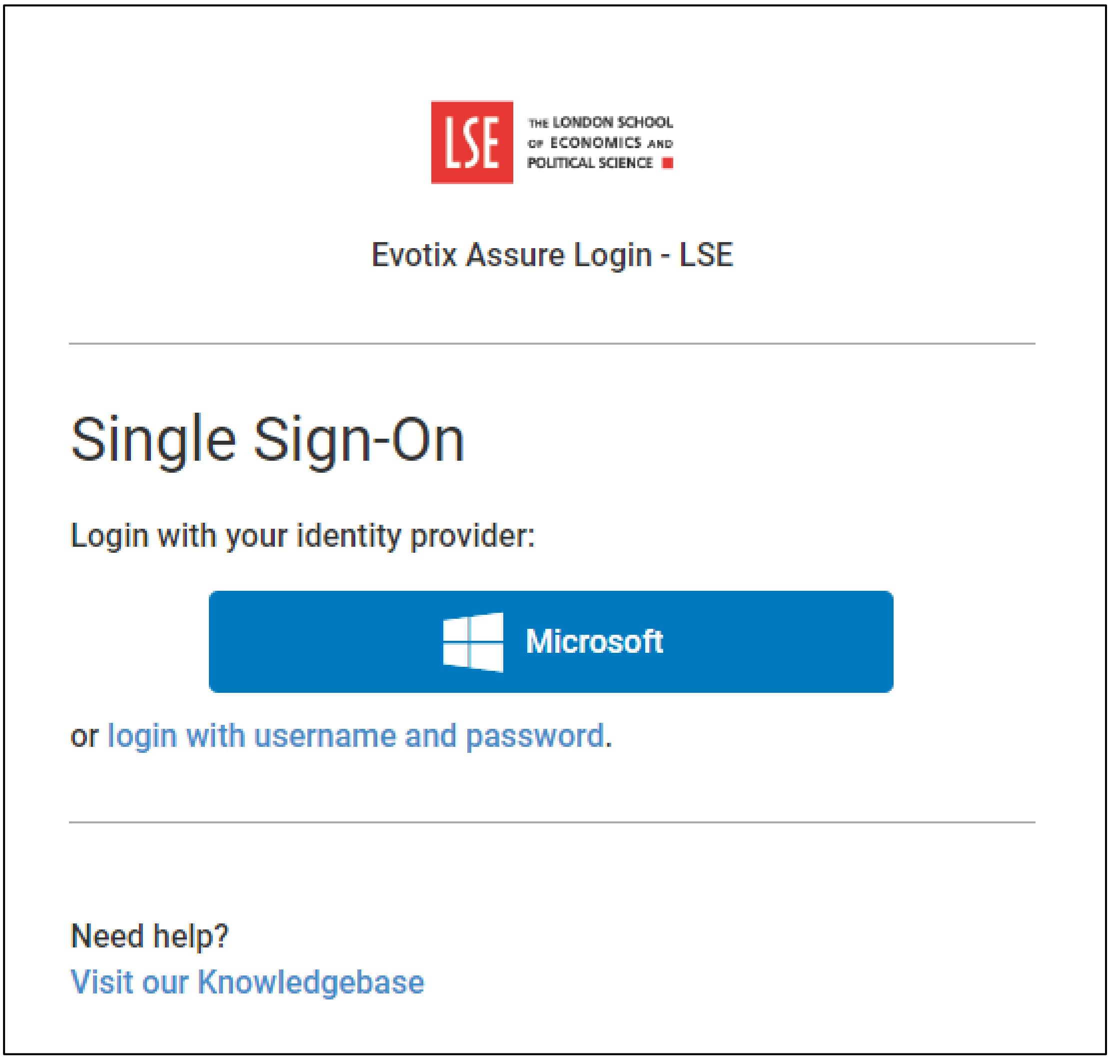
Creating a Standard Risk Assessment

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.

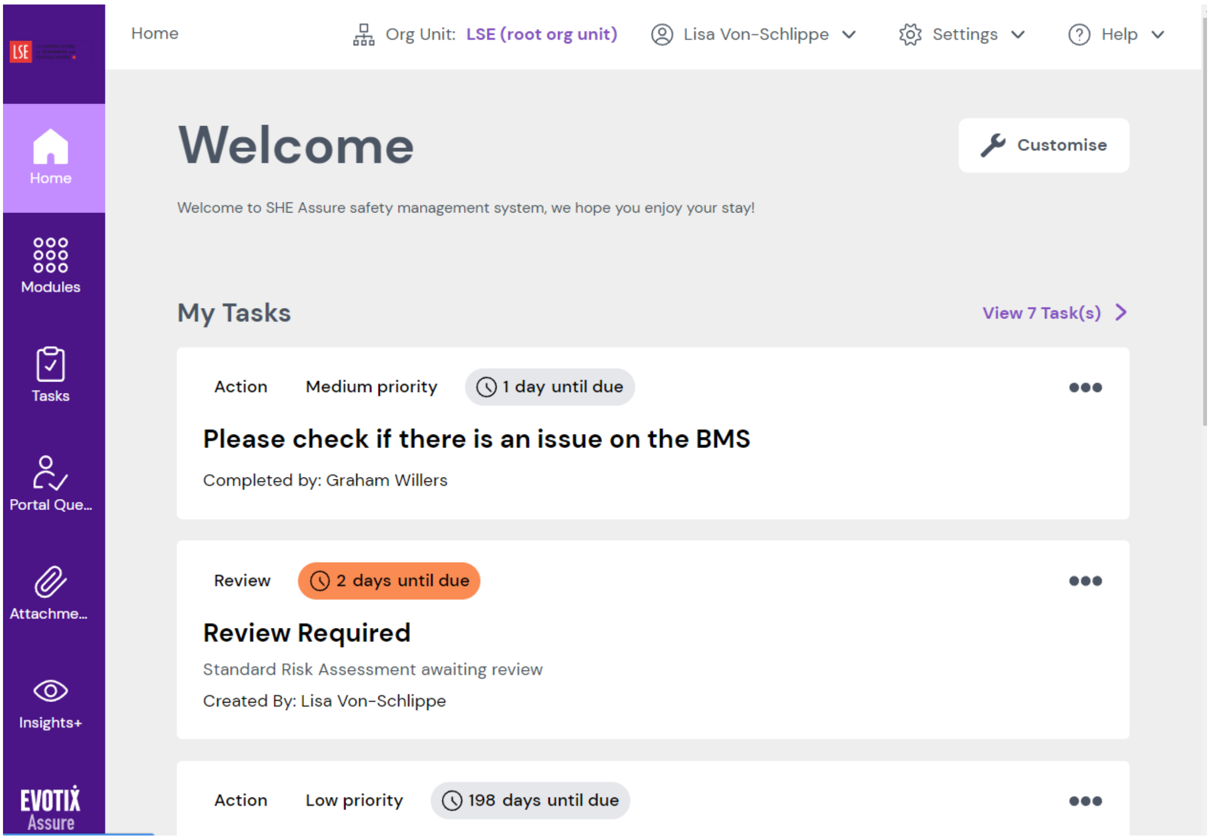
Step one

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.



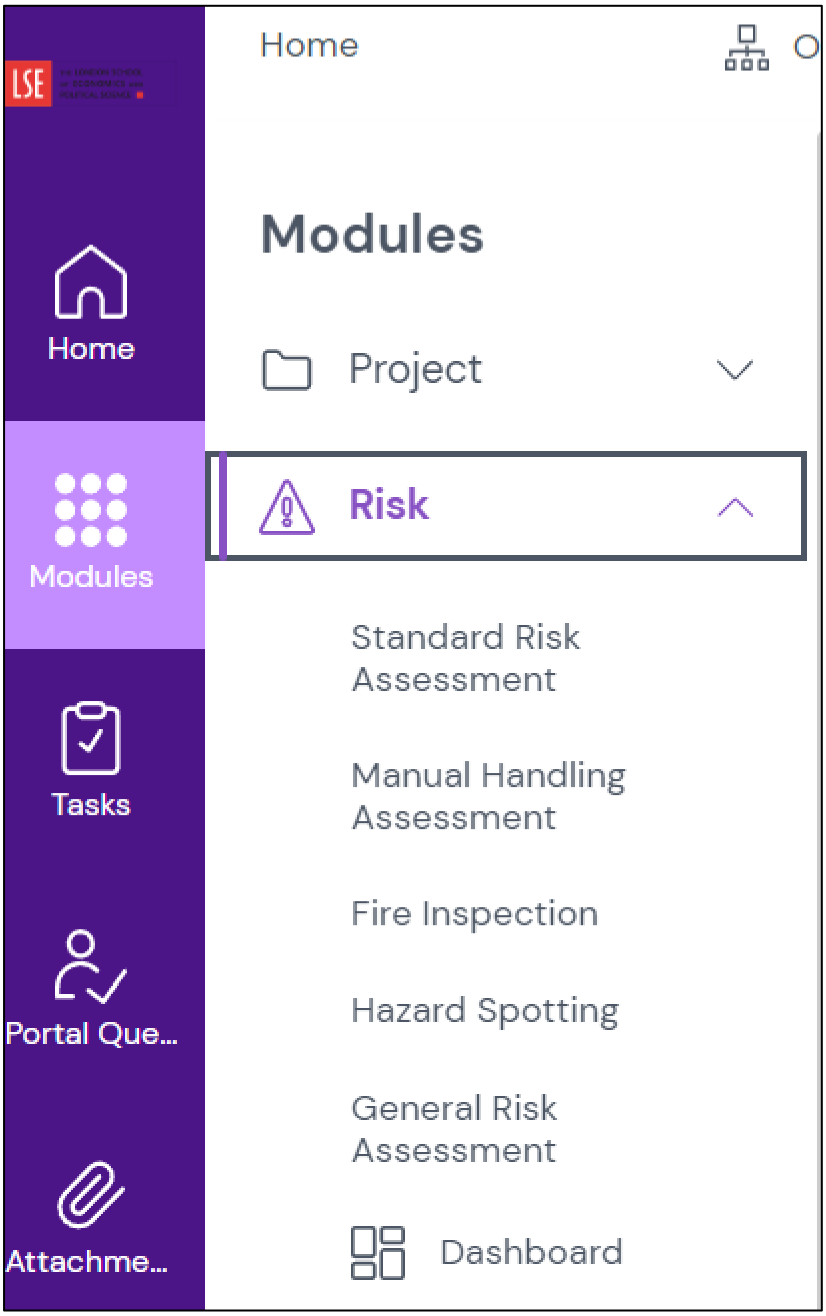
This will bring you to the front page of Evotix Assure.



