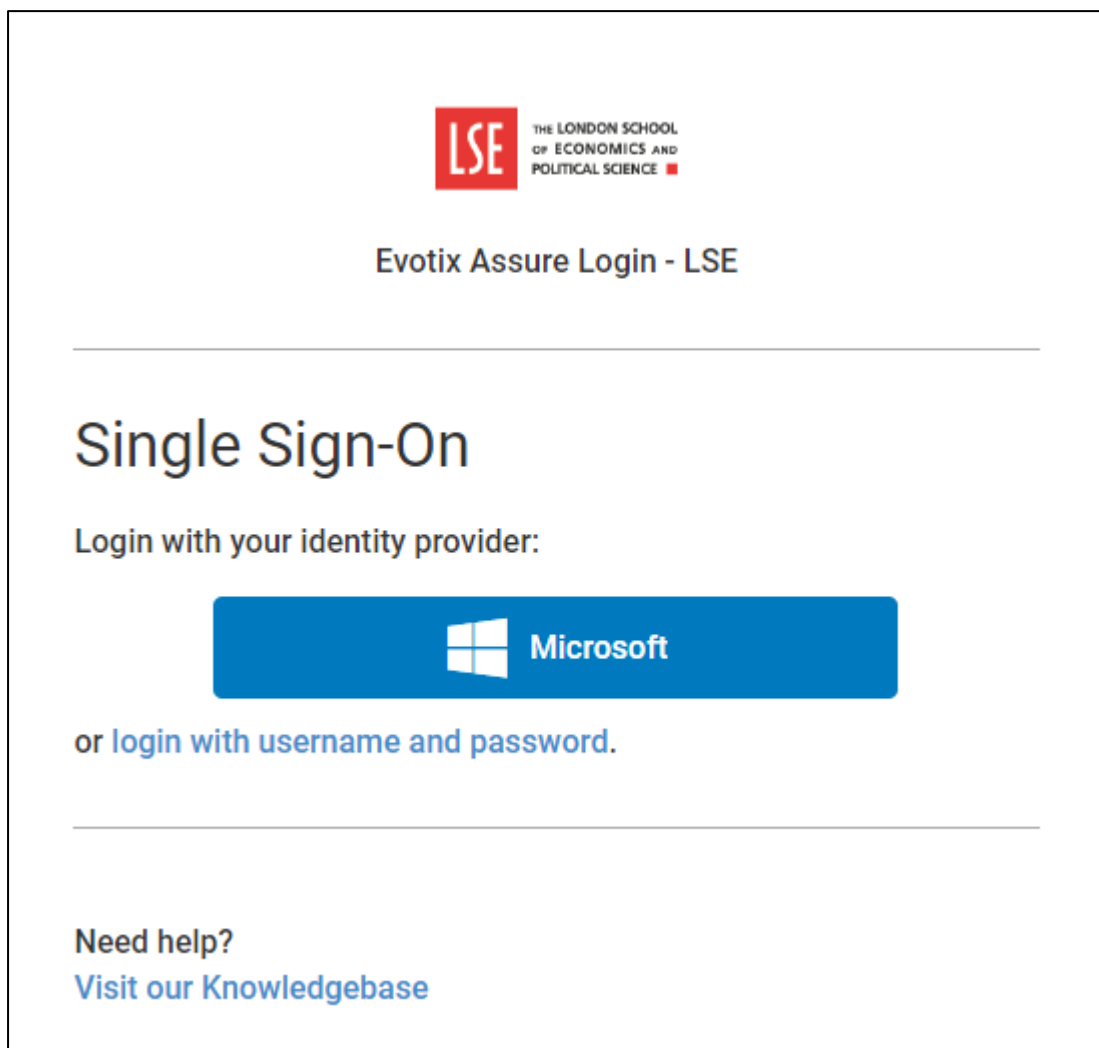
Note: You can **Save** the risk assessment at any stage. You will be able to continue writing or editing it. You can also **Save and Close** before you have concluded all the steps set out below.



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.



This will bring you to the front page of Evotix Assure.

