


Creating an Action on 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.



Evotix Assure Login - LSE

Single Sign-On

Login with your identity provider:

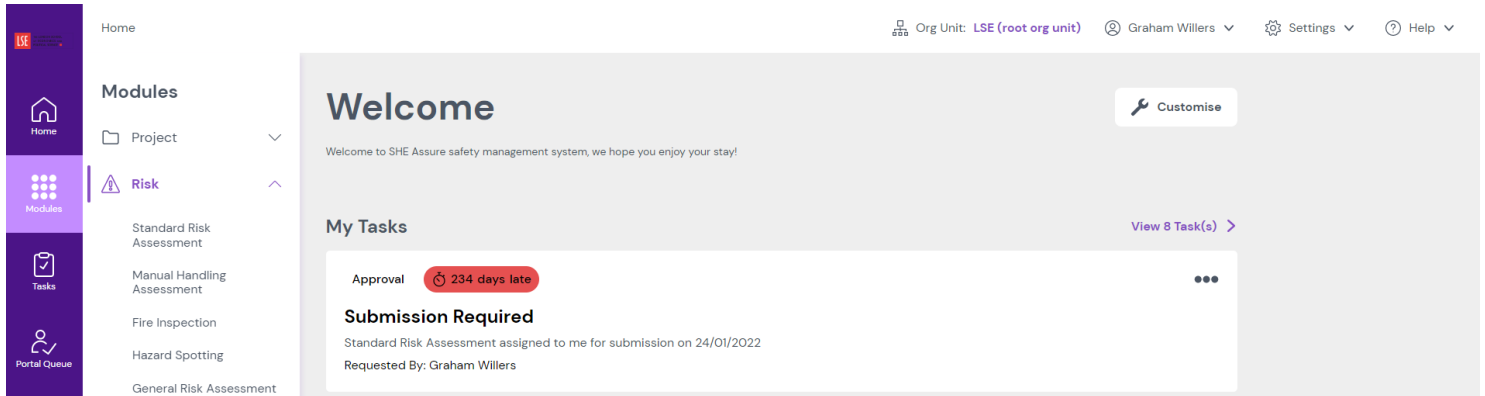


or [login with username and password.](#)

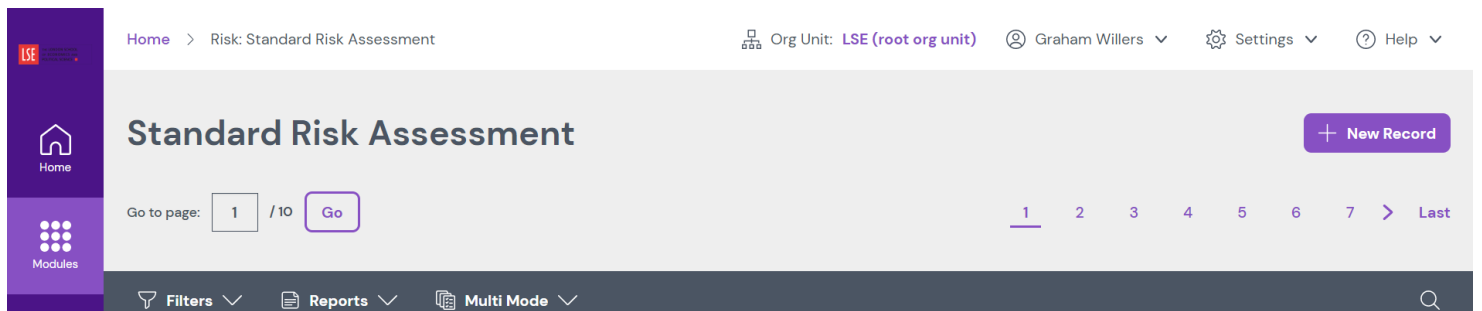
Need help?
[Visit our Knowledgebase](#)

Step two

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 three

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



Step four

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 five

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 six

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** i
- 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
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+ 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