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.

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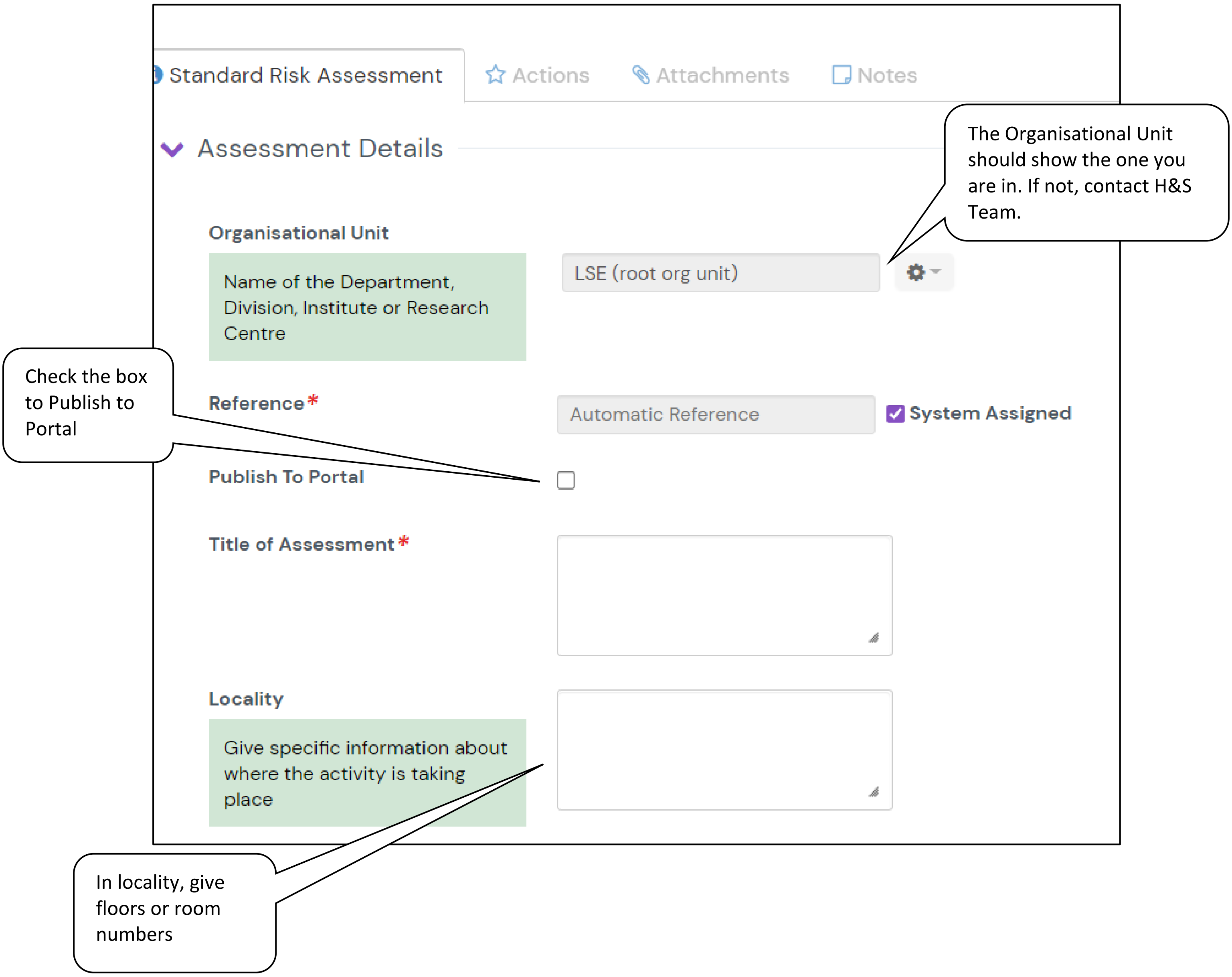

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Location drop downs list LSE buildings and outside spaces

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.

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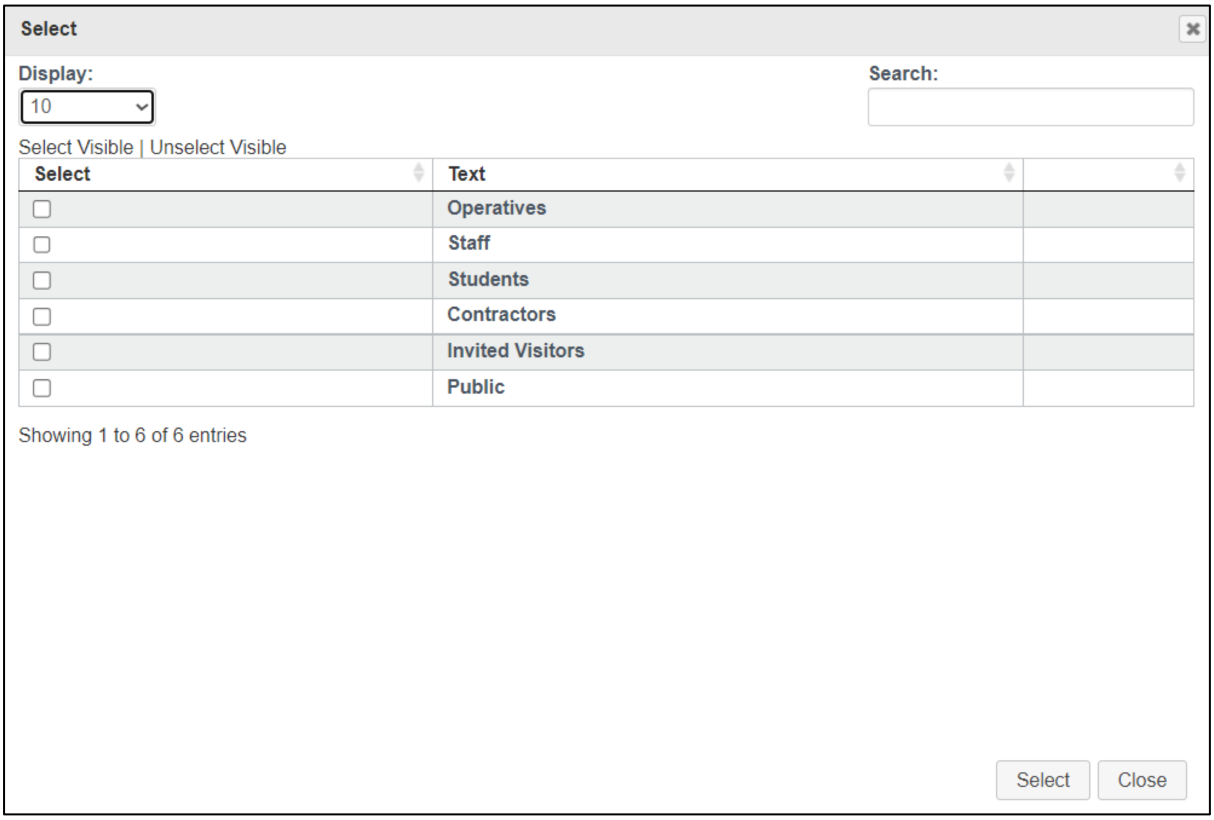
Under People Exposed, you can select from a list of Occupations. Check as many boxes as apply, then **Close**.