The screenshot shows the Evotix Assure dashboard interface. At the top, there is a navigation bar with the following elements: 'Home', 'Org Unit: LSE (root org unit)', 'Lisa Von-Schlippe' (user profile), 'Settings', and 'Help'. Below the navigation bar, the main content area is divided into a left sidebar and a main panel. The sidebar contains icons for 'Home', 'Modules', 'Tasks', 'Portal Que...', 'Attachme...', and 'Insights+', along with the 'EVOTIX Assure' logo at the bottom. The main panel features a 'Welcome' message, a 'Customise' button, and a 'My Tasks' section. The 'My Tasks' section displays a list of tasks with the following details:

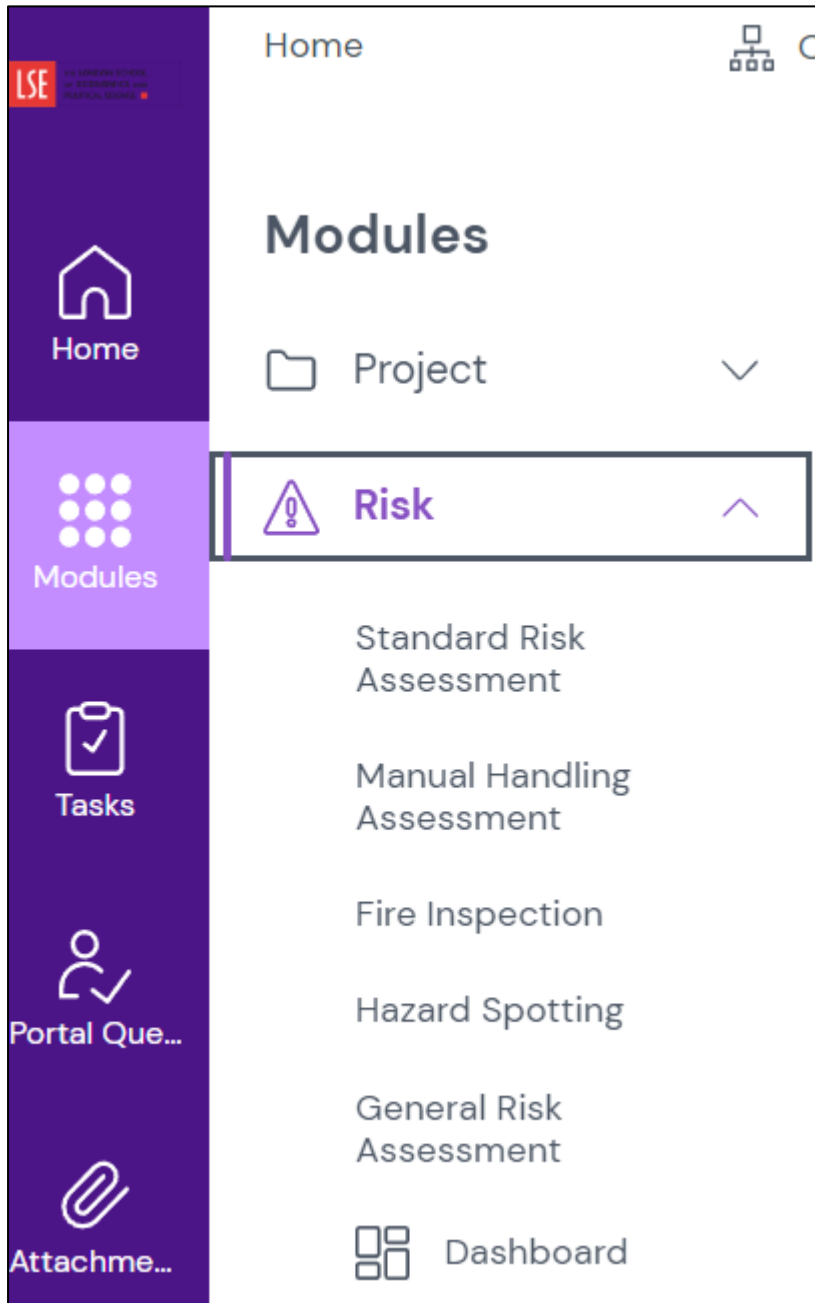
- Task 1:** Action, Medium priority, 1 day until due. Title: **Please check if there is an issue on the BMS**. Completed by: Graham Willers.
- Task 2:** Review, 2 days until due. Title: **Review Required**. Standard Risk Assessment awaiting review. Created By: Lisa Von-Schlippe.
- Task 3:** Action, Low priority, 198 days until due.

