



Science & Technology
Facilities Council

Risk Assessments in Evotix Assure

Guidance Notes for the use of Evotix Assure

Document No 2

Rev. 5, Issued November 2022



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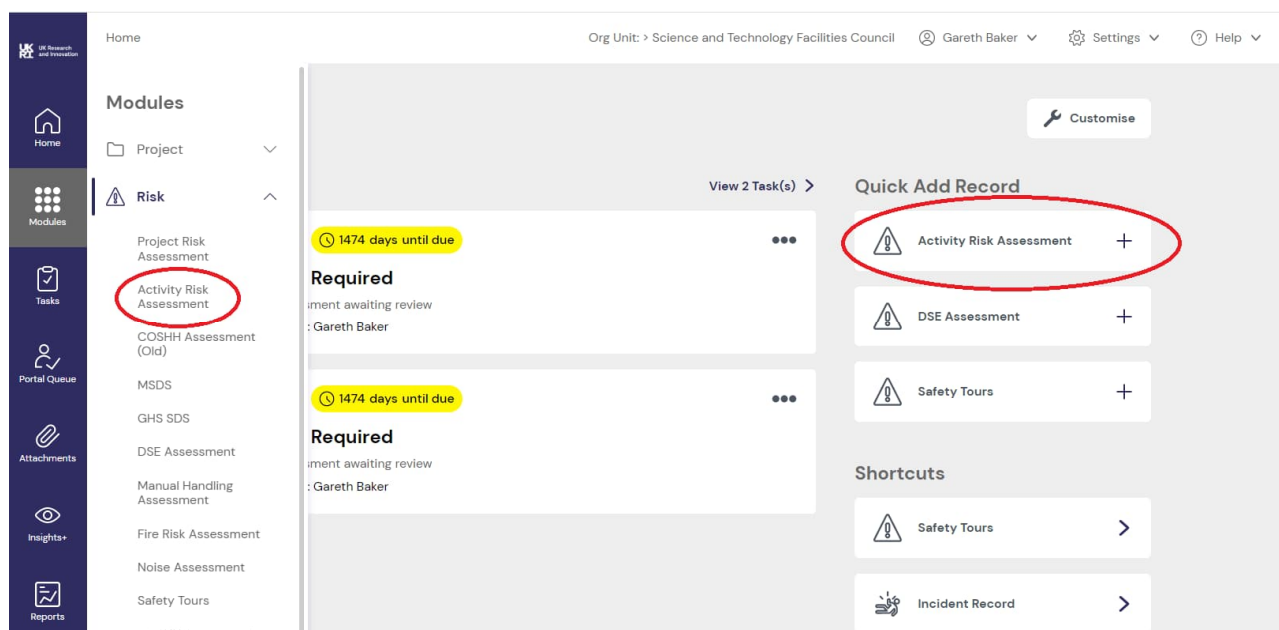
1. INTRODUCTION

For information on logging onto [Evotix Assure](#), see Assure Guidance Note No 1.

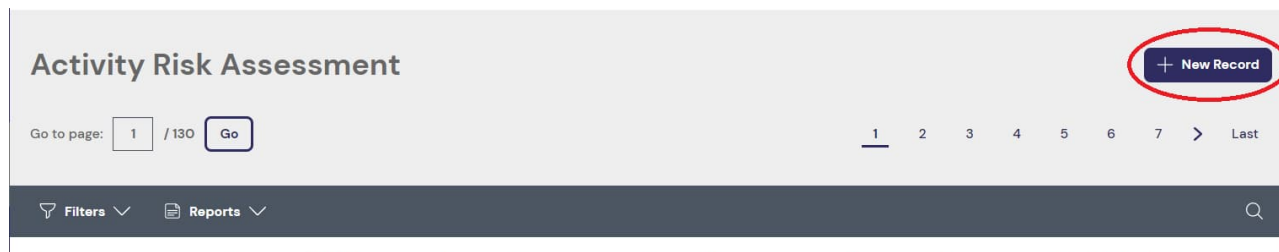
This document explains how to use the Activity Risk Assessment module in SHE enterprise to add or modify risk assessments. It also gives details on how individual and summary reports can be generated from the system and how to find subsets of information using the filtering function.

The document also shows how Evotix Assure can be used to group incidents and assessments using the Project function.

1.1 Entering a Risk Assessment



If you used the link in the left menu strip, you will need to click on 'New Record' in the next screen:



A new blank Risk Assessment is created.

Enter the relevant details (see Appendix 1 on how to change the Department/Division).

If you wish to have the option to print a QR code which will point directly to the new assessment, the 'Publish To Portal' box must be checked.

Activity Risk Assessment

Actions

Attachments

Notes

Assessment Details

Department/Division

Click on the cog-wheel and choose 'Select' from the drop-down.
Choose at least your Department or Division from the hierarchy that appears (the window can be expanded - symbol to the left of the 'x' - top right).

STFC



Reference *

Automatic Reference

☒ System Assigned

Is This Confidential



Project Risk Assessment Reference



Publish To Portal



Risk Assessment Category

Assessment Title *

Location

Site

Select Assessor from Person register?



Assessor Reference

Assessor Forename(s)

Assessor Surname

Assessment Team Members

Select

Assessment Date



Activity/Task to be undertaken

A detailed description of the activity or task.

People Exposed

People

Occupations

▼ Hazards And Control Measures

Matrix Guidance Notes

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.

Consider the tasks you will be expecting to undertake and thus what hazards you will be exposed to. Any hazard that they will not be exposed to should not be included in this Risk Assessment and the row should not be included.

[+ Add](#)

Turn On Sort Mode

General Area of Work/Task* ¹	What are the Hazards*	Who Might be Harmed	How They Might be Harmed	What Are You Already Doing ¹	Risk Factor with Current Controls	What Further Controls are Required ¹	Residual Risk Factor
---	-----------------------	---------------------	--------------------------	---	-----------------------------------	---	----------------------

Overall Potential Risk Level*

0

Overall Residual Risk Level*

0

+ Add

Turn On Sort Mode

[illegible]

General Area of Work/Task	Choose a general area of work that best describes the part of the task this hazard relates to
What are the Hazards	This is a free text area, although the 'Select' button will give some common hazards associated with the general area chosen above. Choosing from this list will add the text. NB – Use one line for each Hazard

Who Might be Harmed	Again this is free text. The buttons at the bottom give you the option to add general groups of people or to pick from a staff list (note this will not contain contractors or facility users).
How They Might be Harmed	Completely free text area to enter the possible harm from the hazard.
What Are You Already Doing	Free text with common controls available from the Select button. Otherwise add text where appropriate.
Risk Factor with Current Controls	Use the matrix to estimate risk with current controls in place.
What Further Controls are Required	Do you need additional controls to reduce the risk? If so use the green star at the end of the row to add an action to ensure the additional controls are implemented.
Residual Risk Factor	Estimate of the risk when all additional controls have been implemented.
★	Add actions – this will appear once you have done an interim 'Save'.

Select

Display:

10

Search:

Select Visible | Unselect Visible

Select	Text	
☒	Eliminate/Substitute:<enter text>	Work in Offices
☒	Engineering Controls:<enter text>	Work in Offices
☒	Administrative Controls:<enter text>	Work in Offices
☒	PPE:<enter text>	Work in Offices
☐	C1 - Adjustable equipment, chair and footrest, monitor and keyboard available to all staff.	Work in Offices
☐	C2 - Free eye test provided to all those working regularly with PCs and suspect eye related issues by arrangement through local Occupation Health teams.	Work in Offices
☐	C3 - Blinds provided to control ambient lighting.	Work in Offices
☐	C4 - All employees attend DSE training as part of their SHE induction and a DSE assessment available through DSE local assessors.	Work in Offices
☐	E1 - Sufficient sockets provided in offices, "daisy" chaining of extension leads not permitted.	Work in Offices
☐	E2 - Staff report defective plugs, cabling, electrical equipment to manager.	Work in Offices

Select

Close

General Area of Work/Task 	What are the Hazards 	Who Might be Harmed	How They Might be Harmed	What Are You Already Doing 	Risk Factor with Current Controls	What Further Controls are Required 	Residual Risk Factor	
Work in Offices	Computer use	Click To Edit	Office workers	Eliminate/Substitute:<enter text> Engineering Controls:<enter text> Administrative Controls:<enter text> PPE:<enter text> Select	Click To Edit	Click To Edit	Click To Edit	
Work with Hazardous Substances	Some hazard	Lab staff	chemicals	use fume cupboard	Low	N/A	Low	 
Work in Lab or Workshop	test	Click To Edit	Click To Edit	Eliminate/Substitute: Engineering Controls: Administrative Controls: PPE:	Click To Edit	Click To Edit	Click To Edit	 

You can add a general conclusion and change the default Review Date in this section:

▼ Conclusion

Assessment Conclusion

▼ Record Review

Do you want to set a Review?

☒

Due Date*

10/08/2020



Review By*

Administrator



If you wish to run the assessment through an approval process scroll down and click on the approval icon:

> Record Approval

> Record Detail

SaveSave & CloseCancelExpand

And proceed as section 1.2 below.

Remember to 'Save and Close' the final record, once all the changes have been made. This will take you back to the browse list. N.B. It will be useful to remember the Risk Assessment reference number.

You can also change the Review Date in the main browse view if you wish to change the default (two years):

Activity Risk Assessment + New Record

Go to page: / 130 1 2 3 4 5 6 7 > Last

Filters **Reports** Q

Reference	Department/Division	Assessment Date	Assessor Name	Assessment Title	Record is Assigned
3450	Science and Technology Facilities Council	19/07/2024	Paul Birchall	Flushing of site personnel showers	Detail Reports Edit Copy Delete Approvals Reviews Logs Email
1656	OCTOPUS	02/11/2023	Andy Ward	Use of oil heater bath in G45, R92	
3466	Science and Technology Facilities Council	30/11/2022	Matthew King	Installing monitors in control room	

Related icons:

Overall Residual Risk Level: 0

Review Date: 21/07/2024

Last update: 21/07/2022 11:47:03

Review + New Record

Q

Reference	Department/Division	Assessment Date	Assessor Name	Assessment Title	Record is Assigned
3450	Science and Technology Facilities Council	19/07/2024	Paul Birchall	Flushing of site personnel showers	In Progress Submit Approve Archive

Related icons:

Overall Residual Risk Level: 0

Review Date: 21/07/2024

Last update: 21/07/2022 11:47:03

Due Date	Review By	Complete Date
21/07/2024	Paul Birchall	

Showing 1 to 1 of 1 entries

UK Version: 17.2.13436.0

Edit **Complete** **Delete** **Detail**

Use the cog-wheel to edit the line:

Home → Risk → Activity Risk Assessment → Review → Edit

Edit Review

Due Date*

Review By*

Comments

review

Here you can add/change the date and the person who should carry out the review.

