

How to review Risk Assessments in Evotix Assure

1. Logging onto Evotix Assure

To see any risk Risk Assessment reviews you have, you will need to log into the full Evotix Assure system.

<https://uk.sheassure.net/ukri/>

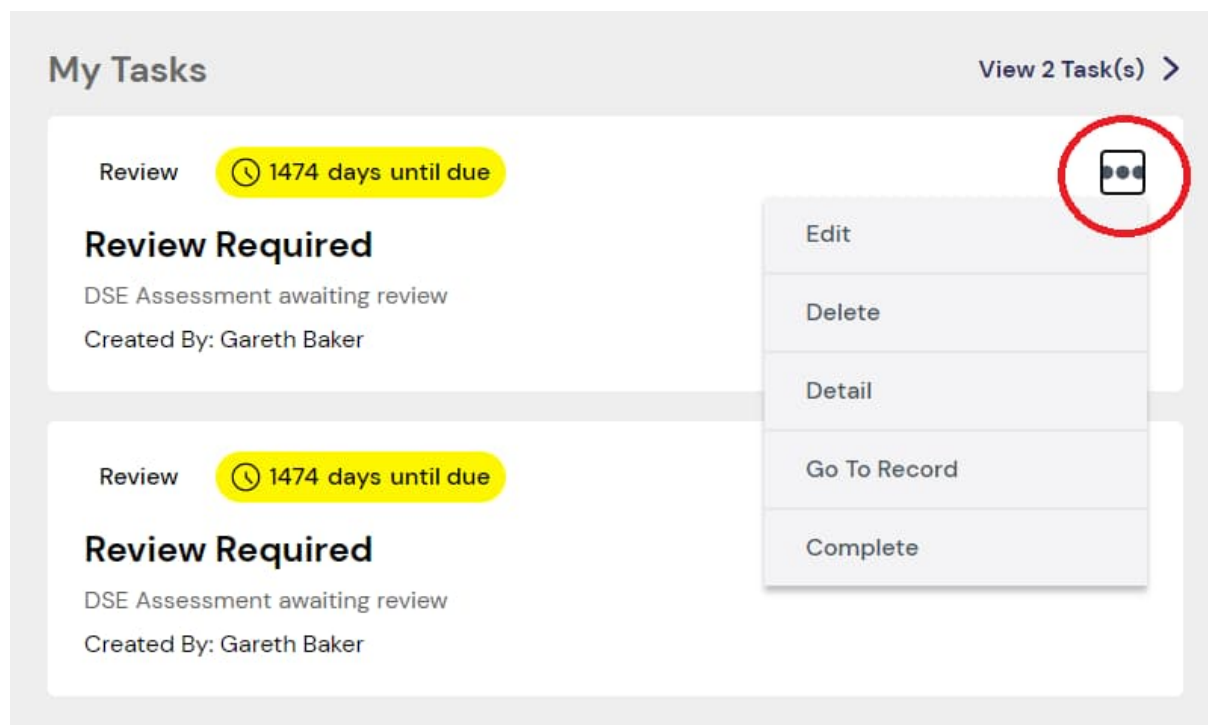
If you have not logged into the main system before please read this page on the SHE website:

<https://staff.she.stfc.ac.uk/Pages/Staff/SHE-Assure-log-in-problems.aspx>

2. Reviewing Risk Assessments

Risk Assessments in Evotix Assure are automatically given a review date which will be **two years** from the data the Risk Assessment was created. It is this date which will trigger automatic Evotix Assure e-mail reminders. Risk Assessments imported from the old SHE enterprise system have been given a review date if one was not already entered. Risk Assessment Reviews attach and provide a history of review for the Risk Assessment document.