In the main panel, you will see any Tasks which have been assigned to you. The icons on the left of the screen lead you to different parts of the system.



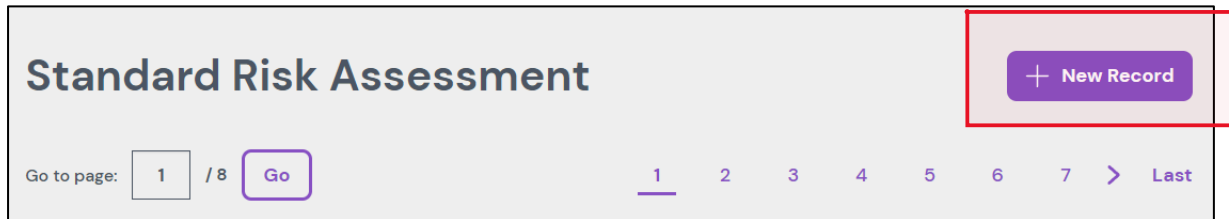
Step two

Navigate to the Risk Assessment Module, by clicking on the icons on the left – **Modules**, **Risk**, then **Standard Risk Assessment**.



Step three

Once you have selected the Standard Risk Assessment Module, click the New Record Icon.



This will enable you to start a new risk assessment.

Step four

Complete the **Assessment Details** – these include details about which Organisational Unit (Department, Division, Research Centre or Institute) this assessment is for, details about the location of the activities covered by the assessment, and the name of the assessor.

The red asterisk marks compulsory fields which must be completed.

Standard Risk Assessment ☆ Actions 📎 Attachments 📄 Notes

▼ Assessment Details

Organisational Unit

Name of the Department, Division, Institute or Research Centre

LSE (root org unit) ⚙️

Reference *

Automatic Reference System Assigned

Publish To Portal

Title of Assessment *

Locality

Give specific information about where the activity is taking place

The Organisational Unit should show the one you are in. If not, contact H&S Team.

Check the box to Publish to Portal

In locality, give floors or room numbers

Location drop
downs list LSE
buildings and
outside spaces

Location

Select Assessor from Person
register?

Selecting Assessor from
Person Register will fill in
the Assessor Reference,
Forename and Surname

Assessor Reference

Assessor Forename(s)*

Assessor Surname*

Assessment Team Members

Add names of everyone
involved in completing the
assessment

Date of Assessment*



Either click on Today, or
select the date when
you are completing the
assessment.

Activity Description

Provide a brief description of
the activity or service being
assessed

People Exposed

Occupations

See below for the
"Occupations". Please do
not list the names of
individuals.

Under People Exposed, you can select from a list of Occupations. Check as many boxes as apply, then **Close**.

Select
✕

Display:

Search:

Select Visible | Unselect Visible

Select	Text	
<input type="checkbox"/>	Operatives	
<input type="checkbox"/>	Staff	
<input type="checkbox"/>	Students	
<input type="checkbox"/>	Contractors	
<input type="checkbox"/>	Invited Visitors	
<input type="checkbox"/>	Public	

Showing 1 to 6 of 6 entries

Explanation:

- Operatives means the people who actually carry out the work being assessed (e.g. the members of that department)
- Staff means staff from other departments or divisions who could be affected
- Students means any students who could be affected
- Contractors e.g. Estates contractors, agency workers, contract security, other external service providers
- Invited Visitors includes Visiting Fellows, people attending Open Days, invited Alumni, guest lecturers or speakers, guests at Graduations, participants in events, research subjects
- Public for example people attending public lectures, members of the public in the catering outlets, passers by in public spaces.



Step five

Having completed details about what is being assessed and the assessor, complete the section **Hazards and Control Measures**.

> Hazards And Control Measures

> Conclusion

> Record Review

Scroll past (but take note of) the Matrix Guidance Notes – these will help you calculated the risk rating – until you reach this section.

