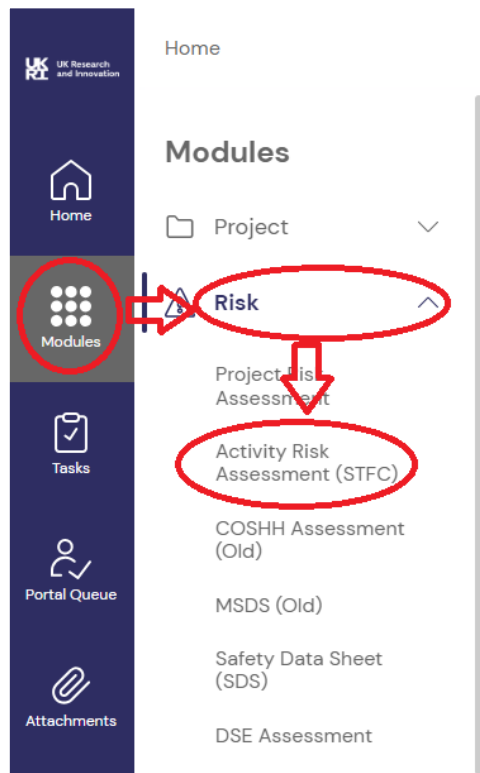


Re-Assigning Risk Assessments in Assure

As we are re-assigning assessments it's probably easier to search Assure for the name of the Users whose assessments we wish to re-assign.

So

Log onto Assure and navigate to the Activity Risk Assessment (STFC) area:



Activity Risk Assessment (STFC)

Page 1 / 135 Go

Filters Reports

Search icon (highlighted)

Reference	Department/Division	Assessment date	Assessor name	Assessment title	Record is Unassigned
3613	Radio Frequency and Cryogenics	24/01/2025	Russell McLean	Working in CLARA RF modulator rooms	In Progress Submit Approve Archive

Related: 0 0 0 0

Review Date: 26/01/2025

Last update: 26/01/2023 14:47:08

Click on the search icon (highlighted above).

Activity Risk Assessment (STFC)

Filters							
Department/Division	Reference	Assessment title	Assessment date	Site	Forename(s)	Surname	
Science and Technology Facilities Council	3664	Test of attachment to project	28/03/2023	STFC - Daresbury Laboratory	Gareth	Baker	
ISIS Computing	2755	RA task for testing analog input device cDAQ 9215 in a single slot 9181 Chassis	23/03/2020	STFC - Rutherford Appleton Laboratory	Kathryn	Baker	
ISIS Computing	2756	Installing a 9184 cDAQ Chassis into the Chronus and Argus beamlines	23/03/2020	STFC - Rutherford Appleton Laboratory	Kathryn	Baker	

Enter the Surname of the User whose assessments we want to re-assign in the field highlighted above.

This should reduce the list to a few assessments.

Using the 'cog-wheel' icon at the right of each entry choose 'Detail'.

This will bring up a copy of the assessment with an 'Edit button at the bottom, click on this to enable editing.

You can now change the name of the assessor and any team members:

Assessor Reference	
Assessor Forename(s)	Gareth
Assessor Surname	Baker
Assessment Team Members	Laura Davies Chris Dickinson Select
Assessment Date	12/01/2017 
Activity/Task to be undertaken	General office work A detailed description of the activity or task.
People Exposed	G J Baker G T Finlan L Davies S Morris C Mills People Occupations

At this point you should hit the 'Save' button at the bottom (if it is not visible just scroll the window down a bit and it should appear).

In the 'Supporting Items' section on the left, click on 'Reviews':

Supporting Items

- Actions
- Attachments
- Notes
- Approvals 1
- Reviews**
- Policies & Guidance

Reference*

3664

Is this confidential?

Any attachments that contain personal or confidential material must also be password protected.