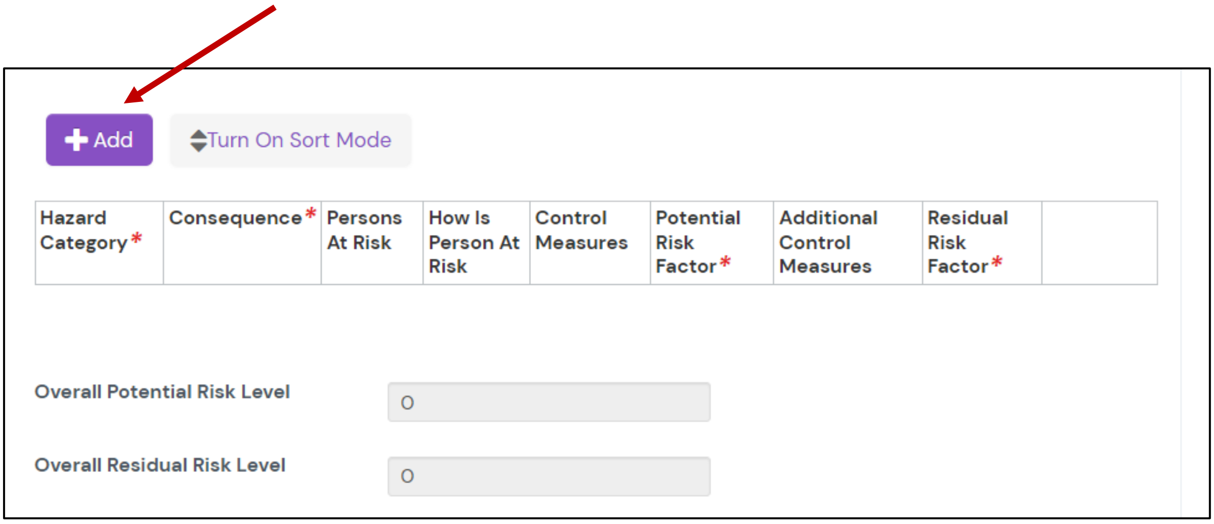
Explanation:

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.

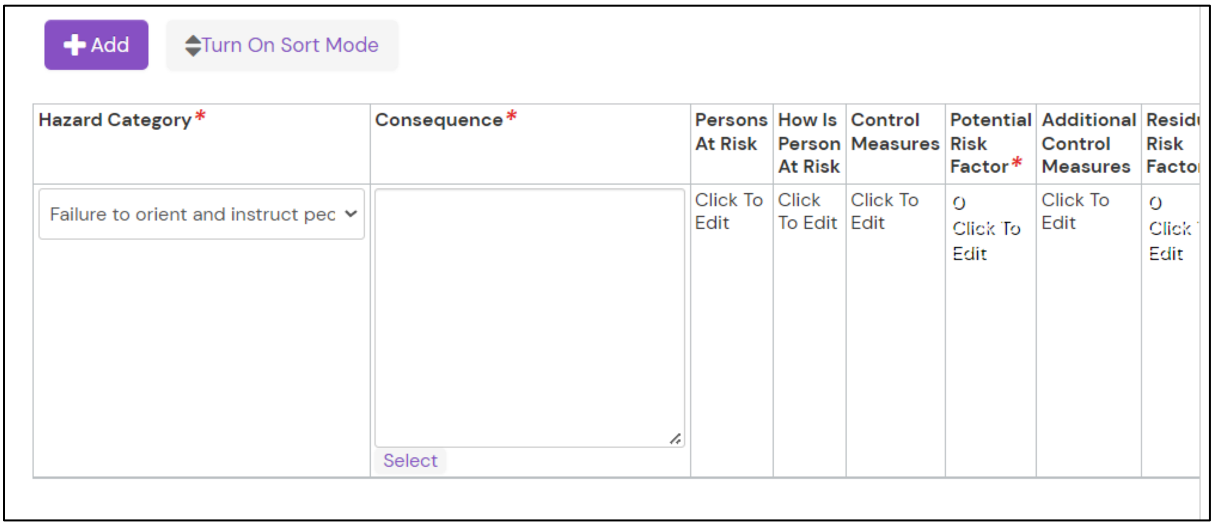
Step five

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

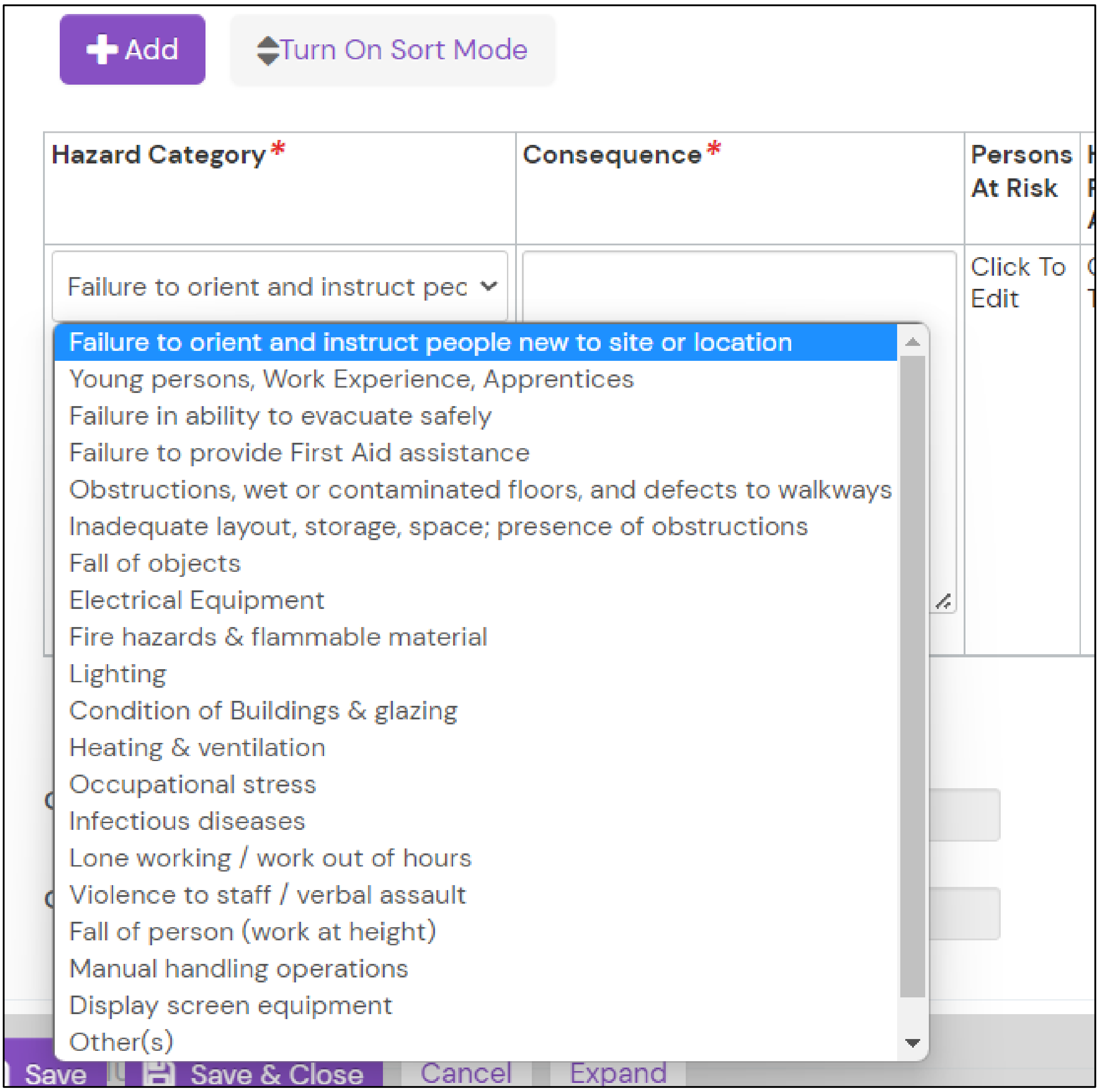
Scroll past (but take note of) the Matrix Guidance Notes – these will help you calculated the risk rating – until you reach this section.
Click on the button **+ Add**



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

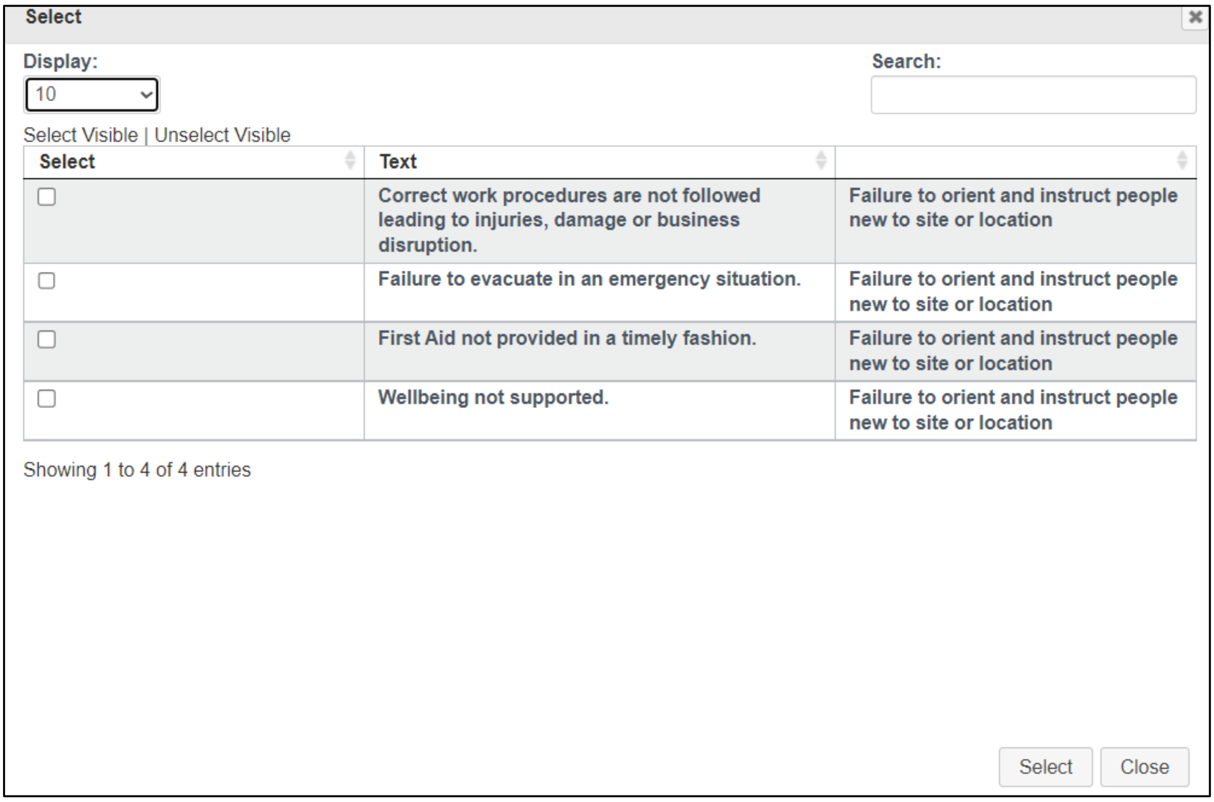


Under the **Hazards Category** there is a drop-down menu with some common hazards. Select a Hazard from the menu which applies to your activity. If you can’t find hazards which fit your situation, you can write free text.