Click on the button **+ Add**

+ Add Turn On Sort Mode

Hazard Category*	Consequence*	Persons At Risk	How Is Person At Risk	Control Measures	Potential Risk Factor*	Additional Control Measures	Residual Risk Factor*	
------------------	--------------	-----------------	-----------------------	------------------	------------------------	-----------------------------	-----------------------	--

Overall Potential Risk Level

Overall Residual Risk Level



This will enable you to start carrying out the actual risk assessment.

Hazard Category*	Consequence*	Persons At Risk	How Is Person At Risk	Control Measures	Potential Risk Factor*	Additional Control Measures	Residual Risk Factor
Failure to orient and instruct pec ▾		Click To Edit	Click To Edit	Click To Edit	○ Click To Edit	Click To Edit	○ Click To Edit

Under the **Hazards Category** there is a drop-down menu with some common hazards. Select a Hazard from the menu which applies to your activity. If you can't find hazards which fit your situation, you can write free text.

+ Add
Turn On Sort Mode

Hazard Category*	Consequence*	Persons At Risk
Failure to orient and instruct pec ▼		Click To Edit
<div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px;"> <div style="background-color: #4a4a9a; color: white; padding: 2px 5px; margin-bottom: 2px;">Failure to orient and instruct people new to site or location</div> <div style="padding: 2px 5px;">Young persons, Work Experience, Apprentices</div> <div style="padding: 2px 5px;">Failure in ability to evacuate safely</div> <div style="padding: 2px 5px;">Failure to provide First Aid assistance</div> <div style="padding: 2px 5px;">Obstructions, wet or contaminated floors, and defects to walkways</div> <div style="padding: 2px 5px;">Inadequate layout, storage, space; presence of obstructions</div> <div style="padding: 2px 5px;">Fall of objects</div> <div style="padding: 2px 5px;">Electrical Equipment</div> <div style="padding: 2px 5px;">Fire hazards & flammable material</div> <div style="padding: 2px 5px;">Lighting</div> <div style="padding: 2px 5px;">Condition of Buildings & glazing</div> <div style="padding: 2px 5px;">Heating & ventilation</div> <div style="padding: 2px 5px;">Occupational stress</div> <div style="padding: 2px 5px;">Infectious diseases</div> <div style="padding: 2px 5px;">Lone working / work out of hours</div> <div style="padding: 2px 5px;">Violence to staff / verbal assault</div> <div style="padding: 2px 5px;">Fall of person (work at height)</div> <div style="padding: 2px 5px;">Manual handling operations</div> <div style="padding: 2px 5px;">Display screen equipment</div> <div style="padding: 2px 5px;">Other(s)</div> </div>		
<div style="display: flex; justify-content: space-between; align-items: center;"> Save Save & Close Cancel Expand </div>		

If you have selected a hazard from the drop-down list, you will be able to Select from a list of possible Consequences (click in the box along-side the possible consequence). If you think of any additional Consequences, you can add them as free text.

See the example below for likely Consequences for the Hazard “Failure to orient and instruct people new to site or location”



Select

Display: Search:

Select Visible | Unselect Visible

Select	Text	
<input type="checkbox"/>	Correct work procedures are not followed leading to injuries, damage or business disruption.	Failure to orient and instruct people new to site or location
<input type="checkbox"/>	Failure to evacuate in an emergency situation.	Failure to orient and instruct people new to site or location
<input type="checkbox"/>	First Aid not provided in a timely fashion.	Failure to orient and instruct people new to site or location
<input type="checkbox"/>	Wellbeing not supported.	Failure to orient and instruct people new to site or location

Showing 1 to 4 of 4 entries

Select Close

Once you have selected all the individual consequences and added any of your own, click on **Select** or **Close** the window.

Now select **Persons at Risk** from that Hazard. Occupations gives you the following list (as above).

Note: "Operatives" always means the people who are carrying out the work or who are directly affected by that hazard.

Staff refers to employees in other Departments or Divisions who could be affected as a consequence of the activities being assessed.

