

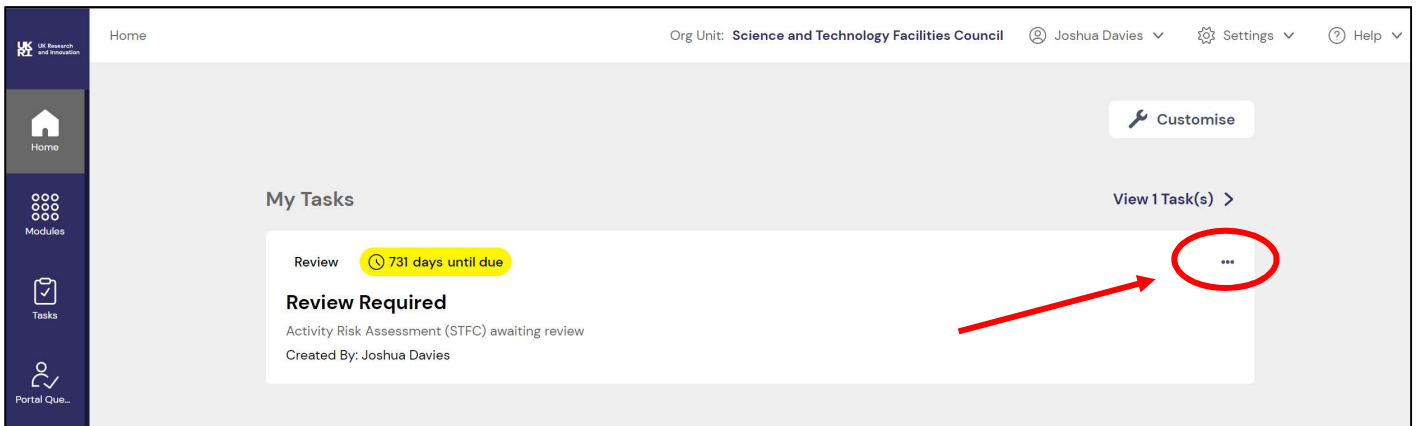
## Reviewing an existing risk assessment (RA)

Be aware, this is a 2 step procedure.

1. Change date of assessment on front page of RA
2. Change review date.

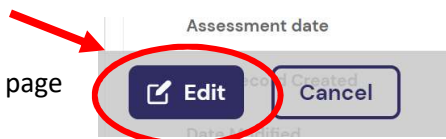
Both of these are covered in the process below.

When you need to review a RA you can either search for your RA on Evtix Assure or go to 'My Tasks' on the front page, see below:



Click on the three dots symbol and then '**Go To Record**'. All other options modify the alert and not the RA document.

Now click '**Edit**' at the bottom of the page



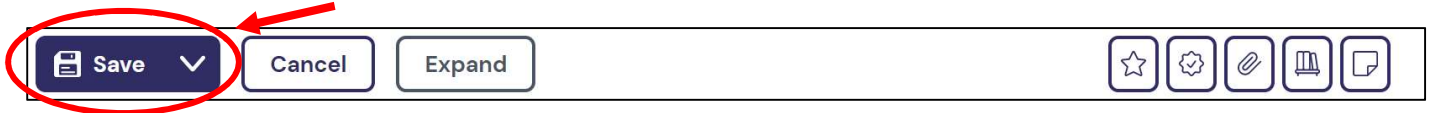
To review a RA you need to check the content on the front page of Evtix Assure is still accurate or does it require to be updated, e.g. has the RA team changed? Who performed the last review? Remove any names that either do not work for STFC or did not contribute to the reviewed RA. Then update the 'Assessment Date', i.e. last date activity was assessed (**Step 1**). Note: This cannot be a date in the future, unless you can time travel!

|                                       |   |
|---------------------------------------|---|
| Site                                  | STFC – Rutherford Appleton Labc                 |
| Select assessor from Person register? | <input type="checkbox"/>                        |
| Assessor reference                    | Joshua Davies                                   |
| Assessor forename(s)                  | Joshua  |
| Assessor surname                      | Davies  |
| Assessment team members               | David Poole (O2475)<br>Chris Dickinson          |
| Assessment date                       | 13/03/2023                                      |
| Activity/task to be undertaken        | A detailed description of the activity or task. |
| People exposed                        |   |
| Hazards and control measures          |   |

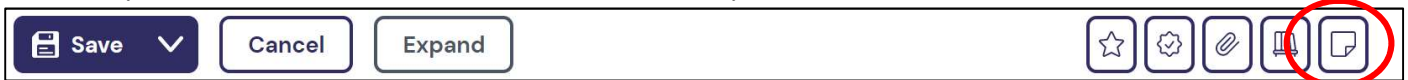
Once the front page has been checked the hazard analysis information requires to be reviewed to check its accuracy. This will either be:

- In line with Evotix Assure in the 'Hazards and Control Measures' section. Simply click on the text to edit it or use the cog symbol to the right to delete the entire hazard. You can add more hazards using the green 'Add' button at the top of the table; or
- An attachment to Evotix Assure. The attachment will require to be downloaded, reviewed, updated and then the date of the assessment changed in the top brown box and a new review date set at the bottom of the RA. Important:

Now click '**Save**' to ensure your changes are not lost.



To record your review on Evotix Assure, click on the Review symbol indicated below:



Then click on the cog symbol to the right of the review due (will show as red on the first day it is overdue). Click on '**complete**'.

The 'Review' section shows a table with columns: Reference, Department/Division, Assessment date, Assessor name, Assessment title, and Record is Unassigned. The first row is highlighted in red. Below the table, a dropdown menu is open, showing options: Edit, Complete, Delete, and Detail. The 'Complete' option is circled in red, and a red arrow points to it. Another red arrow points to the cog icon in the table row.

Add information to the 'Comments' box on what was updated during the review. Should you wish to set up another review in the future then click on 'Yes'. If you do not then click on 'No' and follow the guide on how to archive a RA. Setting up a new review date will automatically insert a date of 2 years. Use the cog symbol to the right of this entry should you wish to alter the date or person it is assigned to (Step 2).

The 'Complete Review' form shows fields for 'Complete Date', 'Review By', 'Comments', and 'Setup Next Review'. The 'Setup Next Review' section has two radio buttons: 'Yes' (selected and circled in red) and 'No'. A red arrow points to the 'Yes' radio button.