



# Submitting a Standard Risk Assessment

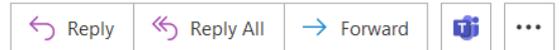
## Step one

Once you have completed your standard risk assessment, you will receive an email notification informing you the risk assessment has been assigned for submission.

### Evotix Assure Approval Notification



**Lse-no-reply@sheassure.net**  
To Health.And.Safety



Thu 15/09/2022 10:08

A record in the Standard Risk Assessment module of Evotix Assure with reference 82 has been auto-assigned to you for submission.

Submission Due Date: 15/09/2022

On: 15/09/2022

Comments:

<https://uk.sheassure.net/lse/Approval/Index/13464351>

You can either click on the link in the email, which will direct you straight to the Standard Risk Assessment dashboard, or you can access your risk assessment by navigating from the Assure home page.

## Step two

From the Assure home page, click on the 'Modules' tab and then click on the 'Standard Risk Assessment' link.

The screenshot shows the SHE Assure dashboard. On the left is a purple sidebar with navigation options: Home, Modules, Risk, Standard Risk Assessment, Manual Handling Assessment, Fire Inspection, Hazard Spotting, and General Risk Assessment. The 'Risk' module is selected. The main content area has a 'Welcome' message and a 'My Tasks' section. A task card is visible with the title 'Submission Required', a status of 'Approval' with a '234 days late' indicator, and the text 'Standard Risk Assessment assigned to me for submission on 24/01/2022 Requested By: Graham Willers'. The top right of the dashboard shows user information: 'Org Unit: LSE (root org unit)', 'Graham Willers', 'Settings', and 'Help'.

This will direct you to the dashboard showing the list of standard risk assessments you have completed.

Home > Risk: Standard Risk Assessment Org Unit: LSE (root org unit) | Graham Willers | Settings | Help

## Standard Risk Assessment + New Record

Go to page:  / 8  1 2 3 4 5 6 7 > Last

Filters Reports Multi Mode

Reference	Organisational Unit	Date of Assessment	Assessor Name	Record is Assigned
82	Business Continuity and Health & Safety	15/09/2022	LISA VON SCHLIPPE	<span>In Progress</span> <span>Submit</span> <span>Approve</span> <span>Archive</span>
81	Test Internal	09/09/2022	Graham Willers	<span>Reject</span> <span>Submitted</span> <span>Approve</span> <span>Archive</span>
80	Test Internal	09/09/2022	Graham Willers	<span>Re-open</span> <span>Submit</span> <span>Approved</span>

## Step three

Find the standard risk assessment you need to submit, and click on the 'Submit' icon on the right-hand side of the page.

🔍

**Record is Assigned** ⋮

🕒
In Progress

📌
Submit

⚙️
Approve

🗄️
Archive



You will then be directed to the overview page of your risk assessment, where you will be able to review the content of your risk assessment.

Home > Risk: Standard Risk Assessment > Approval > 82: Submit

Org Unit: LSE (root org unit) Graham Willers Settings Help

Standard Risk Assessment Actions Attachments Notes Signatures

Submit Record

Approver Lisa Von-Schlippe

Date 15/09/2022

Comments

Assessment Details

Organisational Unit Business Continuity and Health & Safety

Reference 82

Publish To Portal No

Title of Assessment For screen grabs

Locality 5th floor, H&S neighbourhood

Location LRB - Lionel Robbins Building

Assessor Reference 293018

Assessor Forename(s) LISA

## Step four

Scroll down to the bottom of the standard risk assessment and click on the 'Save & Close' button.

> Project Risk Assessment Reference

> Hazards And Control Measures

> Conclusion

> Record Detail

> Record Approval

Save & Close Cancel Expand



This will submit the standard risk assessment, ready for the Risk Assessment Approver to review.

## Step five

You will be redirected back to Standard Risk Assessment dashboard and the status of your risk assessment will have updated to 'Submitted (Current)'.

**Approval**

Reference <b>82</b>	Organisational Unit <b>Business Continuity and Health &amp; Safety</b>	Date of Assessment <b>15/09/2022</b>	Assessor Name <b>LISA VON SCHLIPPE</b>	<span style="color: purple;">✖ Reject</span> <span style="float: right;">⋮</span> <span style="background-color: #add8e6; padding: 2px;">▶ Submitted</span> <span style="color: purple;">✔ Approve</span> <span>🗄 Archive</span>
Related 	Title of Assessment <b>For screen grabs</b>	Overall Residual Risk Level <b>16</b>	Last update <b>15/09/2022 10:08:24</b>	

Stage	Date	By	Assigned	Submission Due Date	Approver	Approved?	Comments
Auto Assigned	15/09/2022	Lisa Von-Schlippe	Risk Assessor	15/09/2022		No	⚙
Submitted (Current)	15/09/2022	Graham Willers			Lisa Von-Schlippe	No	⚙

Showing 1 to 2 of 2 entries