

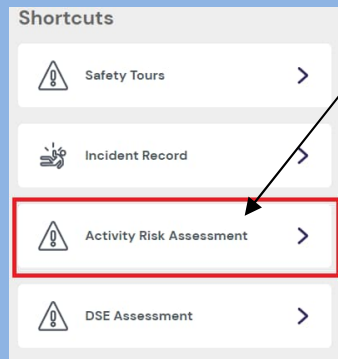
Searching for a Risk Assessment

Using the Main site link:

[Evotix Assure Main site](#)

1.

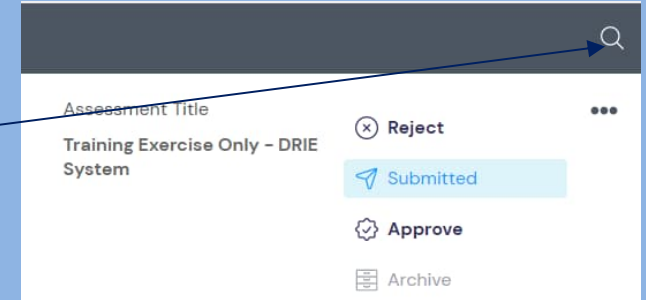
On the home page, click on 'Activity Risk Assessment' in the Shortcuts section.



2.

Click on the universal search tool on the top right hand side.

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

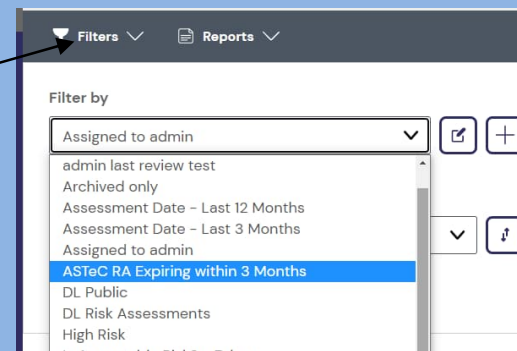


Activity Risk Assessment

Department/Division	Reference	Assessment Title	Assessment Date	Site	Forename(s)	Surname
Vacuum Solutions	1579	Use of equipment and processes in the Vacuum Solutions Cleaning Facility (Wet).	06/02/2020	STFC - Daresbury Laboratory		

3.

Alternatively you may use the 'Filters' tool which offers a pre-set drop down menu.



To note: after creating a risk assessment you can now copy it's URL to insert in documents, e.g. Method Statements, to simplify future access to the document.