Creating an Action After the Standard Risk Assessment has been Rejected

Step one

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

The screenshot displays the 'Standard Risk Assessment' dashboard. At the top, there's a 'Welcome' message and a 'Customise' button. Below that, the page title is 'Standard Risk Assessment' with a '+ New Record' button. A pagination control shows 'Go to page: 1 / 8' and a 'Go' button. The main table lists three assessments:

Reference	Organisational Unit	Date of Assessment	Assessor Name	Record is Assigned
83	Business Continuity and Health & Safety	14/03/2022	Lisa von Schlippe	In Progress
82	Business Continuity and Health & Safety	15/09/2022	LISA VON SCHLIPPE	Rejected
81	Test Internal	09/09/2022	Graham Willers	Submitted

Each row also includes a 'Related' section with icons and a 'Last update' timestamp. Action buttons like 'Submit', 'Approve', and 'Archive' are present for each record.

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

Step two

Find the standard risk assessment that needs an action assigned to it and click on the reference number to open the risk assessment.



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

[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

Organisational Unit
Name of the Department, Division, Institute or Research Centre: Business Continuity and Health & S

Reference*: 82 System Assigned

Publish To Portal:

Title of Assessment*: For screen grabs

Locality
Give specific information about where the activity is taking place: 5th floor, H&S neighbourhood

Location: LRB - Lionel Robbins Building

Select Assessor from Person register?

Assessor Reference: 293018

Step three

Click on the 'Actions' tab at the top of the risk assessment form and then click on the '+ Add' button.

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.						

This will open an 'Action Details' window. You will need to complete all of the mandatory fields marked with a red asterisk (*).

Action Details
×

Org Unit Business Continuity and Health & Safety

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

Action*

Category

Action Detail





Who is this Action for?*

- Single User** i
- Notification Groups**
- Multiple Users**

Step four

You will need to assign the action to a user for their attention. To do this, click on the cog wheel icon next to the 'For User' box and click on the 'Select' option.

Action Details

For User*	<input type="text"/>	
Date Raised	15/09/2022	 Select
Due Date*	<input type="text"/>	 Clear
Priority*	<input type="text"/>	
Current Status	Not Started	
Complete Percent*	<input type="text" value="0"/>	
Comments	<input type="text"/>	

This will open another window containing a list of the users will be able to assign the action to.

Action Details x

Select x

Display:

Search:




User	Full Name	Email	Org Unit
std.ra.approver	Standard RA Approver	g.karageorgi@lse.ac.uk	Test Internal
sam.colegate	Sam Colegate	s.colegate@lse.ac.uk	Department of Geography & Environment
risk.assessor	Risk Assessor	health.and.safety@lse.ac.uk	Test Internal
bally.nandra	Bally Nandra	b.nandra@lse.ac.uk	Halls
agustin.cabrera	Augstin Cabrera	a.cabrera1@lse.ac.uk	Data and Technology Services

Showing 1 to 5 of 5 entries

Step five

Once you have selected the user to assign the action to, you will need to select the due date the action will need to be completed by and select the 'Priority' rating for the action.

Action Details ×

For User *	<input type="text" value="Lisa Von-Schlippe"/> 
Date Raised	15/09/2022
Due Date *	<input type="text" value="15/09/2022"/> 
Priority *	<input type="text" value="High"/> 
Current Status	Not Started
Complete Percent *	<input type="text" value="0"/>
Comments	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

Step six

Once you have set the due date and priority rating of the action, and entered any comments you wish, you will have the ability to attach any files and external website links if needed.

×

Action Details

Attachments

Files

File	Description	Size	Date Created	Delete
<p>Upload Multiple Files</p> <input type="button" value="Choose Files"/> No file chosen				

Links

URL	Description	
<input type="button" value="+ Add"/>		

Once you have finished, click on the 'Save & Close' button at the bottom of the page.

Step seven

You will then be redirected back to the 'Actions' page and the action will be logged.

Standard Risk Assessment
☆ Actions
Attachments
Notes
Signatures

Record Actions

Action	Raised by User	For User	Due Date	Priority	Current Status	Attachment Count	
Lower the residual risk rating.	Graham Willers	Lisa Von-Schlippe	15/09/2022	High	Not Started	0	<input type="button" value="Edit"/> <input type="button" value="Remove"/>