Again, don't forget to **Save/Save & Close** the record

1.2 Approvals process

If required the Assign->Submit->Approve process can be used. Use the Search facility as above:

From the search results:

Activity Risk Assessment

Search: Baker

Department/Division	Reference	Assessment Title	Assessment Date	Site	Forename(s)	Surname
ISIS Computing	2756	Installing a 9184 cDAQ Chassis into the Chronus and Argus beamlines	23/03/2020	STFC - Rutherford Appleton Laboratory	Kathryn	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	Ka	

Showing 1 to 2 of 2 entries

1

2

Detail

Reports

Approvals

Select 'Approvals':

Approval

Reference: 2756

Department/Division: ISIS Computing

Assessment Date: 23/03/2020

Assessor Name: Kathryn Baker

Assessment Title: Installing a 9184 cDAQ Chassis into the Chronus...

Record is Unassigned

In Progress

Submit

Approve

Archive

Stage	Date	By	Assigned	Submission Due Date	Approver	Approved?	Comments
In Progress (Current)	23/03/2020	Kathryn Baker				No	

Showing 1 to 1 of 1 entries

1

2

Assign

Detail

Use the cog-wheel to choose 'Assign' and pick an 'approver'. They will receive an email with a direct link to the assessment. Having reviewed it they can 'submit it back for final 'approval':

Activity Risk Assessment

+ New Record

Go to page: 1 / 130 Go

1 2 3 4 5 6 7 > Last

Filters Reports

Reference	Department/Division	Assessment Date	Assessor Name	Assessment Title	Record is Assigned
3450	Science and Technology Facilities Council	19/07/2024	Paul Birchall	Flushing of site personnel showers	In Progress

Submit

Approve

Archive

To submit, click on 'Submit', this will open the assessment up to allow for an approver to be chosen (usually a manager) and comments to be added:

Home → Risk → Activity Risk Assessment → Approval → Submit

Submit Record

Approver* 

Date 05/03/2018

Comments

Save the record and the 'Approver' will be notified. They can then go in to the system and 'Approve' the assessment by clicking on 'Approve', again comments can be added before scrolling down for a final 'Save & Close'.

Reference	Department/Division	Assessment Date	Assessor Name	Assessment Title	
3553	Science and Technology Facilities Council	20/10/2022	Rob Clarke	EPAC installation fire safety	Reject Submitted Approve Archive
Related	Overall Residual Risk Level	Review Date	Last update		
 0  1  0  0	0	No Review Set	24/10/2022 10:41:28		

Home → Risk → Activity Risk Assessment → Approval → Approve

Approve Record

Date 16/01/2018

Comments 99986 characters left

Final Approval

The browse view will then show:

Reference	Department/Division	Assessment Date	Assessor Name	Assessment Title	
3550	Science and Technology Facilities Council	19/10/2022	Rebecca Harwin	Work in Disruptive Space Technology General Lab	Re-open Submit Approved Archive
Related	Overall Residual Risk Level	Review Date	Last update		
 0  0  0  0	0	No Review Set	20/10/2022 13:27:21		

The Approval view will then look like this:

Approval

Reference 3550	Department/Division Science and Technology Facilities Council	Assessment Date 19/10/2022	Assessor Name Rebecca Harwin	Assessment Title Work in Disruptive Space Technology General Lab	Re-open Submit Approved Archive
Related 	Overall Residual Risk Level 0	Review Date No Review Set	Last update 20/10/2022 13:27:21		

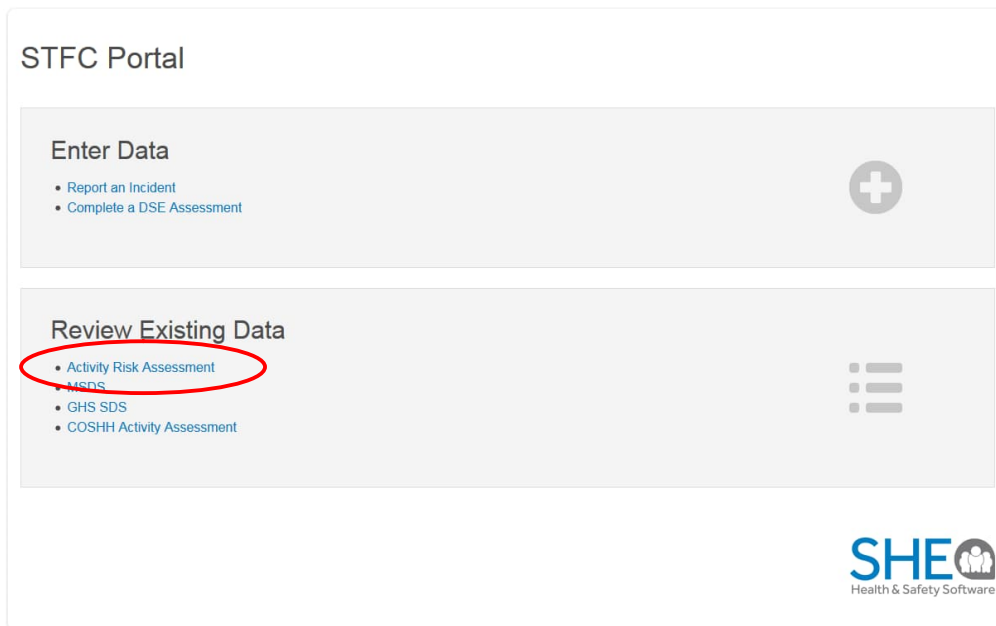
Stage	Date	By	Assigned	Submission Due Date	Approver	Approved?	Comments	
In Progress	20/10/2022	Rebecca Harwin				No		
Submitted	20/10/2022	Rebecca Harwin			Andy Vick	No		
Approved (Current)	20/10/2022	Rebecca Harwin			Andy Vick	Yes		

Showing 1 to 3 of 3 entries

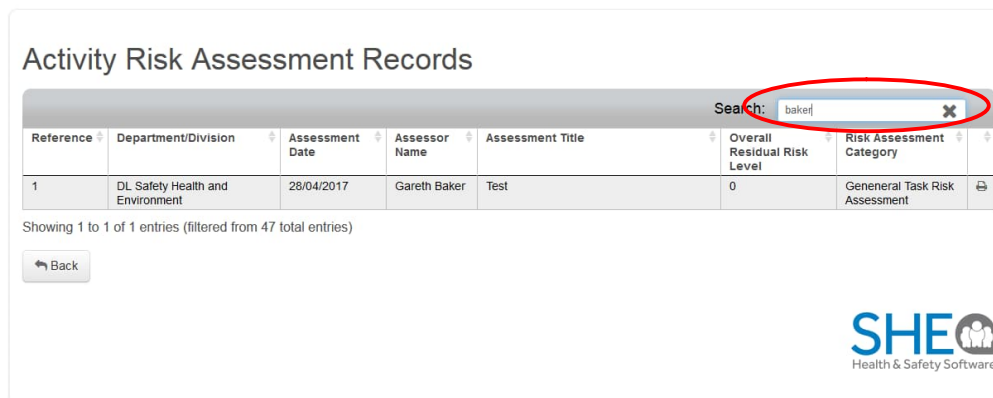
1.3 Generating a QR Code (this is temporarily unavailable)

If you marked the assessment 'Publish To Portal', then you will be able to print a QR code which when scanned will take you to a copy of the assessment.

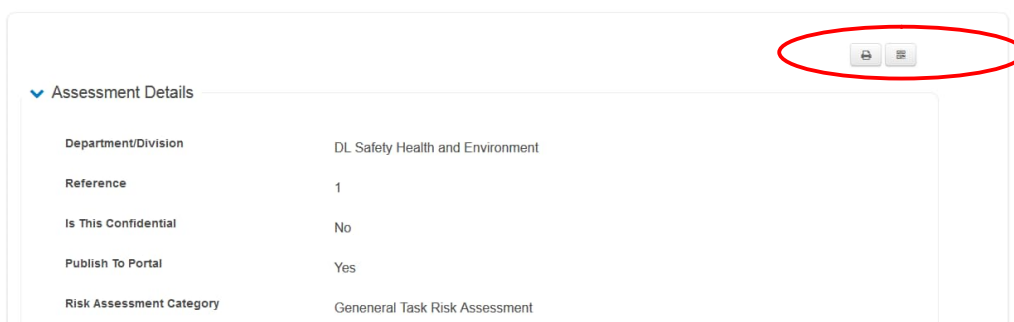
From the Portal:



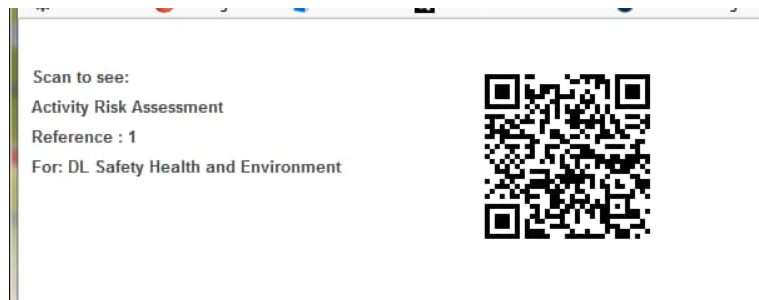
Click on 'Activity Risk Assessment' and use the search facility to find the relevant assessment.



