## How to archive a risk assessment on Assure

Note, ensure the Org Unit is set to 'Science and Technology Facilities Council' at the top of the page before continuing.

Org Unit: Science and Technology Facilities Council

1. To locate your RA you can either search for it by going to the left navigation bar then selecting Modules > Risk > Activity Risk Assessment (STFC) (once on this page you can search for your RA by clicking the search icon ) or go to the relevant action on 'My Tasks' on the front page of Evotix Assure, see below:



2. Once you have located your Risk Assessment, click the 3 dots ( ••• ) or the Cog icon (()) and then select 'Approvals'.

Activity Risk Assessment (STFC)							
					Q 3668	× =	
Department/Division	Reference	Assessment date	Assessor Reference	Overall residual risk level – hidden	People exposed	¢	
Safety Health and Environment	3668	22/03/2023		0		→ 🔅 ∨	
Showing 1 to 1 of 1 entries						Detail	
						Reports	
			UK Version: 19.436404.0			Edit	
						Сору	
						Delete	
						Approvals	
						Reviews	

3. On the Approval page, you should the 'Archive' button on the right side. If you wish to archive your record, click this button.

Approval						
				-	Q	
Reference 3668	Department/Division Safety Health and Environment	Assessment date 22/03/2023	Assessor name	Assessment title Test Risk Assessment	Record is <b>Unassigned</b>	•••
Related	Review Date	Last update			🔊 Submit	
Bo 00 Щo Po	28/04/2023	19/05/2023 16:04:35			Approve	

4. You can enter any comments you wish submitting for archiving. Tick 'Delete Associated Review?' and once done, click the 'Save and Close' button to finalize archiving your risk assessment.

Activity Risk Assessment (STFC)	☆ Actions	N Attachments	🕞 Notes	E Signatures
✔ Archive Record				
Date	19/05/2023	3		
Comments 99968 characters left	Archived by	JD, no longer needed		
Delete Associated Review?				
Save and Close	Cancel	Expand		