

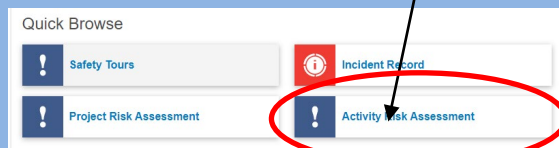
Archiving a Risk Assessment

Using the Main site link:

[SHE Assure Main site](#)

1.

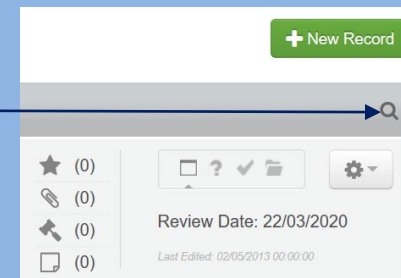
On the home page, click on 'Activity Risk Assessment' in the Quick Browse section.



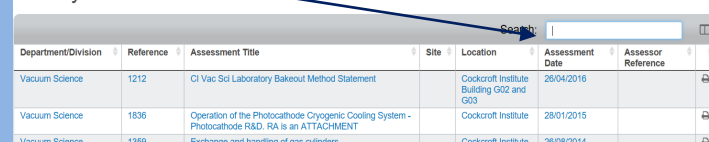
2.

Click on the search tool (magnifying icon) on the top grey bar under the New Record button

Using the search bar, type key words relating to the risk assessment you wish to find i.e surnames, forenames, department, title.



Activity Risk Assessment

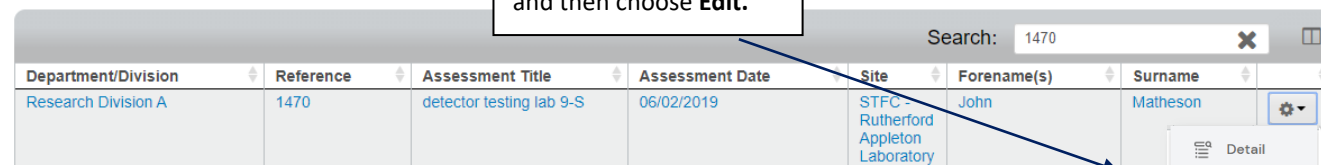


Department/Division	Reference	Assessment Title	Site	Location	Assessment Date	Assessor Reference
Vacuum Science	1212	CI Vac Sci Laboratory Bakeout Method Statement		Cockcroft Institute Building G02 and G03	26/04/2016	
Vacuum Science	1836	Operation of the Photocathode Cryogenic Cooling System - Photocathode R&D. RA is an ATTACHMENT		Cockcroft Institute	28/01/2015	
Vacuum Science	1359	Exchange and handling of gas cylinders		Cockcroft Institute	26/08/2014	

3.

Activity Risk Assessment

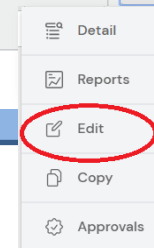
Click on the 'cog-wheel' and then choose **Edit**.



Department/Division	Reference	Assessment Title	Assessment Date	Site	Forename(s)	Surname
Research Division A	1470	detector testing lab 9-S	06/02/2019	STFC - Rutherford Appleton Laboratory	John	Matheson