Opening the assessment, there will be two icons in the top right:



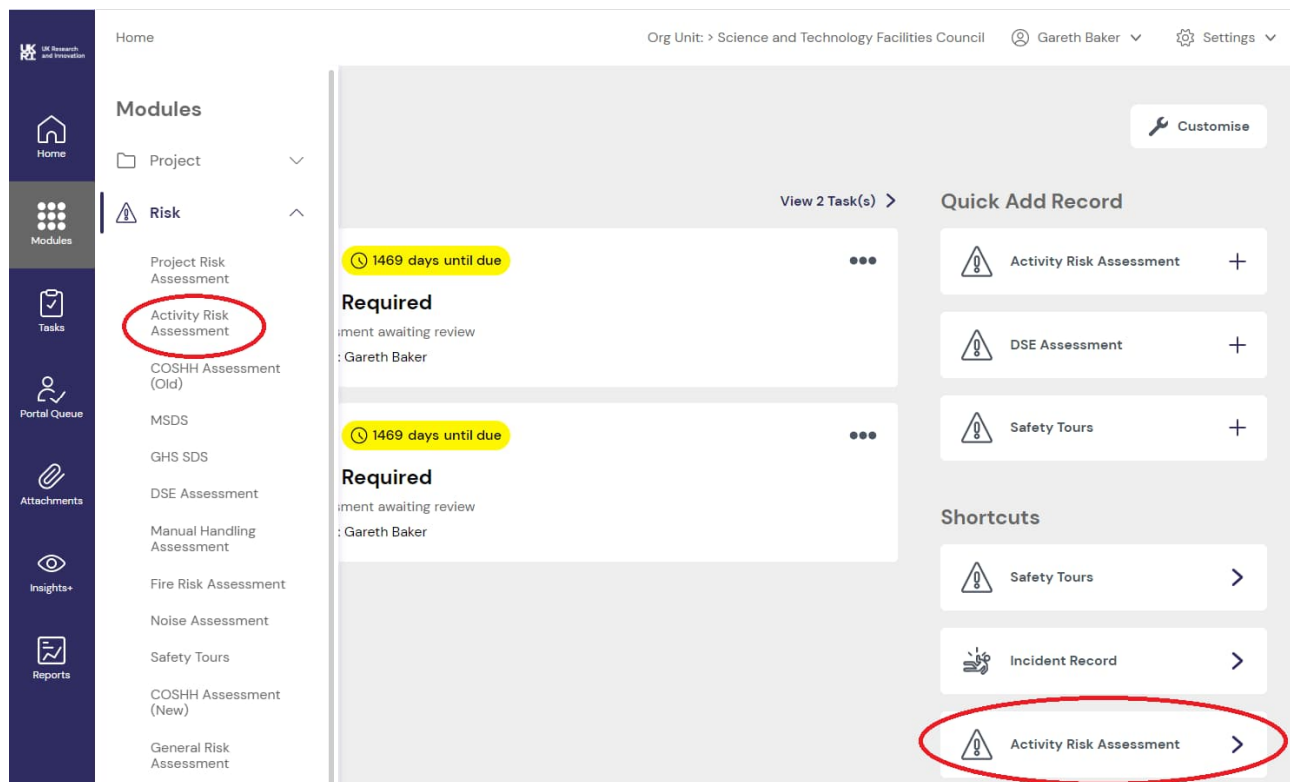
The one on the left will print a copy of the assessment, the one on the right will generate a QR code:



Which you can print and attach to machinery/experiments. You can then use a tablet to scan and retrieve the assessment.

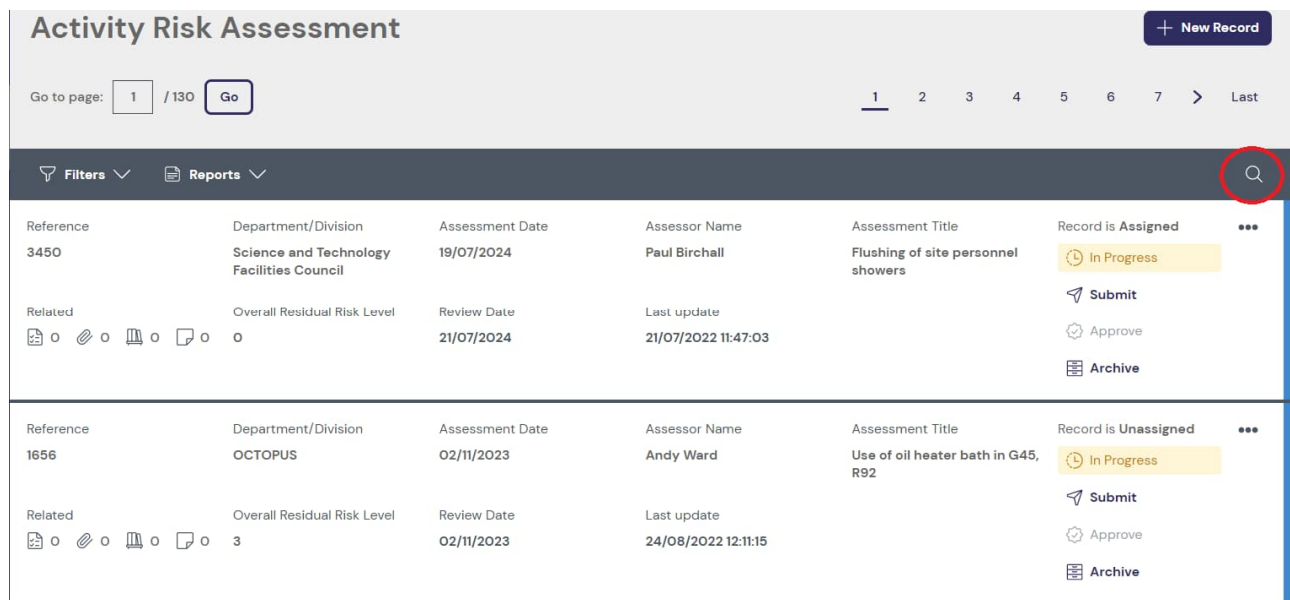
1.4 Updating a Risk Assessment

If, following a review, a risk assessment needs to be updated; you need to enter the full system (records cannot be edited from the Portal).



The screenshot shows the Risk Assessment Portal interface. The left sidebar contains a 'Modules' section with 'Risk' selected. Under 'Risk', 'Activity Risk Assessment' is highlighted. The main content area displays a list of risk assessments, with 'Activity Risk Assessment' highlighted. The right sidebar shows 'Quick Add Record' and 'Shortcuts' sections, with 'Activity Risk Assessment' highlighted in the shortcuts.

Use either the left menu strip or a Shortcut (if you have one set up) to bring up the Activity Risk Assessment browse view:



The screenshot shows the Activity Risk Assessment browse view. The top bar displays 'Activity Risk Assessment' and a 'New Record' button. Below the top bar is a table of risk assessments. The first row is highlighted, showing details for Reference 3450. The second row is also highlighted, showing details for Reference 1656. The table has columns for Reference, Department/Division, Assessment Date, Assessor Name, Assessment Title, and Record is Assigned. The 'Record is Assigned' column shows 'In Progress' for both records. The 'Record is Assigned' column also has a search icon (magnifying glass) next to it.

Reference	Department/Division	Assessment Date	Assessor Name	Assessment Title	Record is Assigned
3450	Science and Technology Facilities Council	19/07/2024	Paul Birchall	Flushing of site personnel showers	In Progress
1656	OCTOPUS	02/11/2023	Andy Ward	Use of oil heater bath in G45, R92	In Progress

From here, its probably easiest to use the Search facility (click on the magnifying glass).

Activity Risk Assessment

Search:							
Reference	Department/Division	Site	Activity/Task to be undertaken	Assessment Date	Location	Surname	Forename(s)
445	Technology at Daresbury		Storage of scaffolding equipment	09/06/2015 00:00:00	Workshop Courtyard	Hodgkinson	Carl
289	Applied Science		The removal of swarf from machines and storage bins, cleaning of floors and general associated duties.	14/07/2015 00:00:00	Workshop	Day	Richard
1952	UK ATC		Using a Band Saw	07/07/2016 00:00:00	Workshop	Elliot	Jim
1954	UK ATC		Using a Pedestal Twin Grinding Machine	07/07/2016 00:00:00	Workshop	Elliot	Jim
1955	UK ATC		Using Linishers	07/07/2016 00:00:00	Workshop	Elliot	Jim
1549	Applied Science		General risk assessment for the use of building R64 on the Wind Test Site	11/09/2014 00:00:00	Wind Test Site R64	Ruddell	Alan
1383	Applied Science		General risk assessment for staff and visitors working in the area.	11/09/2014 00:00:00	Wind Test Site	Ruddell	Alan
1385	Applied Science		Wind Test Site Store Huts General risk assessment	11/09/2014 00:00:00	Wind Test Site	Ruddell	Alan
1384	Applied Science		General risk assessment for Wind Test Site Portacabin	11/09/2014 00:00:00	Wind Test Site	Ruddell	Alan
645	Technology		Movement of gas cylinders from outside storage racks to labs within the building. Also, their use within the labs. This assessment does not cover the chemistry or toxicology of the gases.	05/12/2011 00:00:00	West Wing	Robertson	Steve
1128	Accelerator Physics		Table tennis league and casual use	19/11/2015 00:00:00	Waterside Cafe, A Block	Susan	Smith
1766	Radio Frequency and Diagnostics		Maintenance and general work within the water treatment plant for the radiation test facilities	31/08/2016 00:00:00	Water treatment plant	Buckley	Rachael
843	Technology		Storage and Handling of Hazardous	06/04/2011 00:00:00	Waste Store	Robertson	Steve

If you know the reference or the name of the Assessor, this can be entered in the search field.

Activity Risk Assessment							
Search: Baker							
Department/Division	Reference	Assessment Title	Assessment Date	Site	Forename(s)	Surname	
ISIS Computing	2756	Installing a 9184 cDAQ Chassis into the Chronus and Argus beamlines	23/03/2020	STFC - Rutherford Appleton Laboratory	Kathryn	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	

Showing 1 to 2 of 2 entries

This should narrow it down sufficiently for you to locate the correct assessment. You can then open it by clicking on any of the text in that row.

If you make any amendments **change the Assessment Date** (to the current date). If you wish to set a review date, scroll to the bottom and click on the icon on the extreme right:

Record Detail

Save Save & Close Cancel Expand

☆ ⚙️ 📎 📖 **📄**

Click on '+New Record' in the Review screen and choose a review date and who should carry out the review.