Select

Display:

Select Visible | Unselect Visible

Select	Text
<input type="checkbox"/>	Operatives
<input type="checkbox"/>	Staff
<input type="checkbox"/>	Students
<input type="checkbox"/>	Contractors
<input type="checkbox"/>	Invited Visitors
<input type="checkbox"/>	Public

Showing 1 to 6 of 6 entries

Use the free text box for **How is Person at Risk** to describe how the hazard can injure or hurt someone.

Continue with the Hazards and Control Measures section by selecting **Control Measures**. These are measures which are already in place. Select what is currently in place by clicking in the small box by the side of each line of text. When you have selected all those in place, click on Select or Close at the bottom of the screen (not shown).

If you have any additional Control Measures in place, you can add these as free text.

Below is an example of pre-populated suggestions:



Select

Display: Search:

Select Visible | Unselect Visible

Select	Text	
<input type="checkbox"/>	Emergency procedures are updated and communicated as necessary	Failure to orient and instruct people new to site or location
<input type="checkbox"/>	Inductions are carried out on day one	Failure to orient and instruct people new to site or location
<input type="checkbox"/>	Staff and visitors are introduced to key people in the unit	Failure to orient and instruct people new to site or location
<input type="checkbox"/>	Staff are given H&S information when their workplace changes	Failure to orient and instruct people new to site or location
<input type="checkbox"/>	Staff are instructed in emergency procedures	Failure to orient and instruct people new to site or location

Showing 1 to 5 of 5 entries

Complete **Potential Risk Factor** by clicking in the appropriate box in the risk matrix (note: these look faded, but all are active).

Definitions for the risk matrix are set out at the start of the **Hazards and Control Measures section**.

Risk Matrix		Severity				
		1 Negligible	2 Low	3 Moderate	4 Significant	5 Catastrophic
Likelihood	1 Unlikely	1 L	2 L	3 L	4 M	5 M
	2 Remote	2 L	4 L	6 L	8 M	10 M
	3 Possible	3 L	6 L	9 M	12 M	15 H
	4 Likely	4 M	8 M	12 M	16 H	20 H
	5 Certain	5 M	10 M	15 H	20 H	25 H

Select **Additional Control Measures** if these are required.

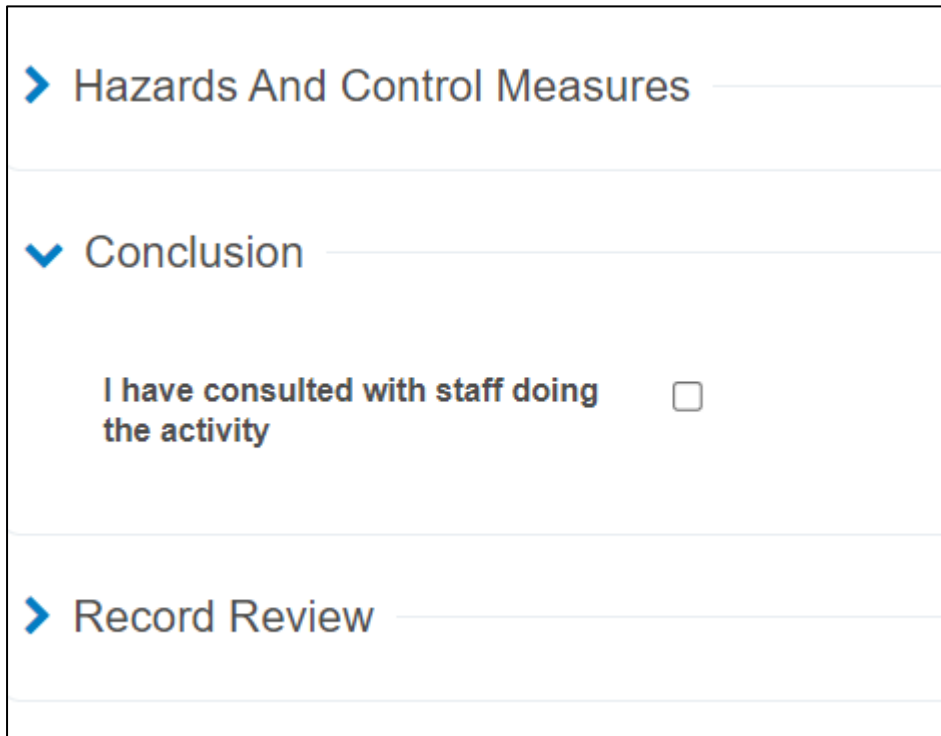
Note: the drop-down options are the same as under **Control Measures**. You can write free text.