You will be reminded of the need to undertake a Risk Assessment Review and it will appear in your My Tasks area of your Evotix Assure Home Page:



Clicking on the **three dots** on the right will present you with a number of options
These allow you to interact with the Risk Assessment:

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Edit	This option allows you to edit the REVIEW either to change the date or to re-assign the review to another user.
Delete	This will delete the REVIEW (not the Risk Assessment)
Detail	This just shows the details of the review in text form.
Go To Record	This will show the Risk Assessment details AND allow you to start editing the Risk Assessment as part of your review of the Risk Assessment (there will be a green Edit button at the bottom of the screen).
Complete	This will mark the REVIEW as complete and allow you to set a new review date (this is similar to Edit but completing the old REVIEW and adding a new one will show the history of reviews and updates to the Risk Assessment).

The preferred option would be to click on “**Go To Record**”.

This will bring up the Risk Assessment which can be reviewed for its continuing accuracy.

The screenshot shows the Evotix Assure interface. At the top, there's a header with user information (Gareth Baker, UK Research and Innovation) and navigation links (Modules, Settings, Help, Log Out). The main content area is titled 'Activity Risk Assessment' and includes tabs for 'Actions', 'Attachments', 'Notes', and 'Signatures'. The 'Attachments' tab is highlighted with a red circle. Below the tabs, there's a section for 'Assessment Details' with fields for 'Department/Division' (Safety Health and Environment), 'Reference' (2255), 'Assessor Forename(s)' (Gareth), 'Assessor Surname' (Baker), and 'Assessment Date' (12/01/2017). At the bottom left, there's a green 'Edit' button with a pencil icon, which is also highlighted with a red circle. A 'Cancel' button is visible next to it.

At this point if your Risk Assessment is an attached Word document, click on “Attachments” and download the Risk Assessment for review – Section 3. Once the review is completed, re-attach the document and proceed to the section on re-setting the review date below.

If, following the review, the Risk Assessment is no longer valid, it should be **Archived** – see Section 6 at the end of this document.

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Finally if the hazards and control measures have been completed in SHE Assure, changes can be made within the system by clicking on the green “Edit” button which will open the Risk Assessment in edit mode.

Firstly make any changes to the Risk Assessment Details – Assessor name; Team Members; People Exposed; and the Risk Assessment Date.

Then expand the ‘Hazards And Control Measures’ section and make any changes:

Matrix Guidance Notes

Low Risk - No additional controls are necessary unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks can be assigned low priority. Medium Risk - Consideration should be given as to whether the risks can be lowered, where applicable, to a low risk level, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. High Risk - Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim control measures, until this has been completed. Considerable resources might have to be allocated to additional control measures. V High Risk - These risks are unacceptable. Substantial improvements in risk controls are necessary. The work activity should be halted until risk controls are implemented. If it is not possible to reduce risk the work should remain prohibited.

+ Add Turn On Sort Mode

General Type of Work/Task*	What are the Hazards*	Who Might be Harmed	How They Might be Harmed	Current Controls in Place	Risk Factor with Current Controls	What Further Controls are Required	Residual Risk Factor
Work with Display Screens	Extended computer work	DL SHE Group	Risk of musculoskeletal & eyesight problems through incorrect posture or screen settings.	All SHE group staff to undertake on line DSE training. All SHE group staff to complete DSE assessment in SHE Enterprise. Report any concerns to line manager.	Low	N/A	Low
Hazardous Conditions	Falling objects off top of storage units.	SHE Group staff	Risk of objects falling on staff when trying to retrieve objects on tall storage cupboards and bookshelf in B19	Heavy items are not to be stored above head height Elephant foot available to retrieve stored items	Low	N/A	Low
Manual Handling	Moving and lifting heavy items	SHE Group staff	Incorrect lifting technique may result in back injuries	Staff are trained in manual handling	High	N/A	High

Overall Current Risk Level* 0

Save Save & Close Cancel Expand Review

“+Add” will add a new line

“Turn On Sort Mode” will allow you to re-arrange the lines by dragging and dropping.

“Save” will save the Risk Assessment without leaving Edit mode.