▼ Create Review

Due Date*

10/01/2020



Review By

Administrator



Comments

Save & Close

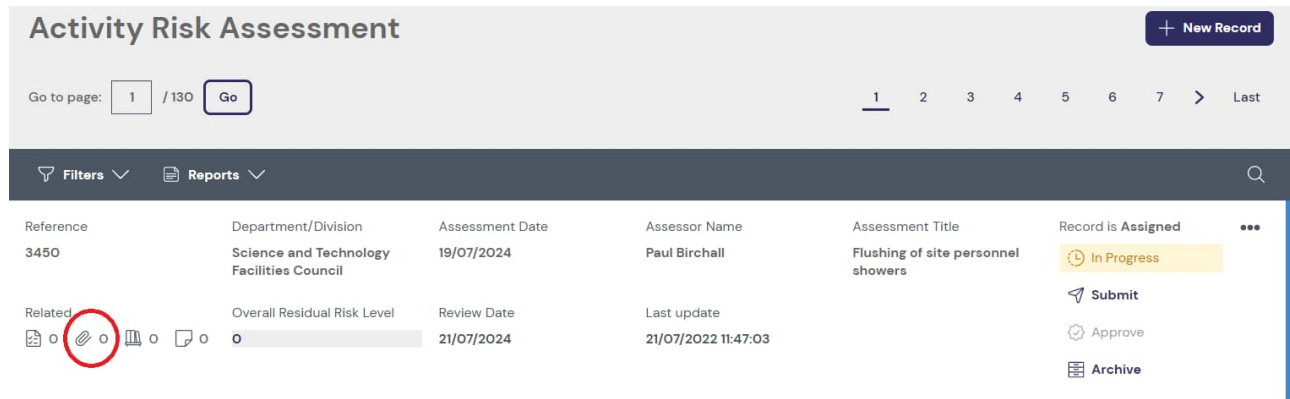
Cancel

Add and comments and click 'Save & Close'

1.5 How to add an attachment

You can add an attachment either from the browse view or from within the edit view.

First you have to find your assessment, you can use the search facility as shown above or, if it reduces the number sufficiently the Org Unit can be used to do a top level search.



Activity Risk Assessment + New Record

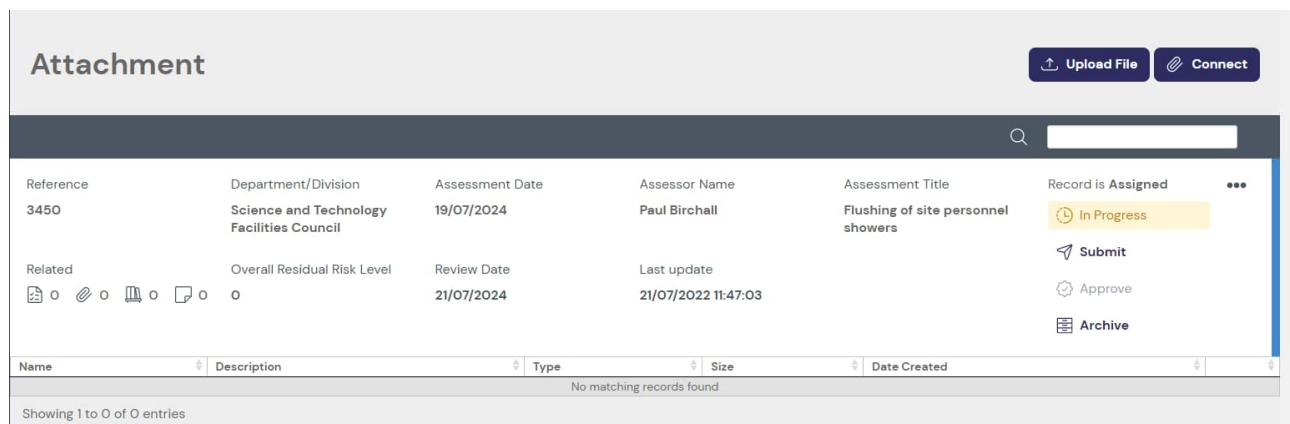
Go to page: / 130 1 2 3 4 5 6 7 > Last

Filters **Reports**

Reference	Department/Division	Assessment Date	Assessor Name	Assessment Title	Record is Assigned	
3450	Science and Technology Facilities Council	19/07/2024	Paul Birchall	Flushing of site personnel showers	In Progress	...
Related	Overall Residual Risk Level	Review Date	Last update			
    	0	21/07/2024	21/07/2022 11:47:03			
					 Submit	
					 Approve	
					 Archive	

In this screen shot I have set the Org Unit to 'DL Safety Health and Environment' and it has reduced the number of entries in the browse view to 1!

I can now click on the 'paper clip' icon to add an attachment.



Attachment Upload File Connect

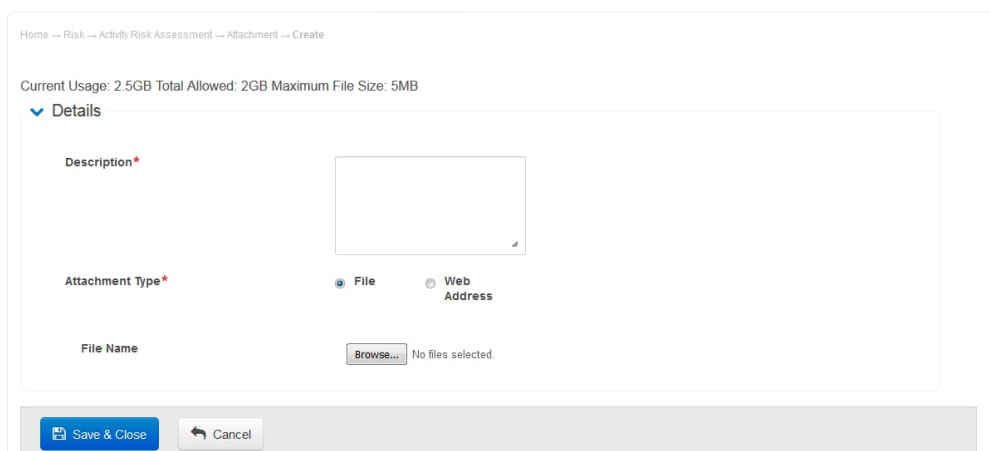
Filters **Reports**

Reference	Department/Division	Assessment Date	Assessor Name	Assessment Title	Record is Assigned	
3450	Science and Technology Facilities Council	19/07/2024	Paul Birchall	Flushing of site personnel showers	In Progress	...
Related	Overall Residual Risk Level	Review Date	Last update			
    	0	21/07/2024	21/07/2022 11:47:03			
					 Submit	
					 Approve	
					 Archive	

Name	Description	Type	Size	Date Created
No matching records found				

Showing 1 to 0 of 0 entries

Use the 'Upload File' option to add a local file (or a URL/Web Address link to a server file).



Home → Risk → Activity Risk Assessment → Attachment → Create

Current Usage: 2.5GB Total Allowed: 2GB Maximum File Size: 5MB

Details

Description*

Attachment Type* ☒ File ☐ Web Address

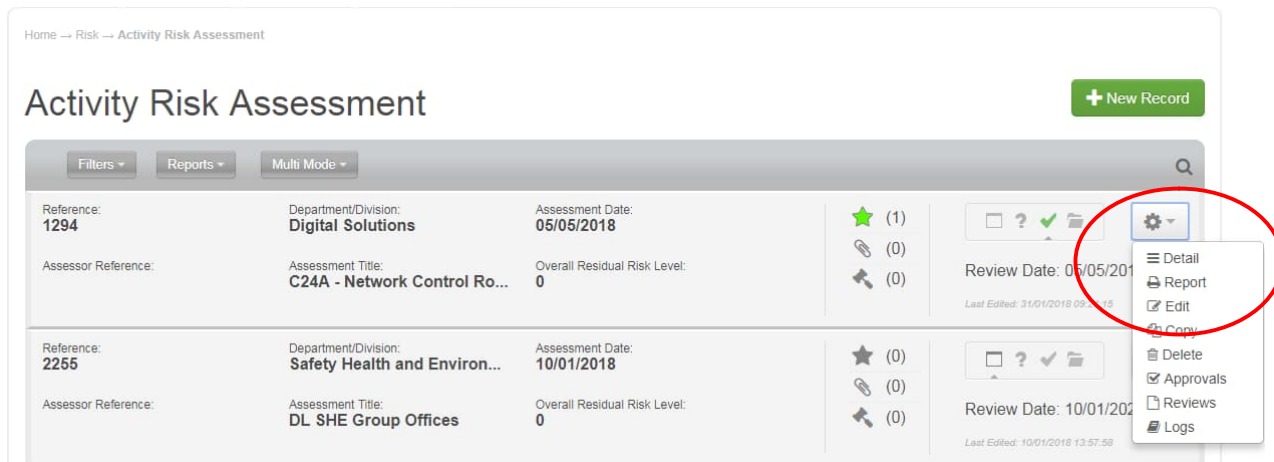
File Name No files selected.

Note the Connect option allows you to attach a file stored in Evotix Assure's Policy/Guidance/Method Statement area which we currently do not use.

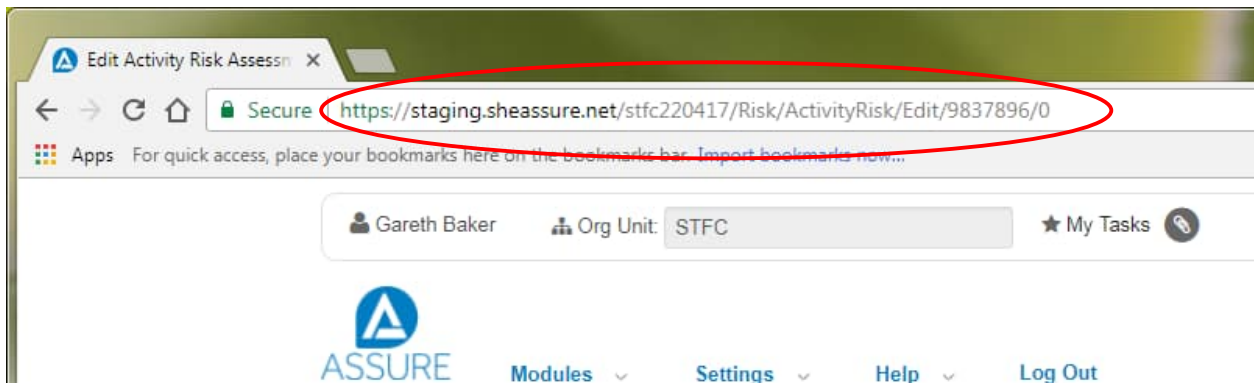
1.6 Saving a link to your assessment

In Evotix Assure you can set up a link directly to your assessment (or any other record).