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”



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:

10

Select Visible | Unselect Visible

Select	Text
☐	Operatives
☐	Staff
☐	Students
☐	Contractors
☐	Invited Visitors
☐	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: 10

Search:

Select Visible | Unselect Visible

Select	Text	
☐	Emergency procedures are updated and communicated as necessary	Failure to orient and instruct people new to site or location
☐	Inductions are carried out on day one	Failure to orient and instruct people new to site or location
☐	Staff and visitors are introduced to key people in the unit	Failure to orient and instruct people new to site or location
☐	Staff are given H&S information when their workplace changes	Failure to orient and instruct people new to site or location
☐	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					
Likelihood		1 Negligible	2 Low	3 Moderate	4 Significant	5 Catastrophic
	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

Confirm Close

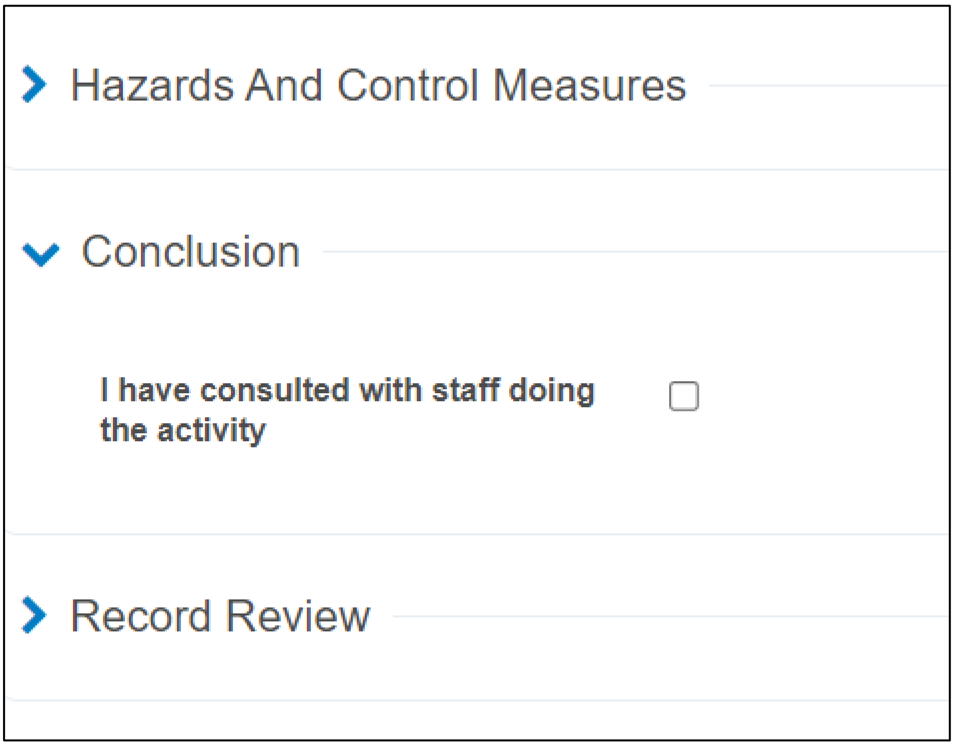
Select **Additional Control Measures** if these are required.
Note: the drop-down options are the same as under **Control Measures**. You can write free text.

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

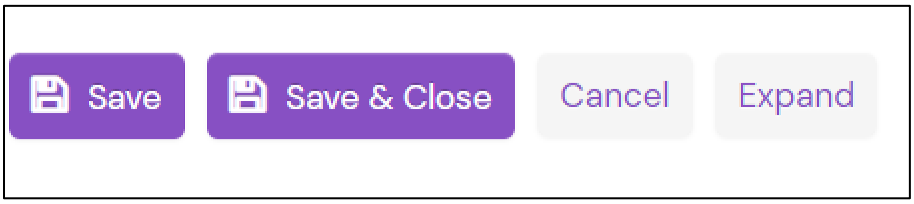
Once you have completed the **Hazards and Control Measures** section, complete the **Conclusions** section.



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

Step seven

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



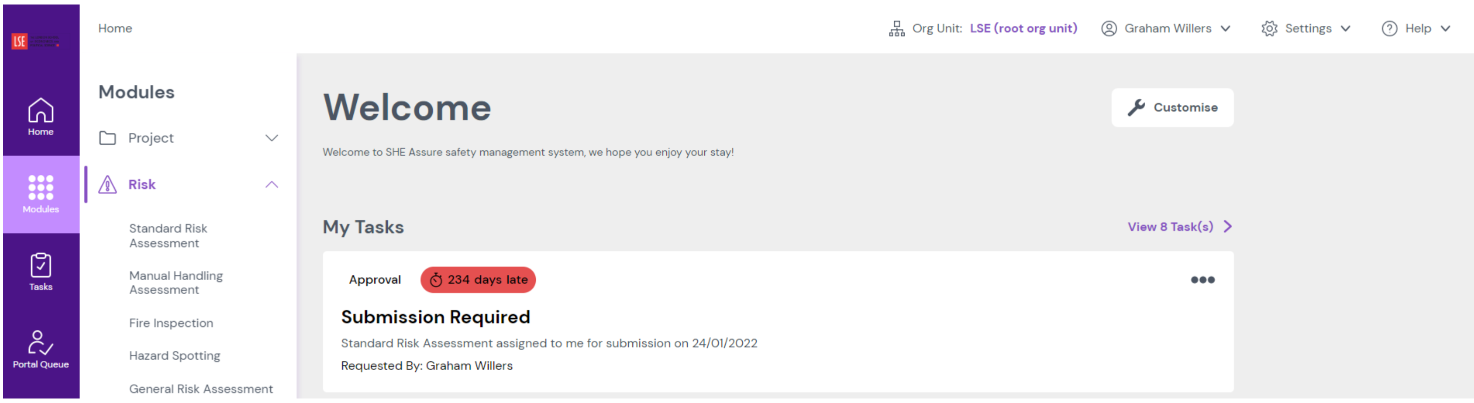
The Approver will be automatically notified that a risk assessment has been conducted.

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

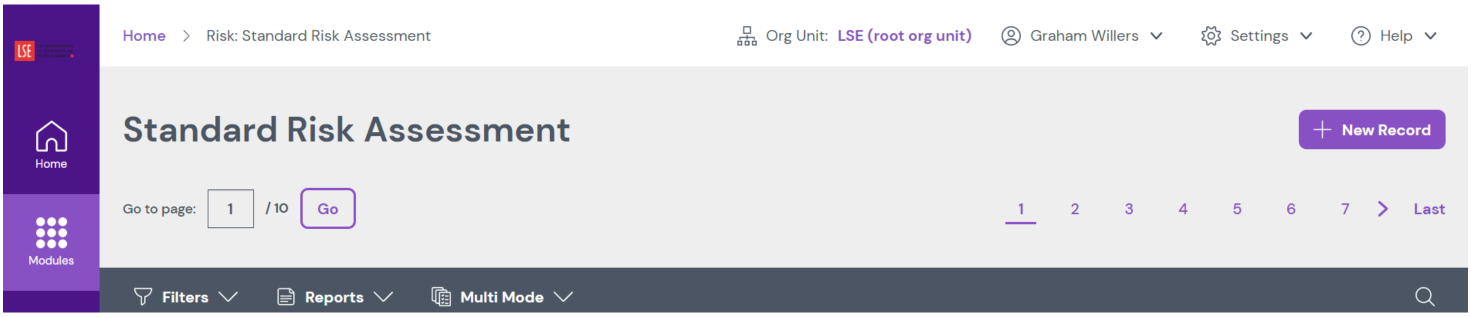
Creating an Action on a Standard Risk Assessment

Step one

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

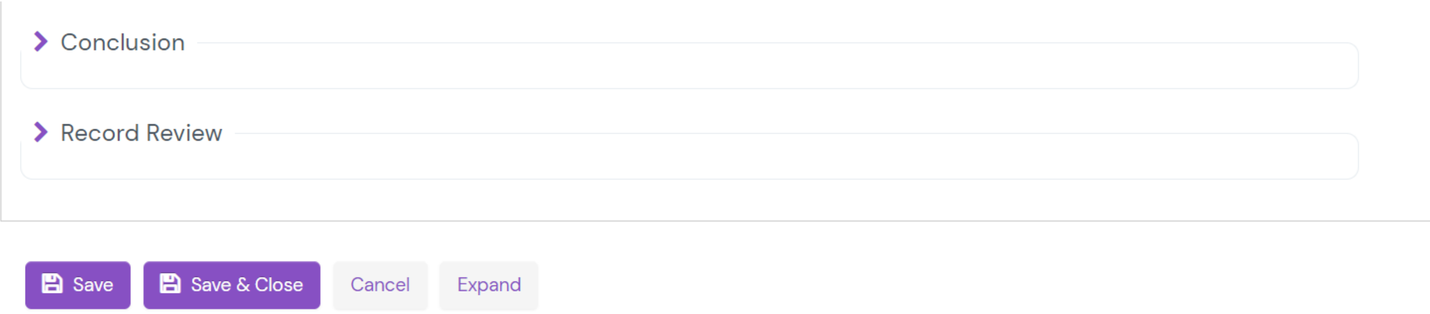


Then click on the ‘+ New Record’ button in the top right-hand corner to start a new standard risk assessment.