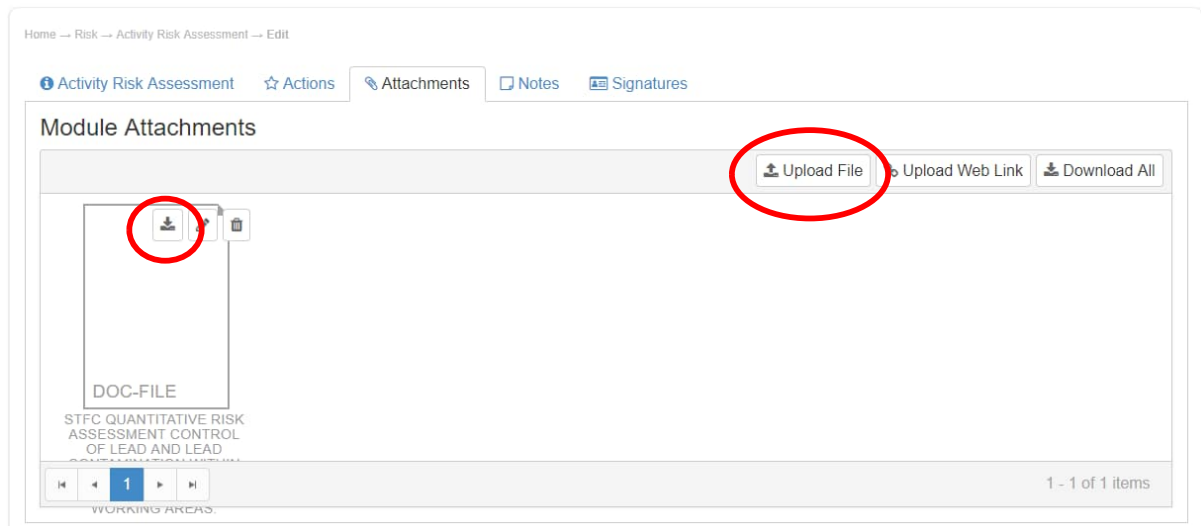
Do Not use “Save & Close” at this point.

When you have finished making any changes, do a final “Save” and then click on the Review icon shown above. This will return you to the Review page.

3. Reviewing an attached Risk Assessment Word document

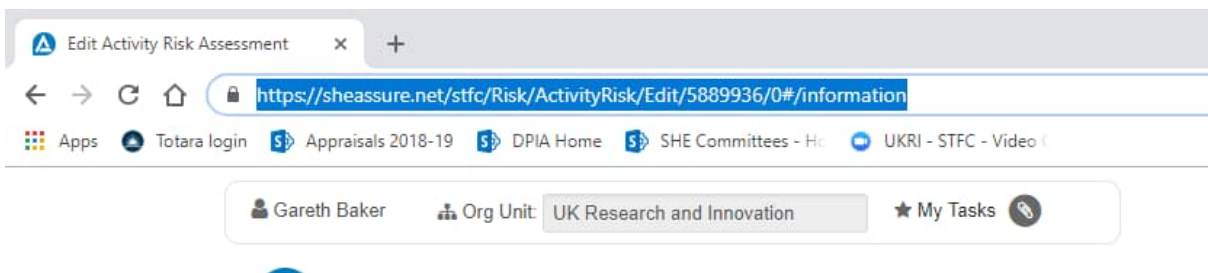
If you have an attached Risk Assessment, clicking on the Attachments tab will show you your attached file:

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To download the file click on the icon highlighted above. This should save a copy of the file to your local download area on your PC where you can edit the document.

At this point you will probably want to 'Log Out' of Evotix Assure to avoid being timed out. If you want to return directly to the Risk Assessment (rather than via My Tasks), click back to the 'Activity Risk Assessment' tab and copy the URL at the top of the web browser (shown highlighted):



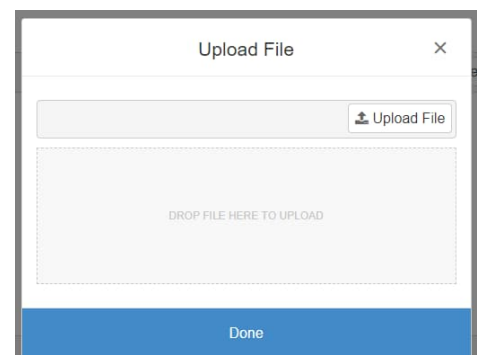
Save it to a text file or similar so you can retrieve it later.

