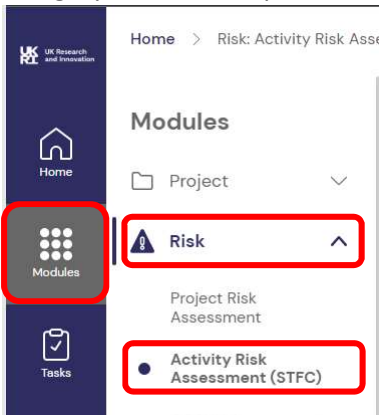


How to print a copy of your RA (report) from Assure

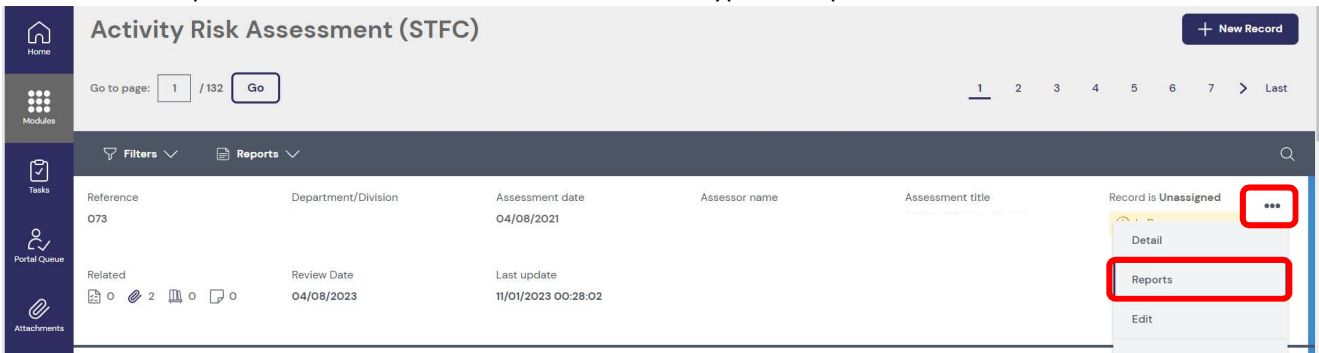
There are 2 ways to select the option of printing your RA. Each option is numbered below

1. Print RA Reports from the Homepage

On front page click on Modules on the right sidebar and select the Risk dropdown, here you can select your RA category, in this example we are using Activity Risk Assessment (STFC)



Once you have located the RA you would like to print, you will see 3 dots to the right of your RA, click the 3 dots and then click on 'reports'. See below for more information on types of reports available.

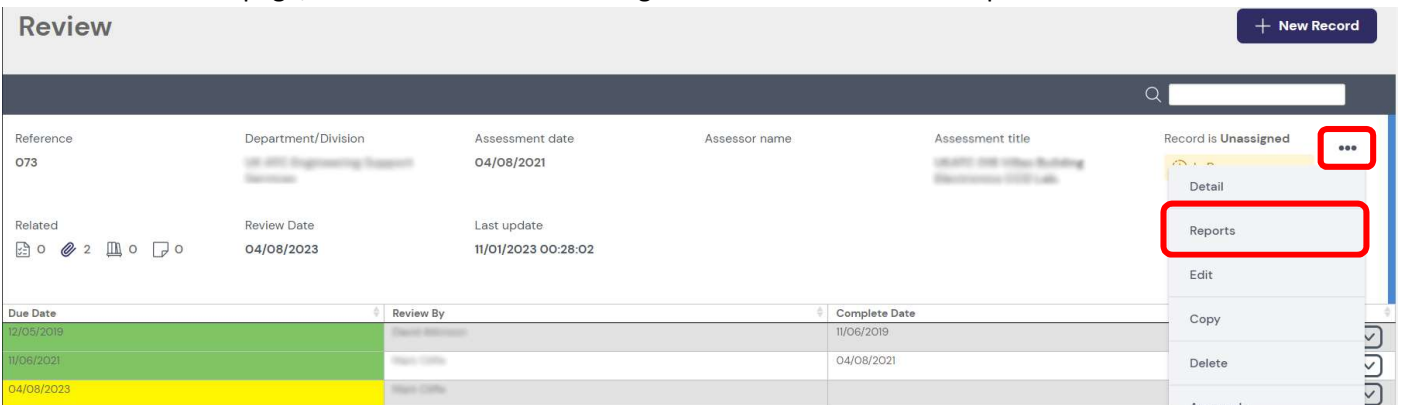


2. Print Risk Assessment Reports from within a Risk Assessment

When you're already inside your Risk Assessment, you will see a toolbar at the bottom. Within this toolbar, you will find the 'reviews' icon. Click this the symbol for 'reviews' as indicated below...



Within the 'Review' page, click on the 3 dots on the right hand side and choose 'Reports'



There are 4 different forms of reports. SHE recommend the layout entitled “Activity Risk Assessment Landscape Report” as it is the closest format to the STFC proforma.

	Detail
Activity Risk Assessment (STFC) (Actions) Report	Reports
★ Activity Risk Assessment (STFC) Landscape Report	Edit
Activity Risk Assessment (STFC) Report	Copy
Detailed Activity Risk Report	Delete

See example below... (Sensitive information has been blurred out)

Activity Risk Assessment (STFC) Landscape Report



Reference	073	Activity/task to be undertaken	[Blurred]
Assessment date	04/08/2021	Publish To Portal	No
Assessor name	[Blurred]	Assessment title	[Blurred]
Assessment team members	[Blurred]	Review Date	04/08/2023
Project risk assessment reference		Overall current risk level	0
Project reference	8		
Department/Division	UK Research and Innovation -> Science and Technology Facilities Council -> [Blurred]	Overall residual risk level - hidden	0
Location	[Blurred]	Number of people exposed	0
Risk assessment category	General Task Risk Assessment	People exposed	[Blurred]
Date Record Created	27/08/2013		