Project reference

5

Publish To Portal

Risk assessment category

General Task Risk Assessment

Assessment title*

Test of attachment to project

Location

Close

Save Record

Previous

Next

This should bring up a new page where the risk assessment review is set up (date and reviewer). It is probably this step that is being missed as this will generate an email on the review date.

Click on the '...' and choose edit:

Reviews

+ Add

Due Date	Review By	Complete Date	
26/01/2025	Russell McLean		...

Showing 1 to 1 of 1 entries

Edit

Complete

Remove

Details

Which will bring up:

▼ Edit Review

Due Date*

02/09/2022

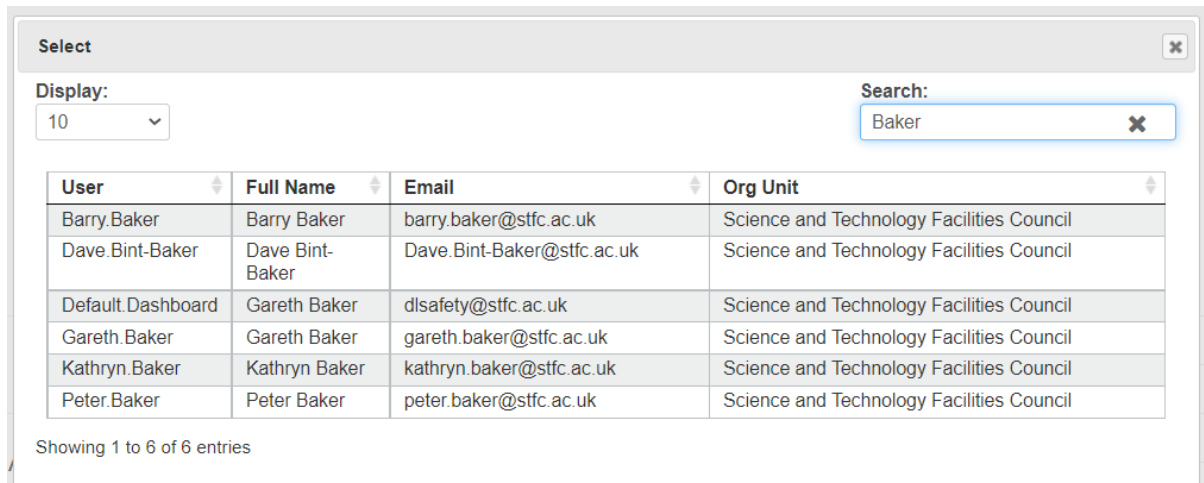
Review By*

Chris Dickinson

Comments

Assessment Details

Where the review date and the person who would carry out the review can be changed. Clicking 'Select' gives a dialog where Users in Assure can be searched:



The 'Select' dialog box is shown with a search bar containing 'Baker' and a 'Display:' dropdown set to '10'. Below the search bar is a table with four columns: User, Full Name, Email, and Org Unit. The table lists six entries, all from the 'Science and Technology Facilities Council'.

User	Full Name	Email	Org Unit
Barry.Baker	Barry Baker	barry.baker@stfc.ac.uk	Science and Technology Facilities Council
Dave.Bint-Baker	Dave Bint-Baker	Dave.Bint-Baker@stfc.ac.uk	Science and Technology Facilities Council
Default.Dashboard	Gareth Baker	dlsafety@stfc.ac.uk	Science and Technology Facilities Council
Gareth.Baker	Gareth Baker	gareth.baker@stfc.ac.uk	Science and Technology Facilities Council
Kathryn.Baker	Kathryn Baker	kathryn.baker@stfc.ac.uk	Science and Technology Facilities Council
Peter.Baker	Peter Baker	peter.baker@stfc.ac.uk	Science and Technology Facilities Council

Showing 1 to 6 of 6 entries

You just click on the name to choose it (the Processing message may seem to take a while).

At which point you can just click on the 'Save & Close' button to complete the re-assignment.