Open the assessment in Edit or Detail mode:



When the assessment is open, at the top of the browser you are using you will see a string of text that starts “https...”



To the left of this string it will either look like the above (Chrome browser) or there will be a small icon (Internet Explorer or FireFox). Click and drag this to your desktop and you should get an icon:



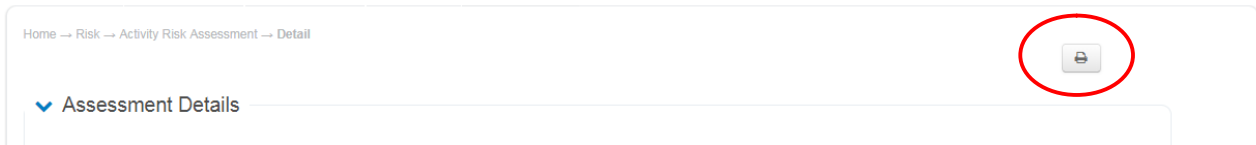
The string itself can also be copied and pasted into emails to send to colleagues.

Double clicking on this icon will take you (via the login screen) directly to your assessment in Evotix Assure.

1.7 How to print an assessment

1.7.1 Directly in Detail mode

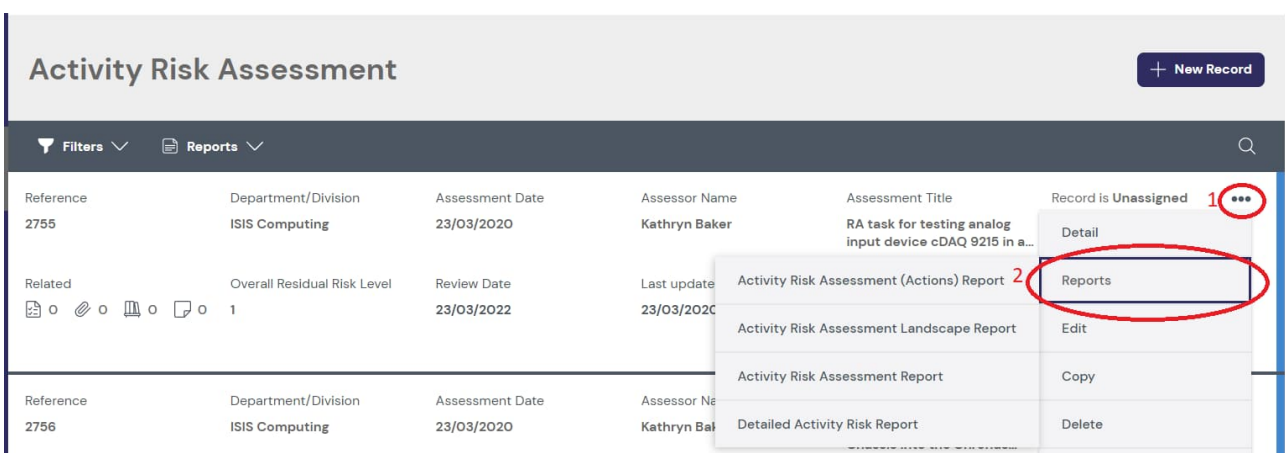
Having opened your assessment directly in Detail mode (you can't print when it's open to Edit) you will see a print icon top right:



Clicking on this will open the Print dialog on your local PC which enables you to print a basic copy of the assessment.

1.7.2 Found by filtering

Having found your assessment by filtering (see Appendix 1 below).



Click on the 'cog-wheel' and choose the 'Report' option. You should then choose either the 'Activity Risk Assessment Landscape Report' or the 'Detailed Activity Risk Report'. This will then save a copy to your Downloads folder on your local PC (usually with the title Report.pdf).

1.8 Archiving

Archiving is achieved simply in Evotix Assure. Locate the record you wish to Archive either by the direct link or by using the search facility.

From the Search results, click on the 'cog-wheel' at the end of the relevant line and choose 'Approvals':

Activity Risk Assessment

Department/Division	Reference	Assessment Title	Assessment Date	Site	Forename(s)	Surname
ISIS Computing	2756	Installing a 9184 cDAQ Chassis into the Chronus and Argus beamlines	23/03/2020	STFC - Rutherford Appleton Laboratory	Kathryn	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

Showing 1 to 2 of 2 entries

UK Version: 17.2.13436.0

The Archive icon is highlighted:

Approval

Reference	Department/Division	Assessment Date	Assessor Name	Assessment Title	Record is Unassigned
2756	ISIS Computing	23/03/2020	Kathryn Baker	Installing a 9184 cDAQ Chassis into the Chronus...	In Progress

Related: Overall Residual Risk Level, Review Date, Last update

23/03/2022, 23/03/2020 15:03:42

Submit, Approve, **Archive**

Stage	Date	By	Assigned	Submission Due Date	Approver	Approved?	Comments
In Progress (Current)	23/03/2020	Kathryn Baker				No	

Showing 1 to 1 of 1 entries

Clicking on the folder icon will bring up the Archive dialog.

Activity Risk Assessment | Actions | Attachments | Notes | Signatures

▼ Archive Record

Date: 01/05/2020

Comments: [Text Area]

Delete Associated Review? ☒

Make sure this is checked

Click in "Save and Close", the screen will then show the stages the record has been through:

Approval

Search:

Reference: **1**

Assessor Reference:

Department/Division: **DL Safety Health and Envi...**

Assessment Title: **Test**

Assessment Date: **28/04/2017**

Overall Residual Risk Level: **0**

★ (0)

🔗 (0)

🔧 (0)

☐ ? ✓ 📁

⚙️

Review Date: 28/04/2018

Last Edited: 10/01/2018 15:28:27

Stage	Date	By	Assigned	Submission Due Date	Approver	Approved?	Comments	
In Progress	28/04/2017	stephanie.doherty				No		⚙️
Assigned	10/01/2018	Gareth Baker	Gareth Baker			No		⚙️
Submitted	10/01/2018	Gareth Baker			Administrator	No	testing	⚙️
Approved	10/01/2018	Gareth Baker			Gareth Baker	Yes		⚙️
Archived (Current)	01/02/2018	Gareth Baker					Testing archive	⚙️

Showing 1 to 5 of 5 entries



Note that this does not delete the record but hides it from view (Administrators will have access to the record).

Appendix 1 Searching and Filtering

A1.1 Searching

Evotix Assure has two methods by which you can locate records.

The simplest method is a basic search. From one of the list views:

The screenshot shows the 'Activity Risk Assessment' page. At the top, there's a breadcrumb trail: Home > Risk: Activity Risk Assessment. On the right, there's a user profile for Gareth Baker, settings, and help icons. Below the header, there's a 'New Record' button. A pagination bar shows 'Go to page: 1 / 130' with a 'Go' button. Below that, there are 'Filters' and 'Reports' dropdowns. A search icon (magnifying glass) is circled in red in the top right corner of the table area. The table below has columns: Reference, Department/Division, Assessment Date, Assessor Name, Assessment Title, and Record is Assigned. The first row shows Reference 3450, Department/Division Science and Technology Facilities Council, Assessment Date 19/07/2024, Assessor Name Paul Birchall, Assessment Title Flushing of site personnel showers, and Record is Assigned In Progress. There are also buttons for Submit, Approve, and Archive.

Click on the magnifying glass icon.

The screenshot shows the 'Activity Risk Assessment' page with the search box circled in red. The search box is located in the top right corner of the table area. The table below has columns: Department/Division, Reference, Assessment Title, Assessment Date, Site, Forename(s), and Surname. The first row shows Department/Division Vacuum Solutions, Reference 1579, Assessment Title Use of equipment and processes in the Vacuum Solutions Cleaning Facility (Wet), Assessment Date 06/02/2020, Site STFC - Daresbury Laboratory, Forename(s) Joe, and Surname Herbert. There are also buttons for Edit and Print at the end of each row.

The Search box will locate text across all the columns:

The screenshot shows the 'Activity Risk Assessment' page with the search results for 'Baker'. The search box at the top right contains the text 'Baker'. The table below has columns: Department/Division, Reference, Assessment Title, Assessment Date, Site, Forename(s), and Surname. The first row shows Department/Division ISIS Computing, Reference 2756, Assessment Title Installing a 9184 cDAQ Chassis into the Chronus and Argus beamlines, Assessment Date 23/03/2020, Site STFC - Rutherford Appleton Laboratory, Forename(s) Kathryn, and Surname Baker. The second row shows Department/Division ISIS Computing, Reference 2755, Assessment Title RA task for testing analog input device cDAQ 9215 in a single slot 9181 Chassis, Assessment Date 23/03/2020, Site STFC - Rutherford Appleton Laboratory, Forename(s) Kathryn, and Surname Baker. At the bottom, it says 'Showing 1 to 2 of 2 entries'.

Clicking on any of the text will take you into the record in Edit mode. Clicking on the Print icon at the end of the row will take you to a report with can be exported as WORD, EXCEL or PDF.

A1.2 Filtering

For more complex criteria, use the Filter function.

There are standard filters:

Activity Risk Assessment

Go to page: 1 / 130 Go

1 Filters 2 Reports

Filter by

Please select a filter....

- Please select a filter....
- admin last review test
- Archived only
- Assessment Date - Last 12 Months
- Assessment Date - Last 3 Months
- Assessor name
- Assigned to admin
- ASTeC RA Expiring within 3 Months
- DL Public
- DL Risk Assessments
- High Risk
- Is Acceptable Risk? = False
- Lone Working
- My Risk Assessments E.G.
- No Site
- Overdue (must add current date in filter))
- Overdue Assessments
- R12
- Reference
- Review in next 3months

Record Per Page 10

Org Group Please select an Org Group...

Review Date 02/11/2023 Last update 24/08/2022 12:11:15

Assessment Date 30/11/2022 Assessor Name Matthew King Assessment Title Installing monitors in control room

Review Date 21/07/2024 Last update 21/07/2022 12:07:44

Submit Approve Archive

Or you can generate your own.