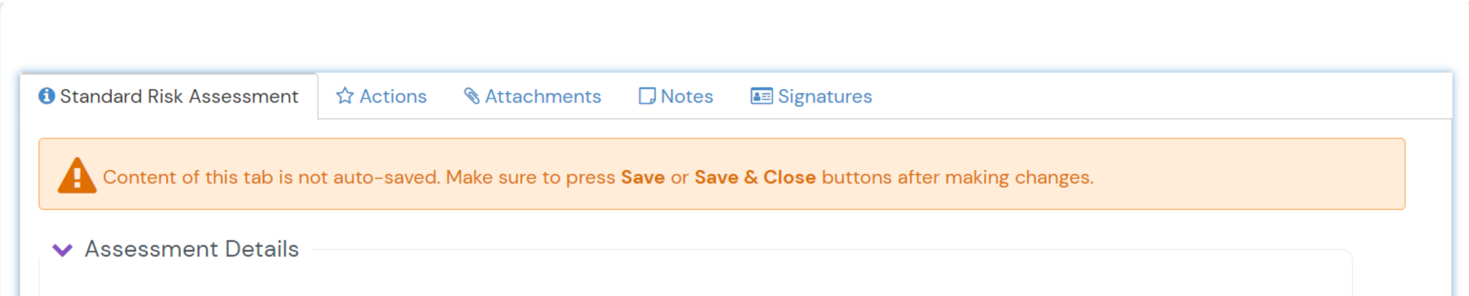
Step two

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.



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.



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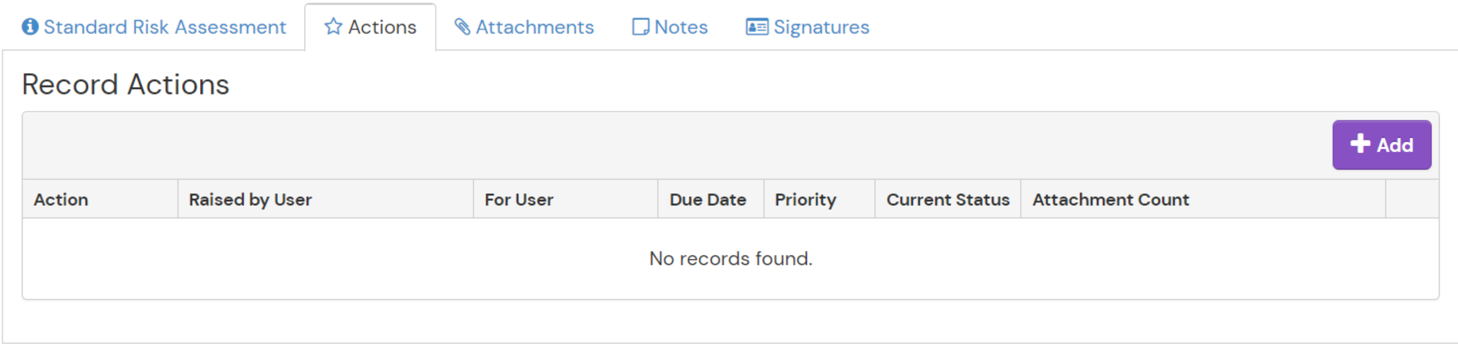
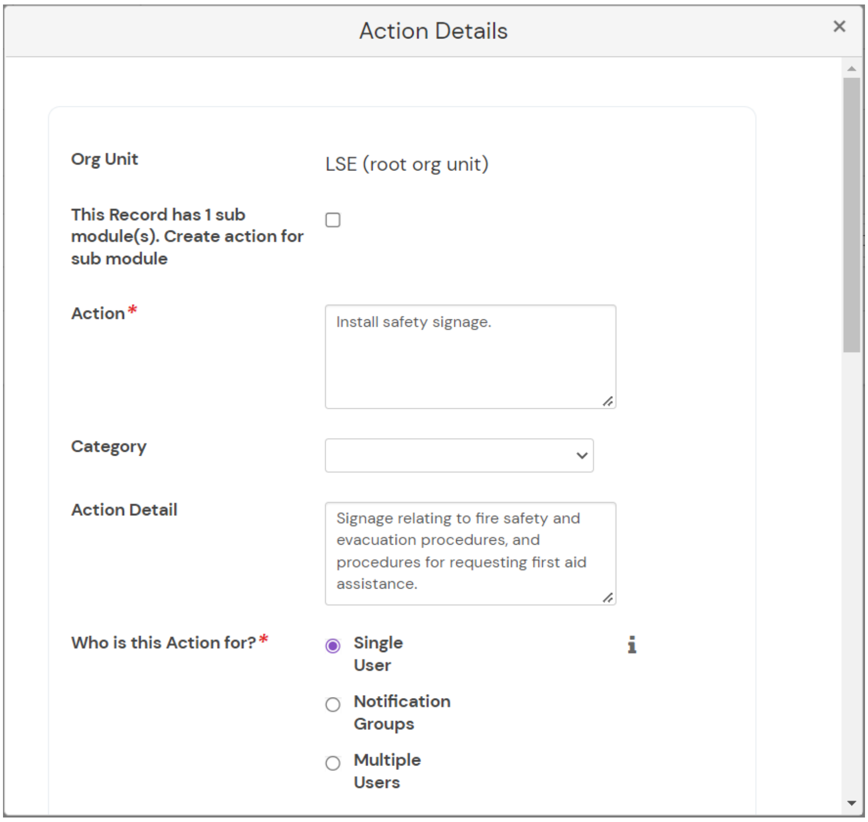
Step four