Finally, give a **Residual Risk Factor** rating. This should be your judgement about the risks once all control measures are in place. If you didn't add any Additional Controls, then the Residual Risk Factor will be the same as the Potential Risk Factor.

Repeat the whole of Step 5 for all the hazards relevant to your activity.

Step six

Once you have completed the **Hazards and Control Measures** section, complete the **Conclusions** section.

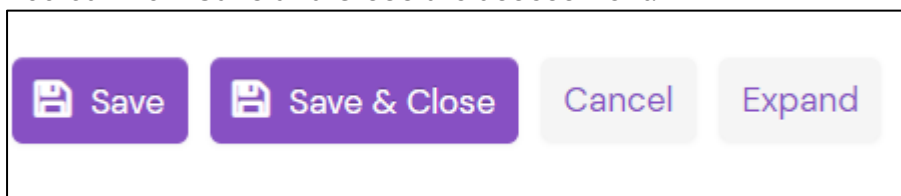


The screenshot shows a web form with three main sections. The first section is 'Hazards And Control Measures' with a right-pointing arrow icon. The second section is 'Conclusion' with a downward-pointing chevron icon. Under the 'Conclusion' section, there is a text label 'I have consulted with staff doing the activity' followed by an unchecked checkbox. The third section is 'Record Review' with a right-pointing arrow icon.

You can ignore the section **Record Review** – this will be completed automatically.

Step seven

You can now **Save and Close** the assessment.



The screenshot shows a horizontal row of four buttons. From left to right: a purple button with a floppy disk icon and the text 'Save'; a purple button with a floppy disk icon and the text 'Save & Close'; a light grey button with the text 'Cancel'; and a light grey button with the text 'Expand'.

The Approver will be automatically notified that a risk assessment has been conducted.

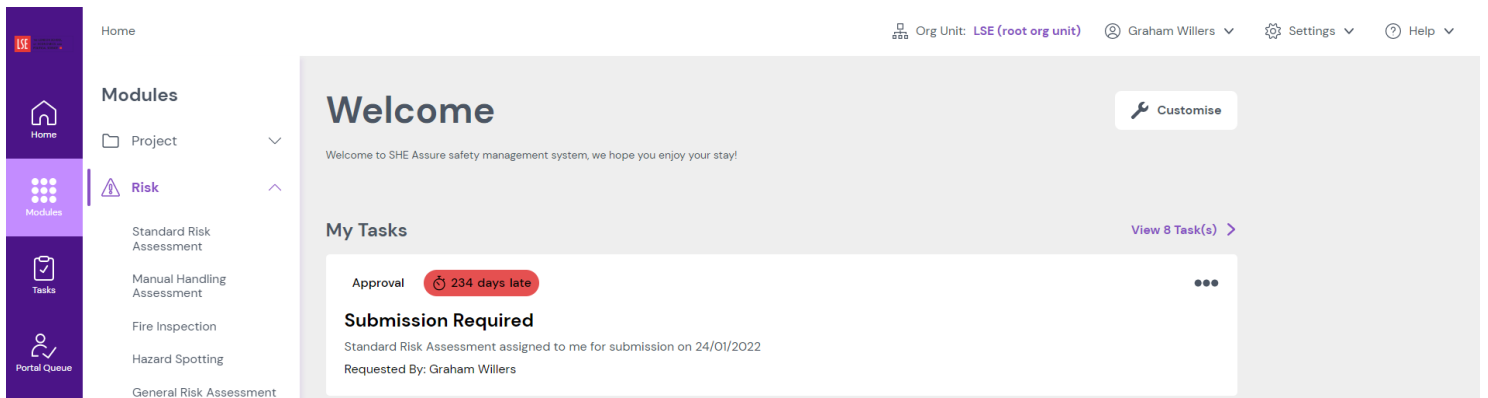
You should now Submit the risk assessment (see separate guidance).