For example to create a filter to view all current ISIS and CLF records, click on 'Filters' then click on the middle icon (pencil in a box):

Home → Risk → Activity Risk Assessment

Activity Risk Assessment

1 Filters 2 Reports Multi Mode

Please select a filter....

Archived Records: Records Per Page 10

Sort by: Assessment Date Org Group: Please select an Org Group...

This will bring up the current set of available filters:

Home → Risk → Activity Risk Assessment → Manage Filters

Filter

Sort Mode Search:

Filter Name	Language	Private	
Assessment Date - Last 12 Months	English	No	
Assessment Date - Last 3 Months	English	No	
Is Acceptable Risk? = False	English	No	
Overdue RAs	English	No	
Reference =	English	No	

Showing 1 to 5 of 5 entries

At this point you can edit one of the existing filters or create a new one.

For a new one click on “+New Record”:

Home → Risk → Activity Risk Assessment → Manage Filters → Create

Activity Risk Assessment

▼ Filter

Language English

Name of Filter*

Is Private ☒

▼ Conditions

Field	Condition	Value
-------	-----------	-------

+ Add + Add OR Group

Save & Close Save & Apply Cancel Expand

Give it a name and leave it private unless you want to make it visible to others in your Department. You can now start adding *conditions*.

For this search we are looking for records where the “Org Unit – Name” is either ISIS or RAL Space (note the Organisation hierarchy contains the full name at each level), so at this point we need to “+Add OR Group”:

And then, using the cog-wheel at the end:

Home → Risk → Activity Risk Assessment → Manage Filters → Create

Activity Risk Assessment

▼ Filter

Language English

Name of Filter*

Is Private ☒

▼ Conditions

Field	Condition	Value	
Or Group			

+ Add + Add OR Group

+ Add to OR Group Delete OR Group

Save & Close Save & Apply Cancel Expand

Click “+Add to OR Group”:

Add

▼ Criterion

Org Unit - Name

Contains

ISIS

Save & Close

Cancel

Click “Save & Close”.

Home → Risk → Activity Risk Assessment → Manage Filters → Create

Activity Risk Assessment

▼ Filter

LanguageEnglish

Name of Filter*

Is Private☒

▼ Conditions

Field	Condition	Value	
Or Group			
Org Unit - Name	Contains	ISIS	

+ Add

+ Add OR Group

Save & Close

Save & Apply

Cancel

Expand

Repeat “+Add to OR Group” and add RAL Space:

Home → Risk → Activity Risk Assessment → Manage Filters → Create

Activity Risk Assessment

▼ Filter

Language English

Name of Filter*

Is Private ☒

▼ Conditions

Field	Condition	Value	
Or Group			
Org Unit - Name	Contains	ISIS	
Org Unit - Name	Contains	RAL Space	

+ Add + Add OR Group

Save & Close Save & Apply Cancel Expand

You can now either save the filter for later or save and apply the filter now. You should get a list of Assessments for RAL Space and ISIS.

The filters can be modified at a later date. Here I have added a requirement that the Review Date is not empty by clicking on the “+Add” button:

Home → Risk → Activity Risk Assessment → Manage Filters → Edit

Activity Risk Assessment

▼ Filter

Language English

Name of Filter*

Is Private ☒

▼ Conditions

Field	Condition	Value	
Or Group			
Organisational Unit - Name	Contains	ISIS	
Organisational Unit - Name	Contains	RAL Space	
Review - Due Date	Not Empty		

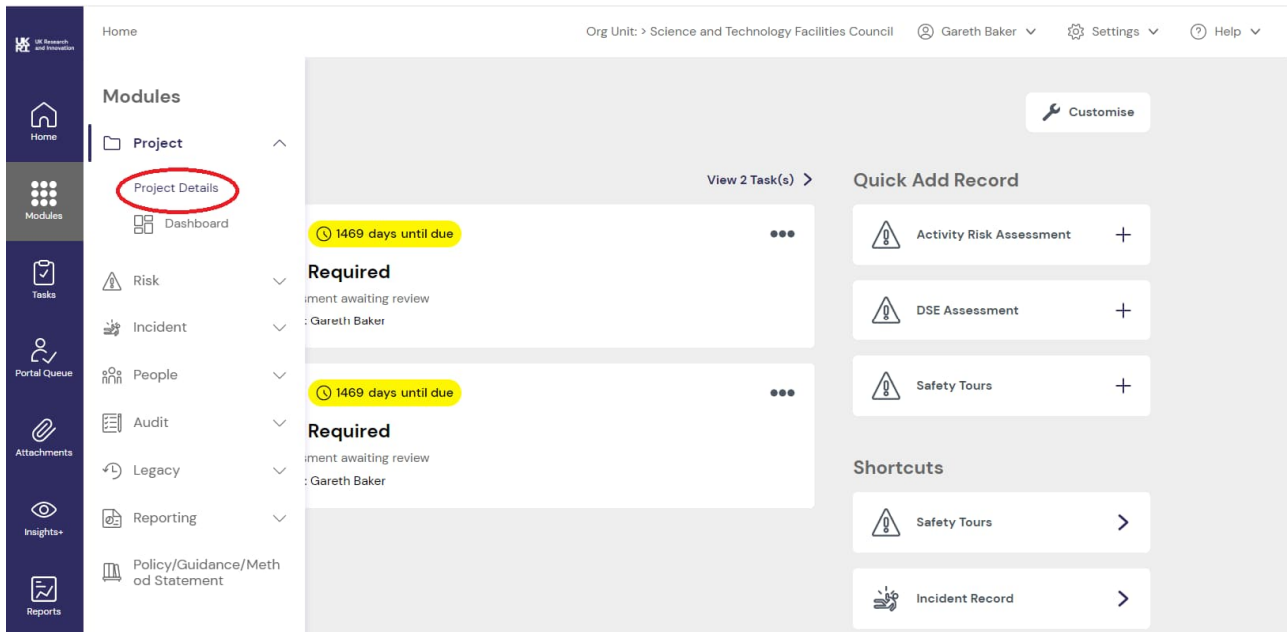
+ Add + Add OR Group

Appendix 2 Projects

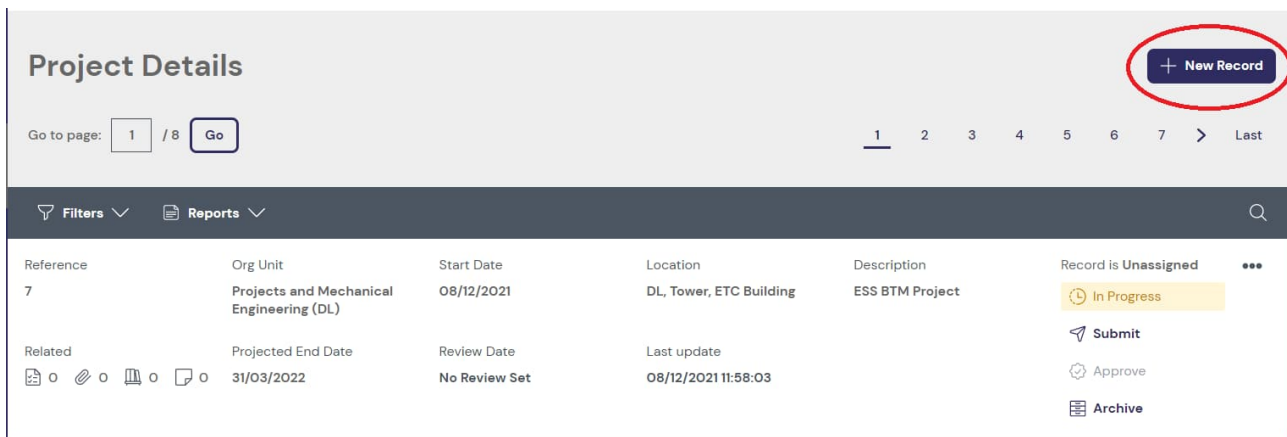
The 'Project' facility in Evotix Assure can be useful if you wish to monitor the safety performance of a particular project with your work area. Once set up, all the various safety assessments, incident records, and other safety related data can be associated with a project, making it easier to monitor at a glance the safety performance of the project. This facility is also used when entering cross departmental audits.

A2.1 Setting up a Project

To set up a project go into the full Evotix Assure system and click on 'Project Details':



Click '+New Record' and fill in the details in the Project section and save it.



▼ Project

Org Unit

STFC

Reference*

Automatic Reference

☒ System Assigned

Is This Confidential

☐

Location

Site

Description*

Manager

Start Date

Projected End Date

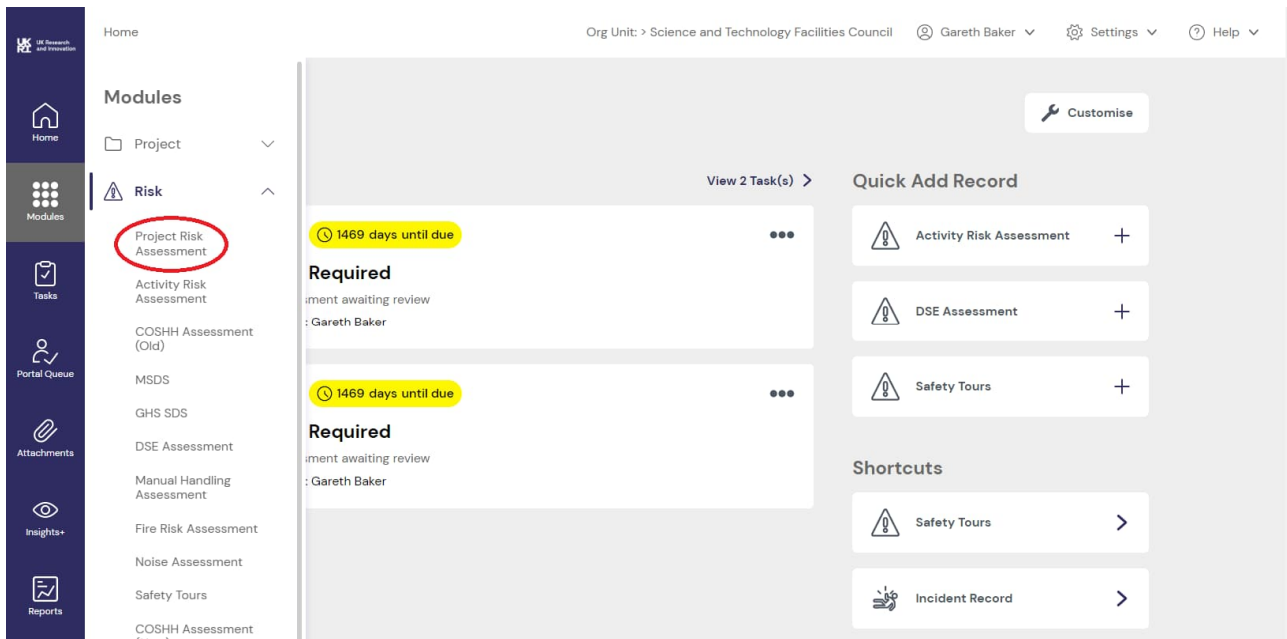
Estimated Man Hours

Project Duration (Days)

The remaining sections below this are areas where you can add associated records (risk assessments; incidents; etc.).

