How to print a copy of your RA (report) from Assure

There are 2 ways to select the option of printing your RA. Each option is numbered below

1. Print RA Reports from the Homepage

On front page click on Modules on the right sidebar and select the Risk dropdown, here you can select your RA category, in this example we are using Activity Risk Assessment (STFC)

| UK Research and innovation | Home > Risk: Activity Risk Asse |
|-------------------------------|---------------------------------|
| Home | Modules |
| | 🗅 Project 🗸 🗸 |
| | Risk A |
| Modules | Project Risk Assessment |
| Tasks | Activity Risk Assessment (STFC) |
| | 0001111 |

Once you have located the RA you would like to print, you will see 3 dots to the right of your RA, click the 3 dots and then click on 'reports'. See below for more information on types of reports available.

| Home | Activity Risk As | sessment (STFC) | | | | | | + N | ew Record |
|------------------|------------------------|---------------------|---------------------|---------------|------------------|-----|-----------|------------|-----------|
| Modules | Go to page: 1 / 132 Go | | | | | 2 3 | 4 5 | 67 | > Last |
| খি | 🆓 Filters 🗸 📄 Reports | ~ | | | | | | | Q |
| Tasks | Reference | Department/Division | Assessment date | Assessor name | Assessment title | | Record is | Unassigned | |
| ĉ./ | 073 | | 04/08/2021 | | | | Deta | il | |
| Portal Queue | Related | Review Date | Last update | | | | Repo | orts | |
| Q Attachments | ≝o @/2 Щo [Jo | 04/08/2023 | 11/01/2023 00:28:02 | | | | Edit | | |
| | | | | | | | | | |

2. Print Risk Assessment Reports from within a Risk Assessment

When you're already inside your Risk Assessment, you will see a toolbar at the bottom. Within this toolbar, you will find the 'reviews' icon. Click this the symbol for 'reviews' as indicated below...

| 😫 Save 🗸 | Cancel | |
|----------|--------|--|
| | | |

Within the 'Review' page, click on the 3 dots on the right hand side and choose 'Reports'

| Review | | | | | + New Record |
|------------------------|---------------------------|------------------------------------|---------------|-----------------------------|----------------------|
| | | | | | Q |
| Reference 073 | Department/Division | Assessment date 04/08/2021 | Assessor name | Assessment title | Record is Unassigned |
| Related | Review Date 04/08/2023 | Last update 11/01/2023 00:28:02 | | | Reports |
| | | | | | Edit |
| Due Date 12/05/2019 | Reviev | v Ву | ê | Complete Date 11/06/2019 | Сору |
| 11/06/2021 | - | 10 | | 04/08/2021 | Delete |
| 04/08/2023 | Start C | 1994 | | | Approvals |

There are 4 different forms of reports. SHE recommend the layout entitled "Activity Risk Assessment Landscape Report" as it is the closest format to the STFC proforma.

| | Detail | |
|--|---------|---|
| Activity Risk Assessment (STFC) (Actions) Report | Reports | |
| Activity Risk Assessment (STFC) Landscape Report | Edit | |
| Activity Risk Assessment (STFC) Report | Сору | J |
| Detailed Activity Risk Report | Delete | |
| | | ~ |

See example below... (Sensitive information has been blurred out)

Activity Risk Assessment (STFC) Landscape Report

EVOTIX

| Reference | 073 | Activity/task to be undertaken | |
|-----------------------------------|--|---|---|
| Assessment date | 04/08/2021 | Publish To Portal | No |
| Assessor name | and the second s | Assessment title | And the set of the set of the set of the |
| Assessment team members | No. of Concession, Name | Review Date | 04/08/2023 |
| Project risk assessment reference | | Overall current risk level | 0 |
| Project reference | 8 | | |
| Department/Division | UK Research and Innovation -> Science and Technology Facilities Council -> | Overall residual risk level - hidden | 0 |
| Location | Marrie Married and Married Street | Number of people exposed | 0 |
| Risk assessment category | General Task Risk Assessment | People exposed | A COLOR DE LA C |
| Date Record Created | 27/08/2013 | | |