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

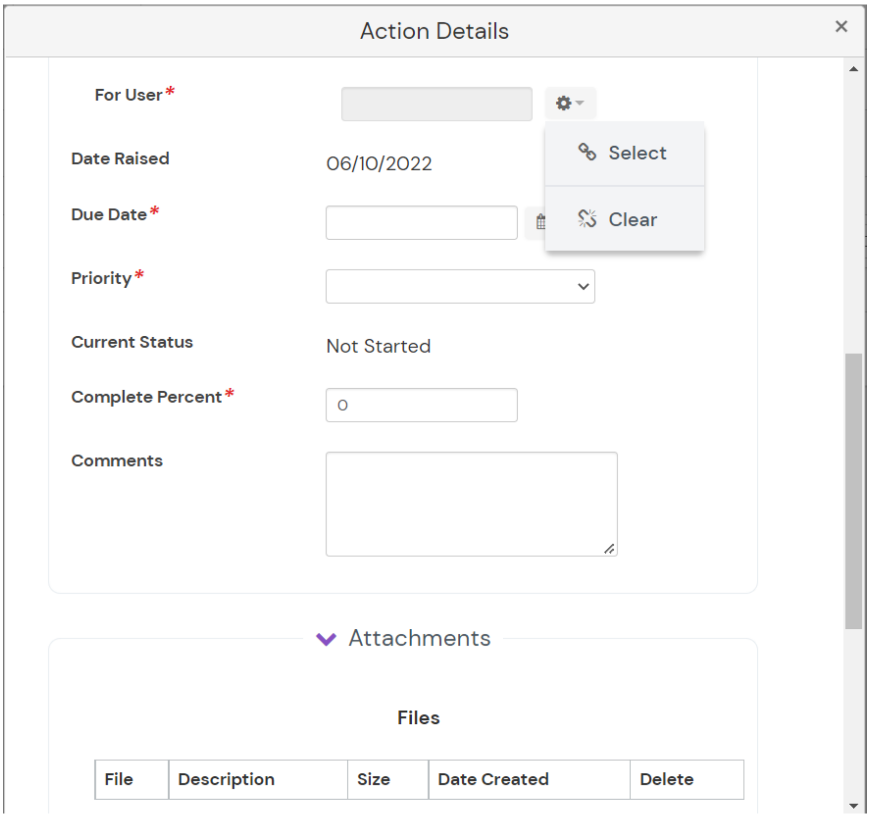


Step five

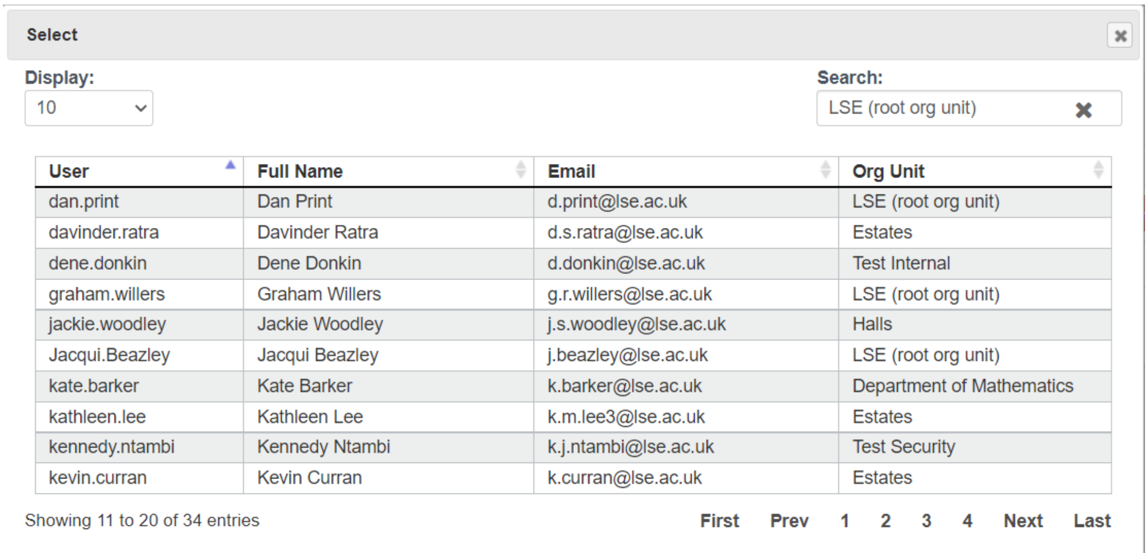
This will open an ‘Action Details’ window. Start by completing the Action and, if required, Action Details text boxes.



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.



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

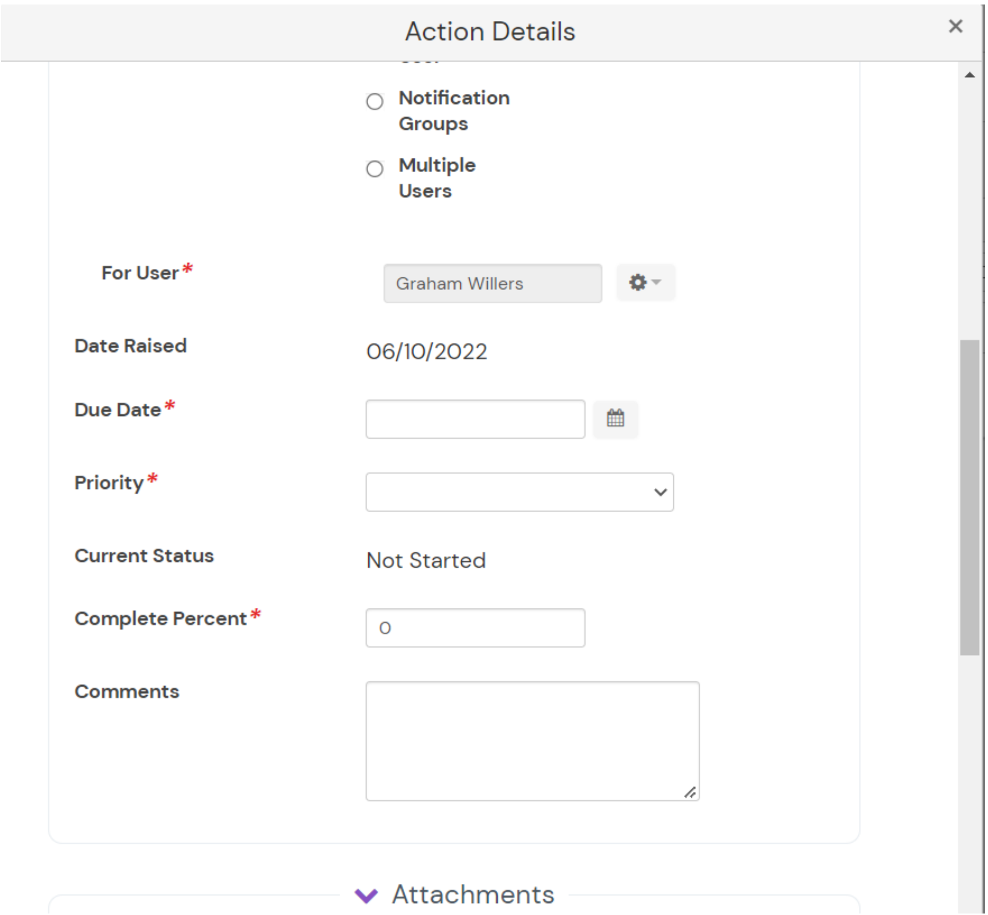
Display: 10

Search: LSE (root org unit)

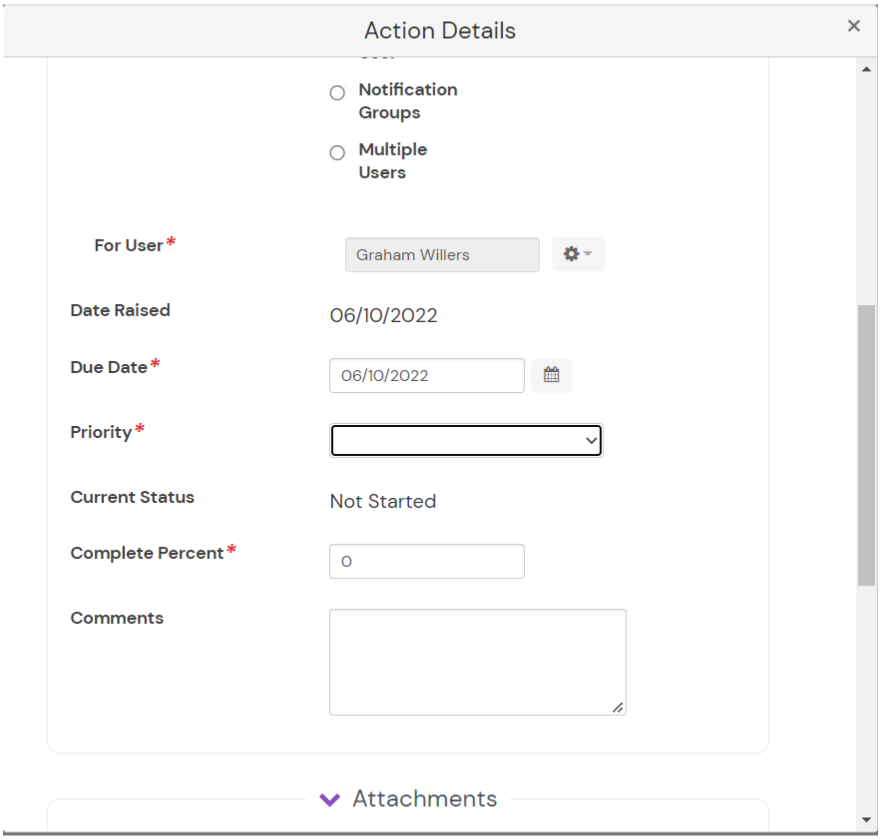
User	Full Name	Email	Org Unit
dan.print	Dan Print	d.print@lse.ac.uk	LSE (root org unit)
davinder.ratra	Davinder Ratra	d.s.ratra@lse.ac.uk	Estates
dene.donkin	Dene Donkin	d.donkin@lse.ac.uk	Test Internal
graham.willers	Graham Willers	g.r.willers@lse.ac.uk	LSE (root org unit)
jackie.woodley	Jackie Woodley	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