You can now edit the local copy of the word Risk Assessment.

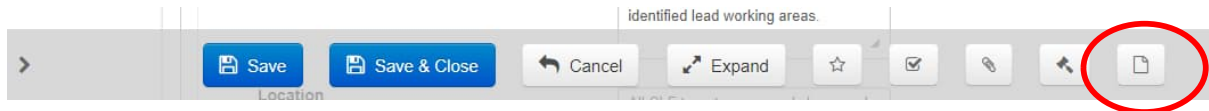
When you have finished reviewing the document it can be re-attached in SHE Assure. Either return to the Risk Assessment via My Tasks or copy the URL string you saved earlier into your browser and hit <Return/Enter>. When you are back in Edit mode for your Risk Assessment, click on the Attachments tab and now choose 'Upload File'. A window will pop-up:

At this point you can either use 'Upload File' or just 'drag and drop' the file as indicated to upload. When the upload is completed you can click 'Done' and the new file should be visible in the Attachments window.

Click back to the 'Activity Risk Assessment' tab and Click 'Save' at the bottom. You should now update the 'Review Date':

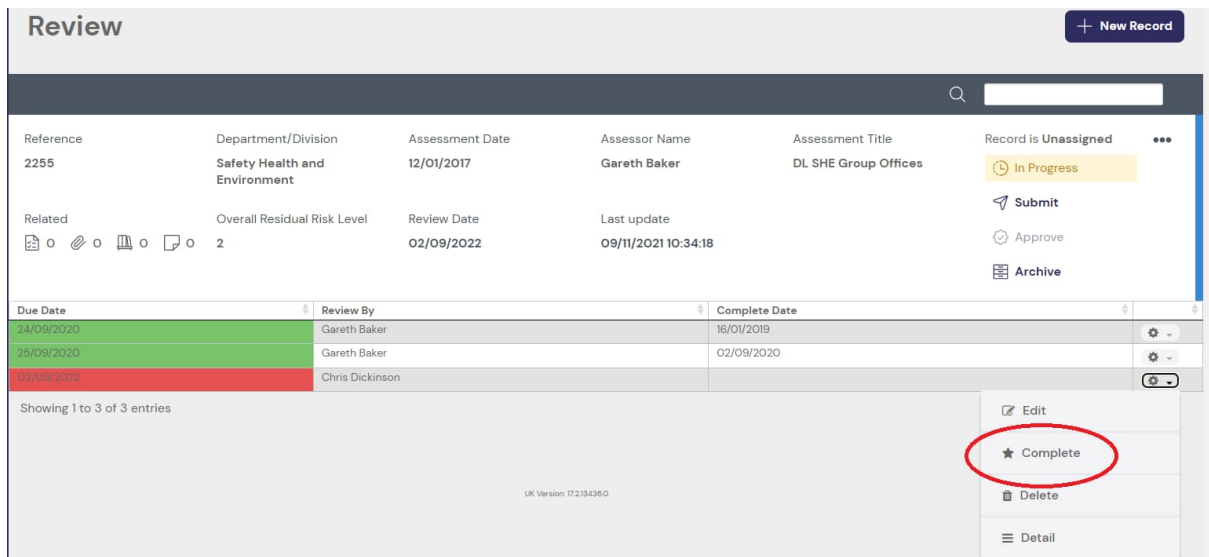


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Click on the icon indicated and proceed to Section 4

4. Updating the Risk Assessment's Review Date



Using the cog-wheel, click on “**Complete**”:

