

How to set a review for a risk assessment the first time on Assure

When you write a risk assessment (RA) the original date is written in the box below. This can remain the same original date throughout future reviews. Note: it should NEVER be a date in the future.

Risk assessment category	General Task Risk Assessment
Assessment title* 235 characters left	Test Risk Assessment
Location 489 characters left	B12 B-Block
Site	STFC - Daresbury Laboratory
Select assessor from Person register?	<input type="checkbox"/>
Assessor reference	Joshua Davies
Assessor forename(s)	Joshua
Assessor surname	Davies
Assessment team members 99973 characters left	Laura Davies David Poole Select
Assessment date	15/03/2023

To set a review date for the first time click on the icon at the bottom of the page, indicated below:



You will see the screen below. An automatic date is generated 2 years from the date the RA was created.

You MUST now of the person in the 'Review By' column, click on the cog indicated below and click on 'edit'. Click on the cog symbol to the right of 'Administrator' and enter the name of the person you wish to receive an email when this RA is due to go out-of-date.

Should you wish to change the date (perhaps you want to review it earlier than 2 years in the future?), click on the calendar symbol next to 'Due Date'.

Note: Do not change the date to a date more than **2 years** in the future. When 2 years is up, the system will automatically highlight this RA as out-of-date and you will not be notified.

Review						+ New Record
Reference	Department/Division	Assessment date	Assessor name	Assessment title	Record is Unassigned	...
3668	Science and Technology Facilities...	22/03/2023		Test Risk Assessment	In Progress	
Related	Review Date	Last update			Submit	
	28/04/2023	31/03/2023 12:44:02			Approve	
					Archive	
Due Date	Review By	Complete Date				
28/04/2023	Joshua Davies					