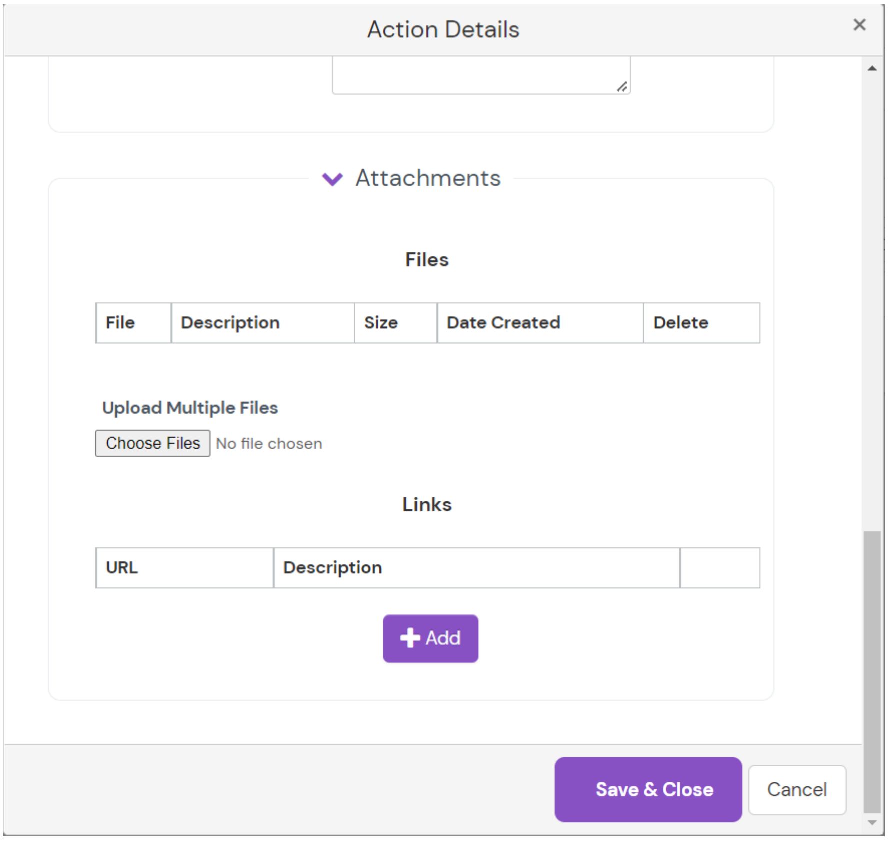
First Prev 1 2 3 4 Next Last



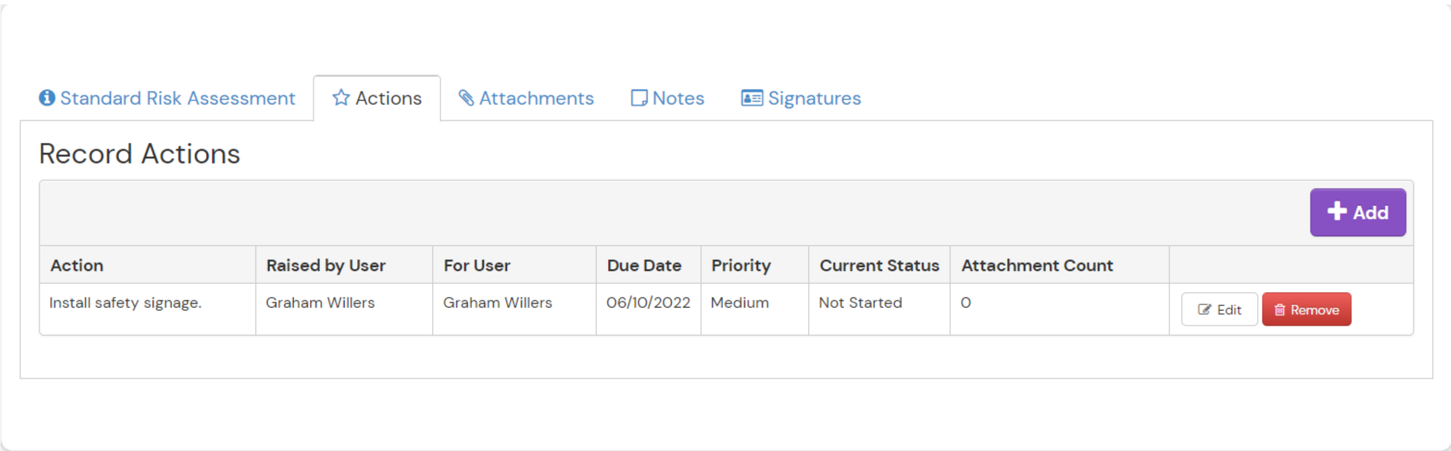
Complete the remainder of the ‘Action Details’ window, setting a completion date for the action and assigning a priority level for the action (low, medium or high), and include any comments if required.



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



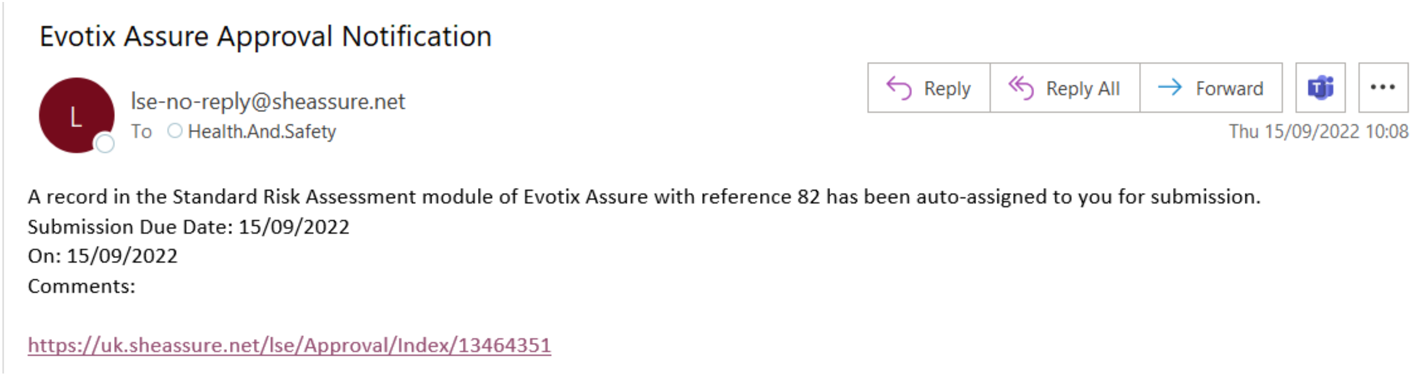
Once you have completed the ‘Action Details’ window, click the ‘Save & Close’ button at the bottom of the page and the action will appear on the ‘Record Actions’ page.



Submitting a Standard Risk Assessment

Step one

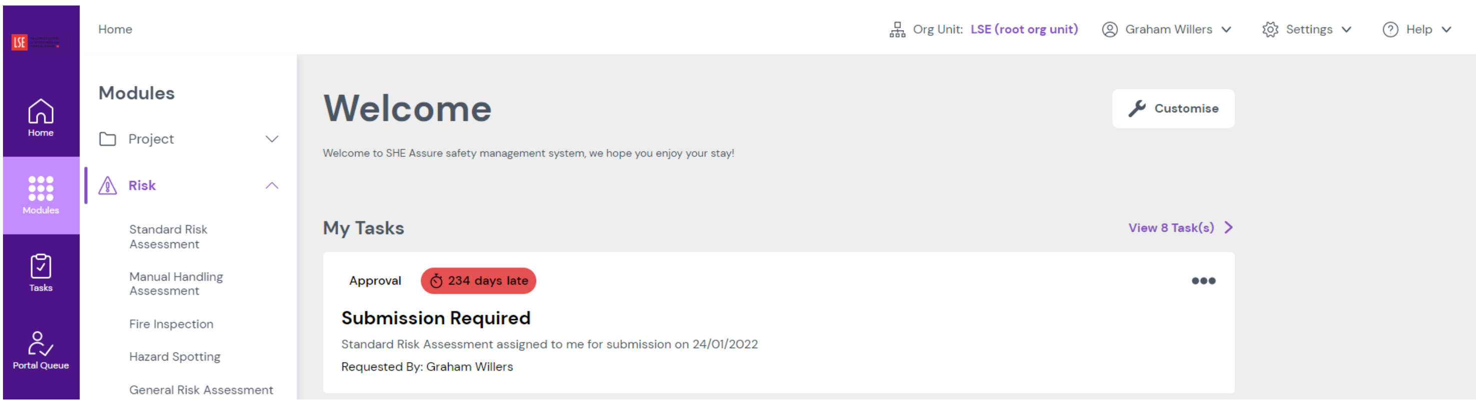
Once you have completed your standard risk assessment, you will receive an email notification informing you the risk assessment has been assigned for submission.



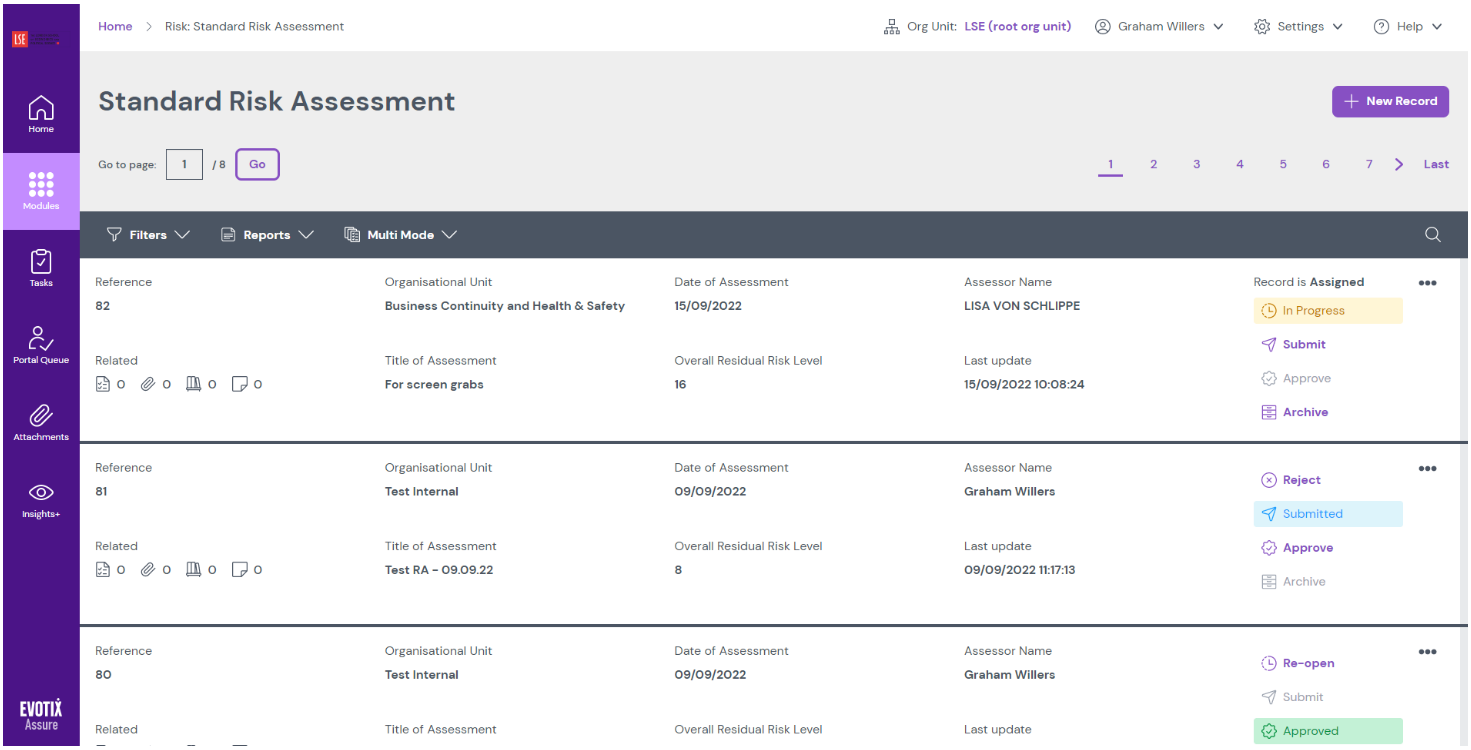
You can either click on the link in the email, which will direct you straight to the Standard Risk Assessment dashboard, or you can access your risk assessment by navigating from the Assure home page.