Home → Risk → Activity Risk Assessment → Review → Complete

Activity Risk Assessment Actions Attachments Notes Signatures

Complete Review

Complete Date* 16/01/2019

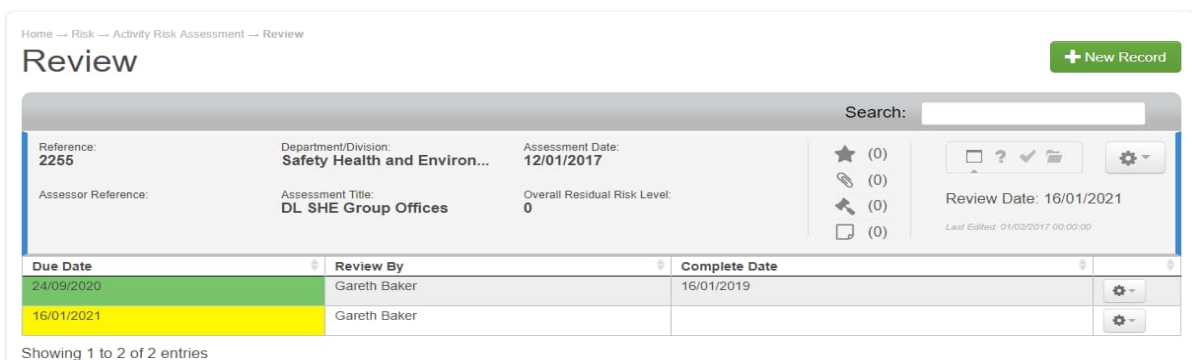
Review By Gareth Baker

Comments

Setup Next Review* ☒ Yes ☐ No

Assessment Details

Enter any comments. Leaving “Setup Next Review” as the default “Yes” which will automatically generate a new review with a default review date two years hence:

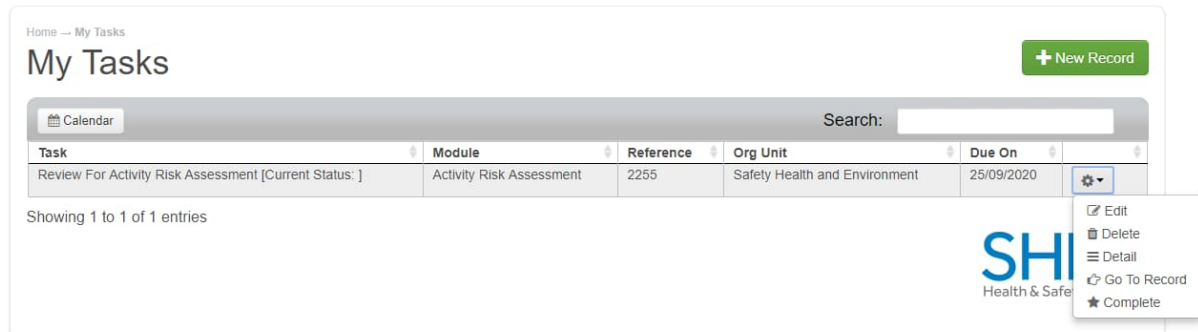


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5. Completing the Review

There is one final step to ensure the review is removed from your list of tasks.