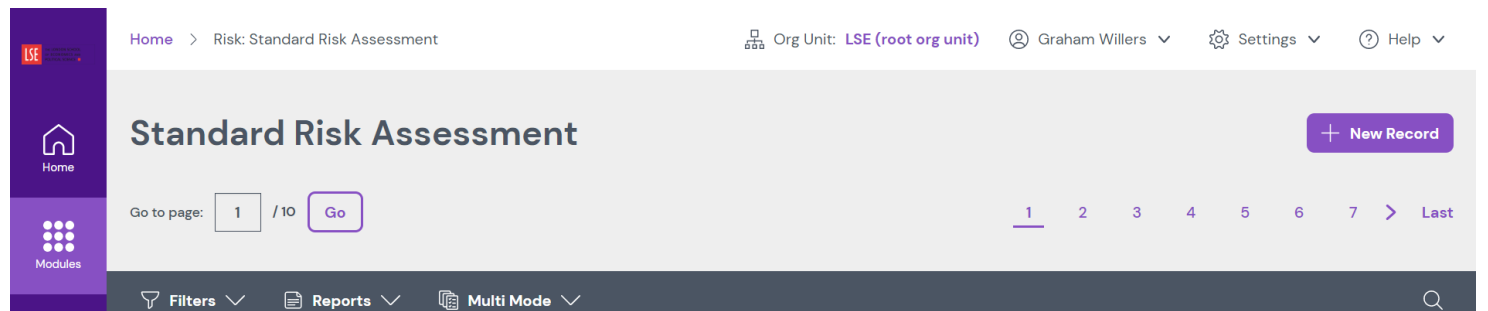
Creating an Action on a Standard Risk Assessment

Step one

Log into the Assure system, click on the 'Modules' tab and then click on the 'Standard Risk Assessment' link.



Then click on the '+ New Record' button in the top right-hand corner to start a new standard risk assessment.





Step two

Complete the standard risk assessment (see [Creating a Standard Risk Assessment user guide](#)) and click on the 'Save' button at the bottom of the page.

> Conclusion

> Record Review

Save

Save & Close

Cancel

Expand

Step three

You will be directed back to the top of your standard risk assessment, once you have clicked the 'Save' button, and from here click on the 'Actions' tab at the top of the standard risk assessment.

Standard Risk Assessment

Actions

Attachments

Notes

Signatures



Content of this tab is not auto-saved. Make sure to press **Save** or **Save & Close** buttons after making changes.

Assessment Details



Step four

Click the '+ Add' button on the right-hand side to create a new action.

Standard Risk Assessment Actions Attachments Notes Signatures

Record Actions

[+ Add](#)

Action	Raised by User	For User	Due Date	Priority	Current Status	Attachment Count
No records found.						

Step five

This will open an 'Action Details' window. Start by completing the Action and, if required, Action Details text boxes.

Action Details

Org Unit: LSE (root org unit)

This Record has 1 sub module(s). Create action for sub module

Action*

Category

Action Detail

Who is this Action for?*

- Single User
- Notification Groups
- Multiple Users

Next, you will need to select the user who will need to complete this action. To do this, click on the cog wheel next to the 'For User' box and click on the 'Select' button.



Action Details

For User*

Date Raised 06/10/2022

Due Date*

Priority*

Current Status Not Started

Complete Percent*

Comments

▼ Attachments

Files

File	Description	Size	Date Created	Delete
------	-------------	------	--------------	--------

This will generate the list of users in your organisational unit. Click on the user from the generated list and their name will appear in the 'Action Details' window.

Select

Display:

Search:

User	Full Name	Email	Org Unit
dan.print	Dan Print	d.print@lse.ac.uk	LSE (root org unit)
davinder.ratra	Davinder Ratra	d.s.ratra@lse.ac.uk	Estates
dene.donkin	Dene Donkin	d.donkin@lse.ac.uk	Test Internal
graham.willers	Graham Willers	g.r.willers@lse.ac.uk	LSE (root org unit)
jackie.woodley	Jackie Woodley	j.s.woodley@lse.ac.uk	Halls
Jacqui.Beazley	Jacqui Beazley	j.beazley@lse.ac.uk	LSE (root org unit)
kate.barker	Kate Barker	k.barker@lse.ac.uk	Department of Mathematics
kathleen.lee	Kathleen Lee	k.m.lee3@lse.ac.uk	Estates
kennedy.ntambi	Kennedy Ntambi	k.j.ntambi@lse.ac.uk	Test Security
kevin.curran	Kevin Curran	k.curran@lse.ac.uk	Estates