You should now complete a general overall 'Project Risk Assessment'

A2.2 Project Risk Assessment



Click on 'Project Risk Assessment, finally click '+New Record' to add a new assessment'. This will bring up the overall project risk assessment form:

The screenshot shows the 'Assessment Details' form. It has a title bar with a dropdown arrow. The form contains several fields: 'Org Unit' with a dropdown set to 'STFC' and a settings icon; 'Reference*' with a dropdown set to 'Automatic Reference' and a checkbox for 'System Assigned'; 'Is This Confidential' with a checkbox; 'Project Reference' with a dropdown and settings icon; 'Description*' with a large text area; 'Location' with a text area; 'Site' with a dropdown menu; 'Assessor Name' with a text field; 'Assessment Date' with a text field and a calendar icon; 'Assessment Details' with a large text area; and 'Number Of People Exposed' with a text field.

This does not have the usual hazard/controls section as it is just a top level cover.

Activity Risk Assessments, COSHH Assessments, VDU Assessments, Incidents etc. can now be associated with this project.

A2.3 Adding assessments etc. to Projects

When entering an Activity Risk Assessment (or any other module in the Risk area), you can associate it with the Project Risk Assessment:

Assessment Details

Department/Division: Digital Solutions

Reference*: 1294 ☒ System Assigned

Is This Confidential: ☐

Project Risk Assessment Reference: [Field] [Cog Wheel]

Publish To Portal: ☒

Risk Assessment Category: General Task Risk Assessment

Assessment Title*: C24A - Network Control Room
Fire Extinguishers provided where needed and maintained by SHE

Location: C24B

Site: Daresbury Laboratory

Click on the 'cog wheel' button at the end of the 'Project Risk Reference' line, choose 'Select' and this dialog should appear:

Select

Display: 10 Search: Digital Solutions

Reference	Description	Assessor Name	Org Unit
50	CICT/eScience Risk Assessment for Staff working On-Call.	Hiten Patel/Graham Robinson	Digital Solutions

Showing 1 to 1 of 1 entries (filtered from 91 total entries)

Close

As in this case it will be pre-filtered by the 'Org Unit' of the original record. This can be widened if necessary.

Choose the project you want to associate the record with and click on 'Select'.

The record will now appear in the original Project Details Record:

▼

Assessment Details

Org Unit

Digital Solutions

Reference

50

Is This Confidential

No

Description

CICT/eScience Risk Assessment for Staff working On-Call.

Location

R89/R26 Machine room

Site

Assessor Name

Hiten Patel/Graham Robinson

Assessment Date

01/03/2010

Assessment Details

See attachment. Risk Assessment for Staff who are On-Call.

Number Of People Exposed

20

▼

Project Reference

Reference	Location	Start Date	Org Unit	

▼

Activity Risk Assessment Records

Reference	Assessment Title	Assessor Reference	Department/Division	
1294	C24A - Network Control Room Fire Extinguishers provided where needed and maintained by SHE		Digital Solutions	View

Org Unit	Digital Solutions
Reference	50
Is This Confidential	No
Description	CICT/eScience Risk Assessment for Staff working On-Call.
Location	R89/R26 Machine room
Site	
Assessor Name	Hiten Patel/Graham Robinson
Assessment Date	01/03/2010
Assessment Details	See attachment. Risk Assessment for Staff who are On-Call.
Number Of People Exposed	20

Is This Confidential ☐ No ☐

Description	CICT/eScience Risk Assessment for Staff working On-Call
-------------	---

Location	R89/R26 Machine room
----------	----------------------

Site

Assessor Name Hiten Patel/Graham Robinson

Assessment Date 01/03/2010

Assessment Details	See attachment, Risk Assessment for Staff who are On-Call.
--------------------	--

Number Of People Exposed 20

▼ Project Reference

Reference	Location	Start Date	Org Unit
-----------	----------	------------	----------

Location

Start Date

[illegible]

- Activity Risk Assessment Records

Reference	Assessment Title	Assessor Reference	Department/Division	
1294	C24A - Network Control Room Fire Extinguishers provided where needed and maintained by SHE		Digital Solutions	View

Assessment Title
C24A - Network Control Room Fire Extinguishers provided where needed and maintained by SHE

Assessor
Reference

Department/Division	
Digital Solutions	

View

The Project Details record can also be used to add records:

Reference	Description	Assessor Name	Org Unit	
56	Vulcan 10PW - Installation - Laser		STFC	<button>View</button> <button>Remove</button>
57	Vulcan 10PW - Installation - Mech. Eng.		STFC	<button>View</button> <button>Remove</button>
58	Vulcan 10PW - Installation - Elect. Eng.		STFC	<button>View</button> <button>Remove</button>
59	Vulcan 10PW - Installation - Target Area		STFC	<button>View</button> <button>Remove</button>

Description

Assessor Name

Org Unit

View

Remove

View

Remove

View

Remove

View

10

+ Add

▼ Incident

Reference	Date of Incident	Department/Division	
-----------	------------------	---------------------	--

Date of Incident

Department/Division

+ Add

Using the '+Add' button will enable you to add records from the various related modules.

Records from the Incidents area (Incident Records and Vehicle Incidents) of Evotix Assure are added to the Project record.

▼ About The Incident

Department/Division

Click on the cog-wheel and choose 'Select' from the drop-down.
Choose at least your Department or Division from the hierarchy that appears (the view can be expanded using the triangles or use the search box).

DL Estates Management and Operat



Reference*

106146

☒ System Assigned

Is This Confidential

☐

Viewable Only By Human Resources

☐

Viewable Only By Alternative Human Resources

☐

Project Reference



Vehicle Incident Reference



Choose 'Select' from the cog-wheel drop down:

Select

Display: 10

Search: DOW

Reference	Location	Start Date	Manager	Org Unit
DOW-2016	Daresbury Site	27/11/2015	Laura Davies	Safety Health and Environment

Showing 1 to 1 of 1 entries (filtered from 77 total entries)

Close

And enter a search string. Click on the required Project to select it.

It should now appear in the Incident record:

▼ About The Incident

Department/Division

Click on the cog-wheel and choose 'Select' from the drop-down. Choose at least your Department or Division from the hierarchy that appears (the view can be expanded using the triangles or use the search box).

DL Estates Management and Operational

Reference* 106146 ☒ System Assigned

Is This Confidential ☐

Viewable Only By Human Resources ☐

Viewable Only By Alternative Human Resources ☐

Project Reference DOW-2016

The incident will now appear in the Project:

▼ Project Risk

Reference	Description	Assessor Name	Org Unit	
108	Overall risk assessment for DOW	Laura Davies	Safety Health and Environment	View Remove

[+ Add](#)

▼ Incident

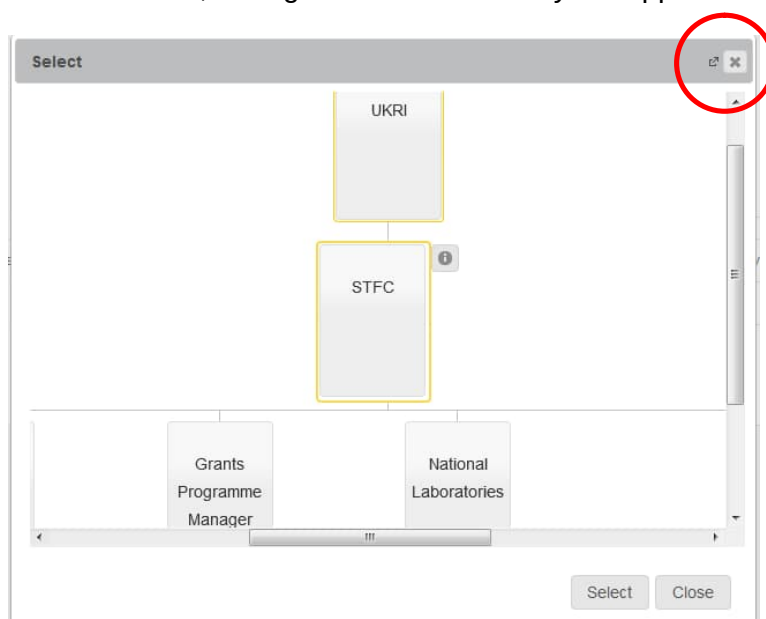
Reference	Date of Incident	Department/Division	
105687	30/09/2018	UK ATC	View Remove

[+ Add](#)

Note, Incidents can also be added here!