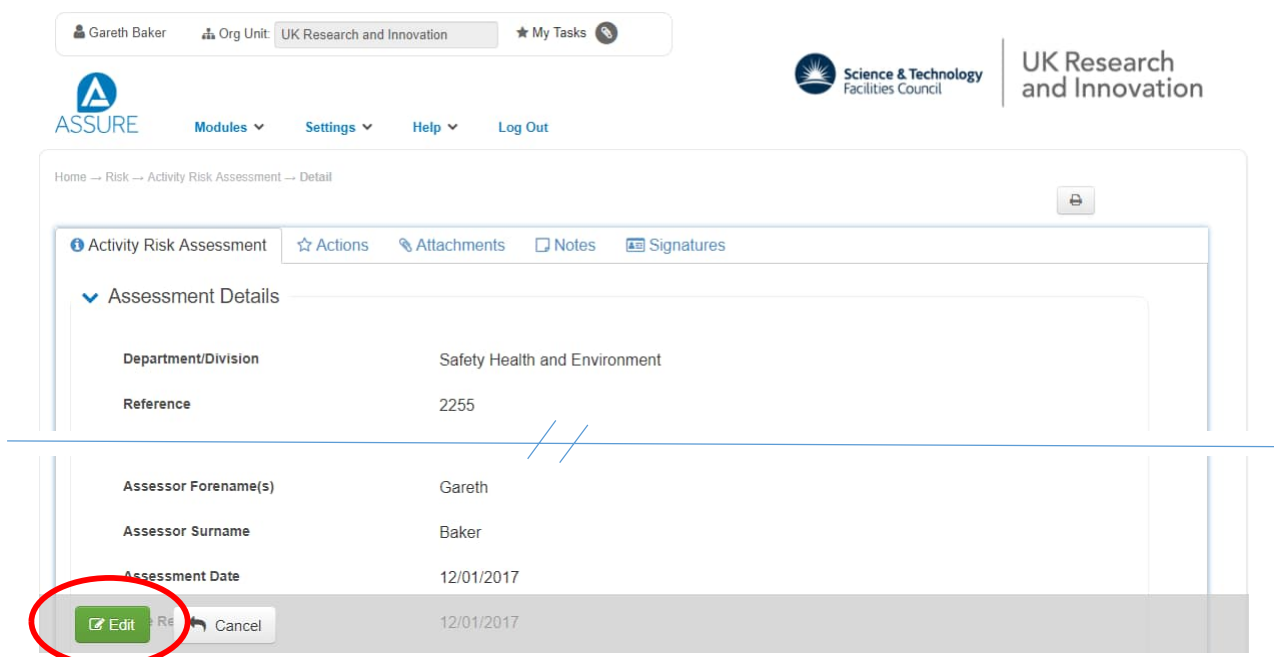
Open 'My Tasks':



Click on the cog-wheel for the risk assessment review and choose Complete. You can enter some text in the Comments box of the page that will appear or just click 'Save & Close'.

6. Archiving an Risk Assessment

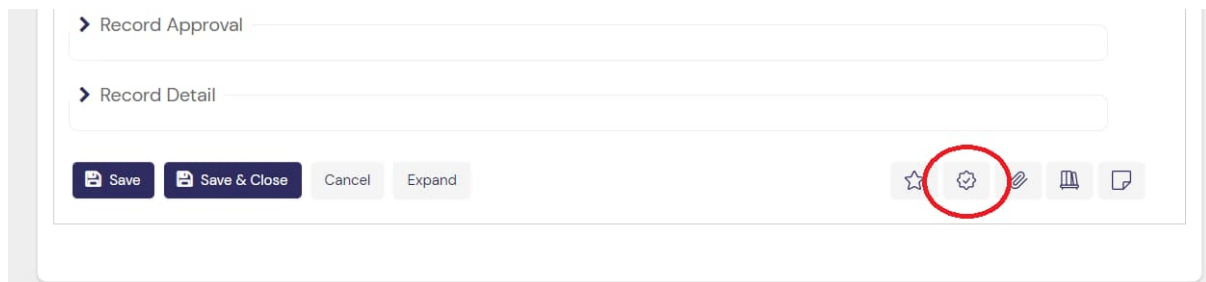
From My Tasks, open the Activity Risk Assessment as above (2).



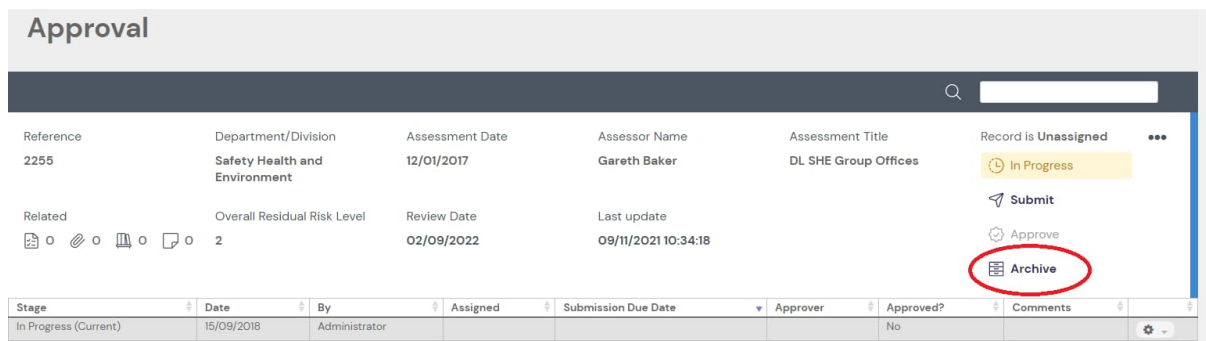
Click on "Edit" – at the bottom of a Risk Assessment.