Showing 11 to 20 of 34 entries


First Prev 1 2 3 4 Next Last




Action Details ×

Notification Groups

Multiple Users

For User* 

Date Raised 06/10/2022


Due Date* 

Priority*

Current Status Not Started

Complete Percent*

Comments

 Attachments

Complete the remainder of the 'Action Details' window, setting a completion date for the action and assigning a priority level for the action (low, medium or high), and include any comments if required.



Action Details

Notification Groups

Multiple Users

For User*

Date Raised 06/10/2022

Due Date*

Priority*

Current Status Not Started

Complete Percent*

Comments

Attachments

You will also have the ability to include any attachments to documents and images, as well as links to both internal and external webpages.



Action Details

Attachments

Files

File	Description	Size	Date Created	Delete
------	-------------	------	--------------	--------

Upload Multiple Files

Choose Files No file chosen

Links

URL	Description
-----	-------------

+ Add

Save & Close Cancel

Once you have completed the 'Action Details' window, click the 'Save & Close' button at the bottom of the page and the action will appear on the 'Record Actions' page.

Standard Risk Assessment Actions Attachments Notes Signatures

Record Actions

+ Add

Action	Raised by User	For User	Due Date	Priority	Current Status	Attachment Count	
Install safety signage.	Graham Willers	Graham Willers	06/10/2022	Medium	Not Started	0	Edit Remove



Submitting a Standard Risk Assessment

Step one

Once you have completed your standard risk assessment, you will receive an email notification informing you the risk assessment has been assigned for submission.

Evotix Assure Approval Notification



Lse-no-reply@sheassure.net
To: Health.And.Safety



Thu 15/09/2022 10:08

A record in the Standard Risk Assessment module of Evotix Assure with reference 82 has been auto-assigned to you for submission.
Submission Due Date: 15/09/2022
On: 15/09/2022
Comments:

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

You can either click on the link in the email, which will direct you straight to the Standard Risk Assessment dashboard, or you can access your risk assessment by navigating from the Assure home page.

Step two

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

The screenshot shows the SHE Assure dashboard. On the left is a navigation sidebar with icons for Home, Modules, Tasks, and Portal Queue. The 'Modules' section is expanded, showing 'Project', 'Risk', and 'General Risk Assessment'. The 'Risk' module is selected, displaying a 'Welcome' message and a 'My Tasks' section. A task card is visible with the title 'Approval' and a red status indicator '234 days late'. Below this, a 'Submission Required' card states: 'Standard Risk Assessment assigned to me for submission on 24/01/2022. Requested By: Graham Willers'. The top right of the dashboard shows user information: 'Org Unit: LSE (root org unit)', 'Graham Willers', 'Settings', and 'Help'.

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: 1 / 8

1 2 3 4 5 6 7 > Last

Filters | Reports | Multi Mode

Reference	Organisational Unit	Date of Assessment	Assessor Name	Record is Assigned
82	Business Continuity and Health & Safety	15/09/2022	LISA VON SCHLIPPE	<p>In Progress</p> <p>Submit</p> <p>Approve</p> <p>Archive</p>
81	Test Internal	09/09/2022	Graham Willers	<p>Reject</p> <p>Submitted</p> <p>Approve</p> <p>Archive</p>
80	Test Internal	09/09/2022	Graham Willers	<p>Re-open</p> <p>Submit</p> <p>Approved</p>

Related: [Icons]

Title of Assessment: For screen grabs

Overall Residual Risk Level: 16

Last update: 15/09/2022 10:08:24

EVOTIX Assure

Step three

Find the standard risk assessment you need to submit, and click on the 'Submit' icon on the right-hand side of the page.

Record is Assigned

In Progress

Submit

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



This will submit the standard risk assessment, ready for the Risk Assessment Approver to review.

Step five

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

Approval

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

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

Showing 1 to 2 of 2 entries