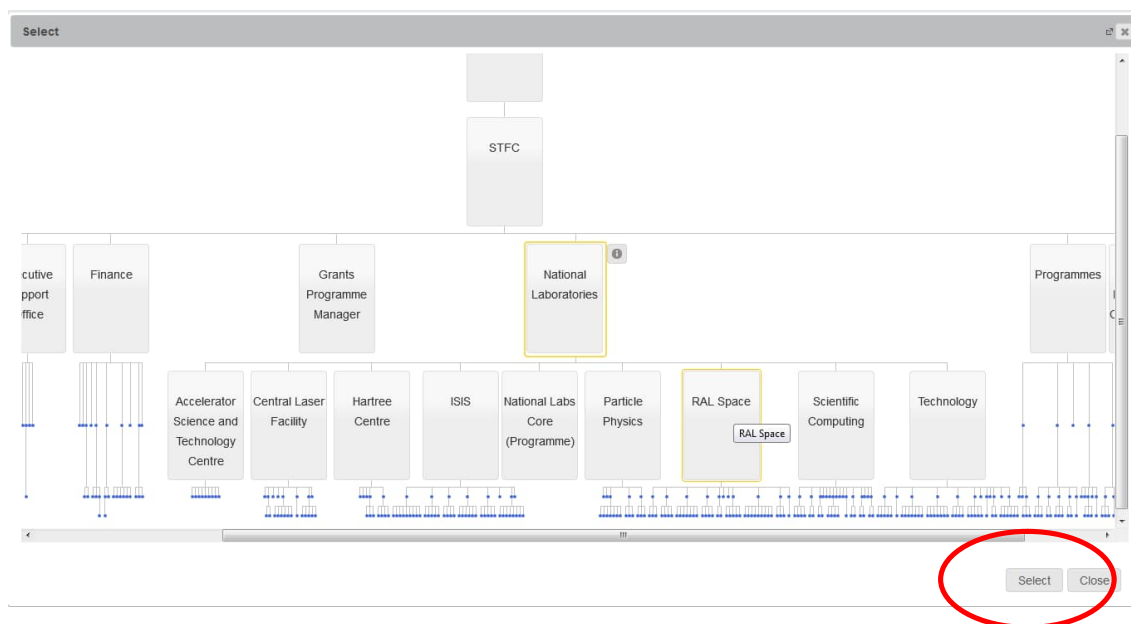
Appendix 3 Changing the Org Unit

If you wish to change the Org Unit, click on the grey cog wheel (to the right of the field which contains STFC) and choose **Select**, an organisational hierarchy will appear:



Clicking on the small icon to the left of the 'x' will expand the dialog.

Within the hierarchy, clicking on a level (e.g. National Laboratories) will expand the level immediately below in the hierarchy.



Click on 'Select' when you have selected the level you are interested in.

Appendix 4 Approval system

Records (risk assessments, incidents etc.) can be sent through an 'Approval' process:

The screenshot shows two expandable sections: 'Record Approval' and 'Record Detail'. Below these sections is a toolbar with buttons for 'Save', 'Save & Close', 'Cancel', and 'Expand'. To the right of these buttons is a set of icons: a star, a gear (highlighted with a red circle), a pencil, a book, and a document.

It can be initially 'Assigned' to a User for review:

The screenshot shows the 'Approval' page. At the top, there's a search bar. Below it is a table with columns: Reference, Department/Division, Assessment Date, Assessor Name, Assessment Title, and Record is Unassigned. The first row shows Reference 1656, Department/OCTOPUS, Assessment Date 02/11/2023, Assessor Name Andy Ward, and Assessment Title 'Use of oil heater bath in G45, R92'. The 'Record is Unassigned' column has a dropdown menu with options: 'In Progress', 'Submit', 'Approve', and 'Archive'. Below the table is a table with columns: Stage, Date, By, Assigned, Submission Due Date, Approver, Approved?, and Comments. The first row shows Stage 'In Progress (Current)', Date '15/09/2018', By 'Administrator', and Approved? 'No'. Below this table is a button labeled 'Assign' (highlighted with a red circle) and a button labeled 'Detail'. A red circle with the number '1' is around the 'Assign' button, and a red circle with the number '2' is around the 'Detail' button.

The screenshot shows the 'Assign Record' form. It has a section for 'Assigned*' with a dropdown menu showing 'Gareth Baker' and a gear icon. Below this is a 'Date' field with the value '16/01/2018'. There is a checkbox for 'Set Due Date for Record Submission'. Below that is a 'Comments' section with a text area containing 'Gareth please review this record' and a character count '99968 characters left'.

Scroll to the bottom and click 'Save & Close':

Home → Risk → Activity Risk Assessment → Approval

Approval

Reference: **1294**
Assessor Reference:

Department/Division: **Digital Solutions**
Assessment Title: **C24A - Network Control Ro...**

Assessment Date: **05/05/2018**
Overall Residual Risk Level: **0**

★ (1)
🔗 (0)
🔧 (0)

? ✓ 📄 ⚙️

Review Date: 05/05/2018
Last Edited: 16/01/2018 11:13:55

Stage	Date	By	Assigned	Submission Due Date	Approver	Approved?	Comments
In Progress	22/04/2017	Administrator				No	
Assigned (Current)	16/01/2018	Gareth Baker	Gareth Baker			No	Gareth please review

Showing 1 to 2 of 2 entries

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This screen will appear and the User will receive an email which directs them to the record (via the standard login).

Having reviewed the record, they can then choose an approver (usually their manager otherwise a member of SHE Group) and submit it back for final 'Approval' by clicking on the '?'.

Home → Risk → Activity Risk Assessment → Approval → Submit

Submit Record

Approver*

⚙️

Date

05/03/2018

Comments

Again, scroll down and click 'Save & Close':

Home → Risk → Activity Risk Assessment → Approval

Approval

Reference: **1294**
Assessor Reference:

Department/Division: **Digital Solutions**
Assessment Title: **C24A - Network Control Ro...**

Assessment Date: **05/05/2018**
Overall Residual Risk Level: **0**

★ (1)
🔗 (0)
🔧 (0)

? ✓ 📄 ⚙️

Review Date: 05/05/2018
Last Edited: 16/01/2018 11:13:55

Stage	Date	By	Assigned	Submission Due Date	Approver	Approved?	Comments
In Progress	22/04/2017	Administrator				No	
Assigned	16/01/2018	Gareth Baker	Gareth Baker			No	Gareth please review
Submitted (Current)	16/01/2018	Gareth Baker			Administrator	No	I've reviewed this a

Showing 1 to 3 of 3 entries

SHE
Health & Safety Software

The 'Approver' will receive an email indicating that the record is ready for final 'Approval'.

The 'Approver can then mark the record as 'Approved' by clicking on the '✓':

Home → Risk → Activity Risk Assessment

Activity Risk Assessment

[+ New Record](#)

Filters Reports Multi Mode

Reference: **1294** Department/Division: **Digital Solutions** Assessment Date: **05/05/2018**

Assessor Reference: Assessment Title: **C24A - Network Control Ro...** Overall Residual Risk Level: **0**

Review Date: 05/05/2018
Last Edited: 16/01/2018 11:13:55

Icons: (1) (0) (0)

Home → Risk → Activity Risk Assessment → Approval → Approve

▼ Approve Record

Date: 16/01/2018

Comments: 99986 characters left

Final Approval

Scroll down and click 'Save & Close':

Home → Risk → Activity Risk Assessment → Approval

Approval

Search:

Reference: **1294** Department/Division: **Digital Solutions** Assessment Date: **05/05/2018**

Assessor Reference: Assessment Title: **C24A - Network Control Ro...** Overall Residual Risk Level: **0**

Review Date: 05/05/2018
Last Edited: 16/01/2018 11:13:55

Stage	Date	By	Assigned	Submission Due Date	Approver	Approved?	Comments
In Progress	22/04/2017	Administrator				No	
Assigned	16/01/2018	Gareth Baker	Gareth Baker			No	Gareth please review
Submitted	16/01/2018	Gareth Baker			Administrator	No	I've reviewed this a
Approved (Current)	16/01/2018	Gareth Baker			Gareth Baker	Yes	Final Approval

Showing 1 to 4 of 4 entries

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The record now has evidence of an initial review process.

It may now be useful to set the biennial review.

Home → Risk → Activity Risk Assessment → Approval

Approval

Search:

Reference: **1294** Department/Division: **Digital Solutions** Assessment Date: **05/05/2018** ★ (1) ? ✓  Manage Record

Assessor Reference: Assessment Title: **C24A - Network Control Ro...** Overall Residual Risk Level: **0** (0) (0) Review Date: 05/05/2018

Last Edited: 16/01/2018 11:13:55

Stage	Date	By	Assigned	Submission Due Date	Approver	Approved?	Comments
In Progress	22/04/2017	Administrator				No	
Assigned	16/01/2018	Gareth Baker	Gareth Baker			No	Gareth please review
Submitted	16/01/2018	Gareth Baker			Administrator	No	I've reviewed this a
Approved (Current)	16/01/2018	Gareth Baker			Gareth Baker	Yes	Final Approval

Showing 1 to 4 of 4 entries

SHE Health & Safety Software

Choose 'Reviews from the 'Cog wheel' drop-down.

Home → Risk → Activity Risk Assessment → Review

Review

[+ New Record](#)

Search:

Reference: **334** Department/Division: **RAL Space** Assessment Date: **08/03/2017** ★ (0) ? ✓ 

Assessor Reference: Assessment Title: **RAL Space PDF Workshop Ri...** Overall Residual Risk Level: **0** (8) (0) Review Date: Not Set

Last Edited: 13/06/2017 09:35:33

Due Date	Review By	Complete Date
No matching records found		

Showing 1 to 0 of 0 entries

SHE Health & Safety Software

Click on '+New Record':

Home → Risk → Activity Risk Assessment → Review → Create

Create Review

Due Date* 

Review By 

Comments

[Save & Close](#) [Cancel](#)

Choose a reviewer and add a review date, with comments if required.

Home → Risk → Activity Risk Assessment → Review

Review

[+ New Record](#)

Search:

Reference: 334	Department/Division: RAL Space	Assessment Date: 08/03/2017	★ (0) 🔗 (8) 🔧 (0)	☐ ? ✓ 📄 ⚙️ Review Date: 16/01/2020 Last Edited: 13/06/2017 09:35:33
Assessor Reference:	Assessment Title: RAL Space PDF Workshop Ri...	Overall Residual Risk Level: 0		

Due Date	Review By	Complete Date
16/01/2020	Gareth Baker	

Showing 1 to 1 of 1 entries

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The reviewer will be sent an email a few weeks before the review date.

Any request for review from the system will be shown in the 'My Tasks' area at the top of most screens:

Home

Org Unit: > Science and Technology Facilities Council | Gareth Baker | Settings | Help

[Customise](#)

My Tasks View 2 Task(s) >

Review 🕒 1469 days until due ⋮

Review Required
DSE Assessment awaiting review
Created By: Gareth Baker

Quick Add Record

- ⚠️ Activity Risk Assessment +
- ⚠️ DSE Assessment +

The '⋮' gives you options relating to each 'task'.