Showing 1 to 1 of 1 entries

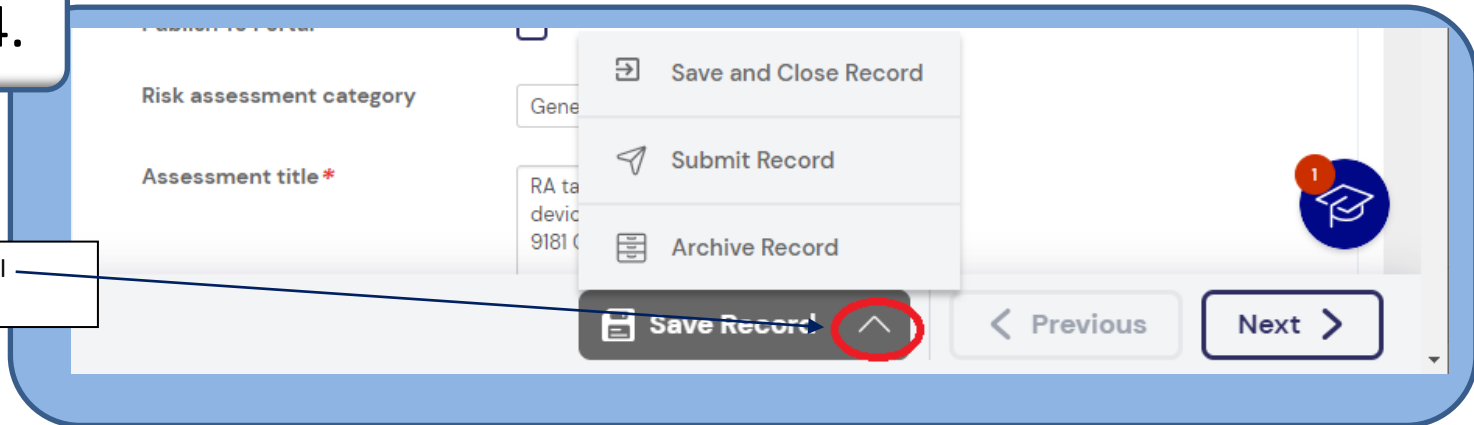
First ← Prev



Archiving a Risk Assessment

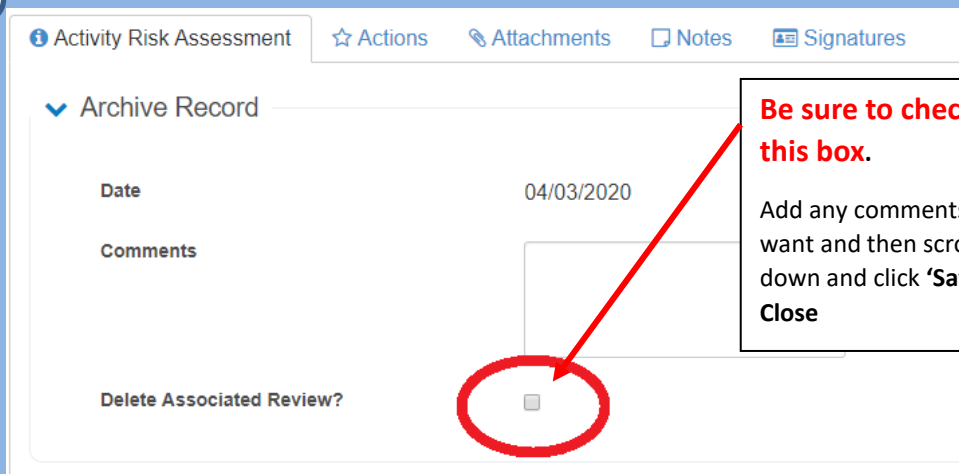
4.

Click on the reveal arrow.



A screenshot of a web application interface showing a dropdown menu for 'Save Record'. The menu options are: 'Save and Close Record', 'Submit Record', 'Archive Record', and 'Save Record' (highlighted with a red circle). A red arrow points to the 'Save Record' option. The background shows a form with fields for 'Risk assessment category', 'Assessment title*', and 'RA ta devic 9181 C'. There are also 'Previous' and 'Next' buttons.

5.



A screenshot of the 'Archive Record' form. The form has tabs for 'Activity Risk Assessment', 'Actions', 'Attachments', 'Notes', and 'Signatures'. The 'Archive Record' tab is selected. The form contains fields for 'Date' (04/03/2020), 'Comments', and 'Delete Associated Review?'. A red circle highlights a checkbox next to 'Delete Associated Review?'. A red arrow points from a text box to this checkbox.

Be sure to check this box.

Add any comments you want and then scroll down and click 'Save & Close'