Step two

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

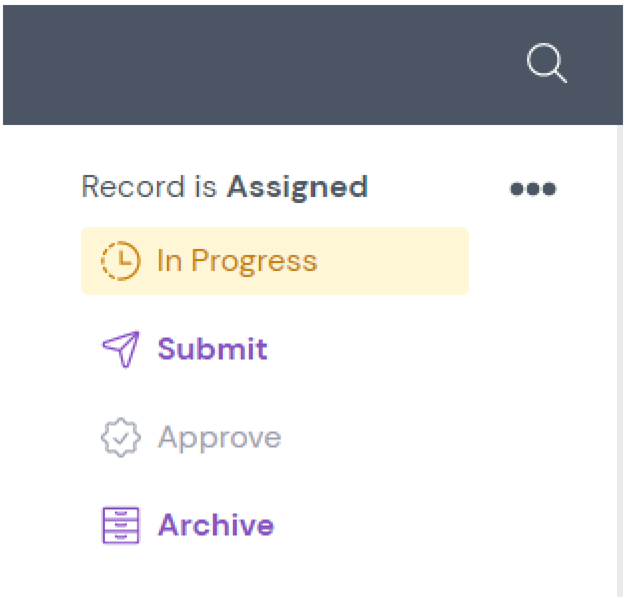


This will direct you to the dashboard showing the list of standard risk assessments you have completed.

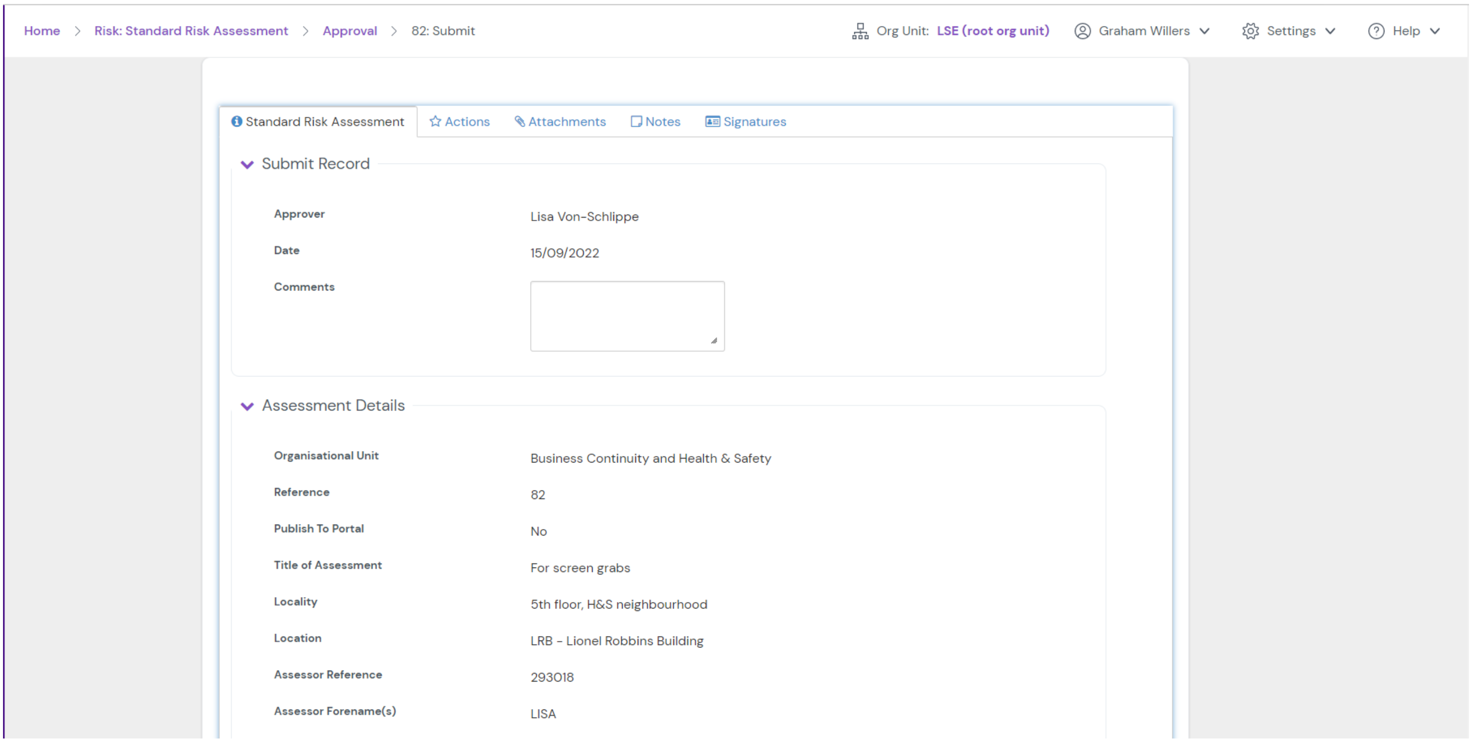


Step three

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

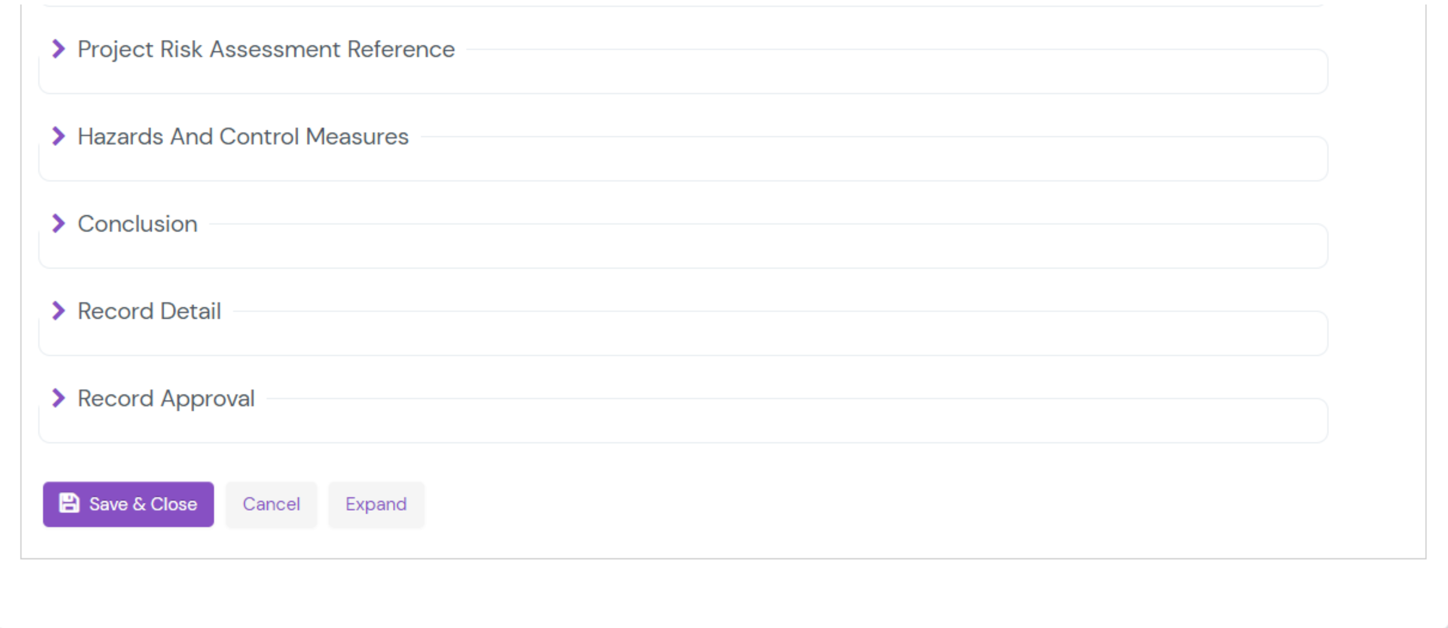


You will then be directed to the overview page of your risk assessment, where you will be able to review the content of your risk assessment.



Step four

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



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)'.