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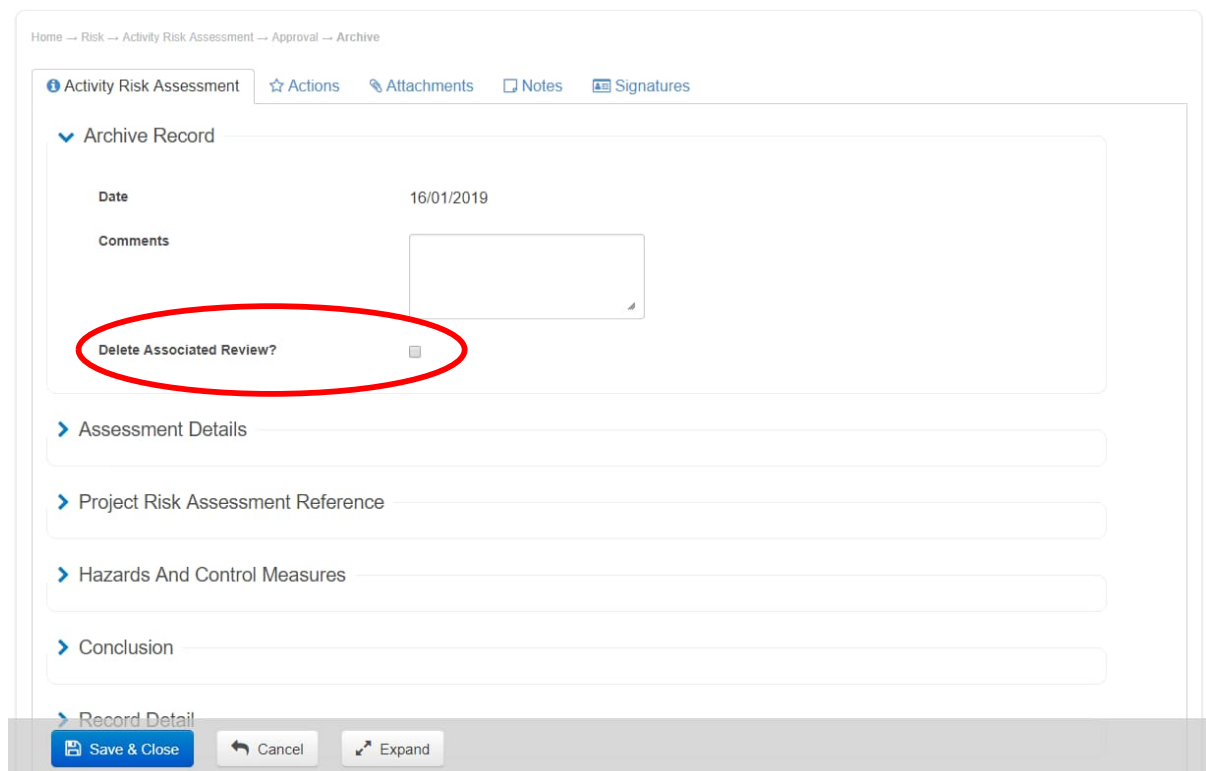
Then scroll down and...



Click on the 'tick box' icon – a screen titled “Approval” will appear:



Click on the Archive icon:



Note you must tick the “Delete Associated Review?” check box or you will continue to receive reminders from the system.

Enter any comments and click “Save & Close”.

You can now Log Out 😊