

Approving a Standard Risk Assessment

Step one

Log on to the Evotix/Assure system using Single Sign On (SSO) at the URL <https://uk.sheassure.net/lse>

If you are already logged on the LSE systems with Authentication, you should be able to log on by clicking on the blue bar saying Microsoft. If you are not logged on to any LSE systems, you may be asked to use your Authenticator app.



THE LONDON SCHOOL
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POLITICAL SCIENCE ■

Evotix Assure Login - LSE

Single Sign-On

Login with your identity provider:

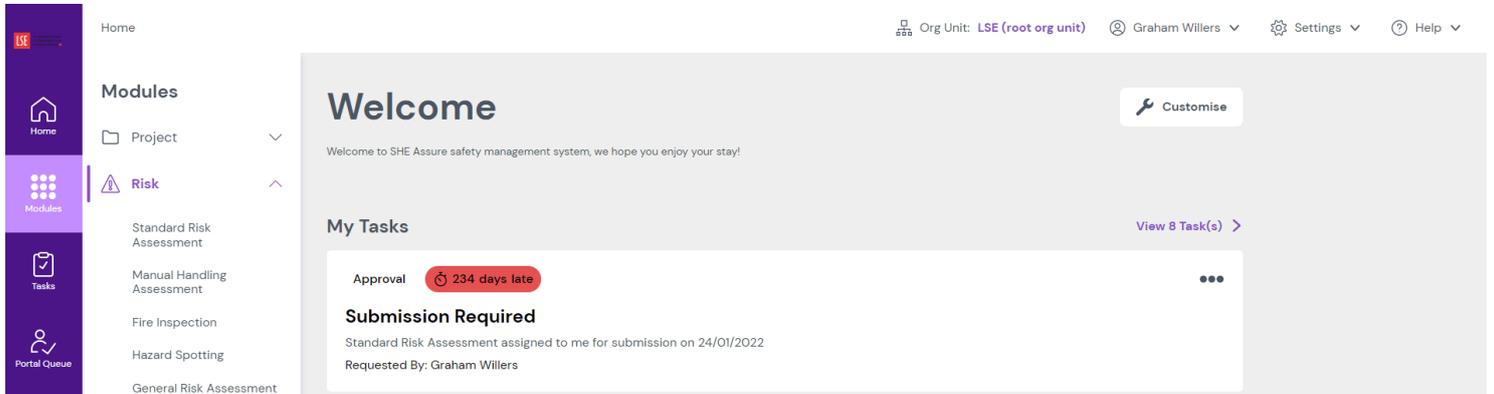
 Microsoft

or [login with username and password.](#)

Need help?
[Visit our Knowledgebase](#)

Step two

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



Home

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

Modules

- Project
- Risk**
 - Standard Risk Assessment
 - Manual Handling Assessment
 - Fire Inspection
 - Hazard Spotting
 - General Risk Assessment

Welcome

Welcome to SHE Assure safety management system, we hope you enjoy your stay!

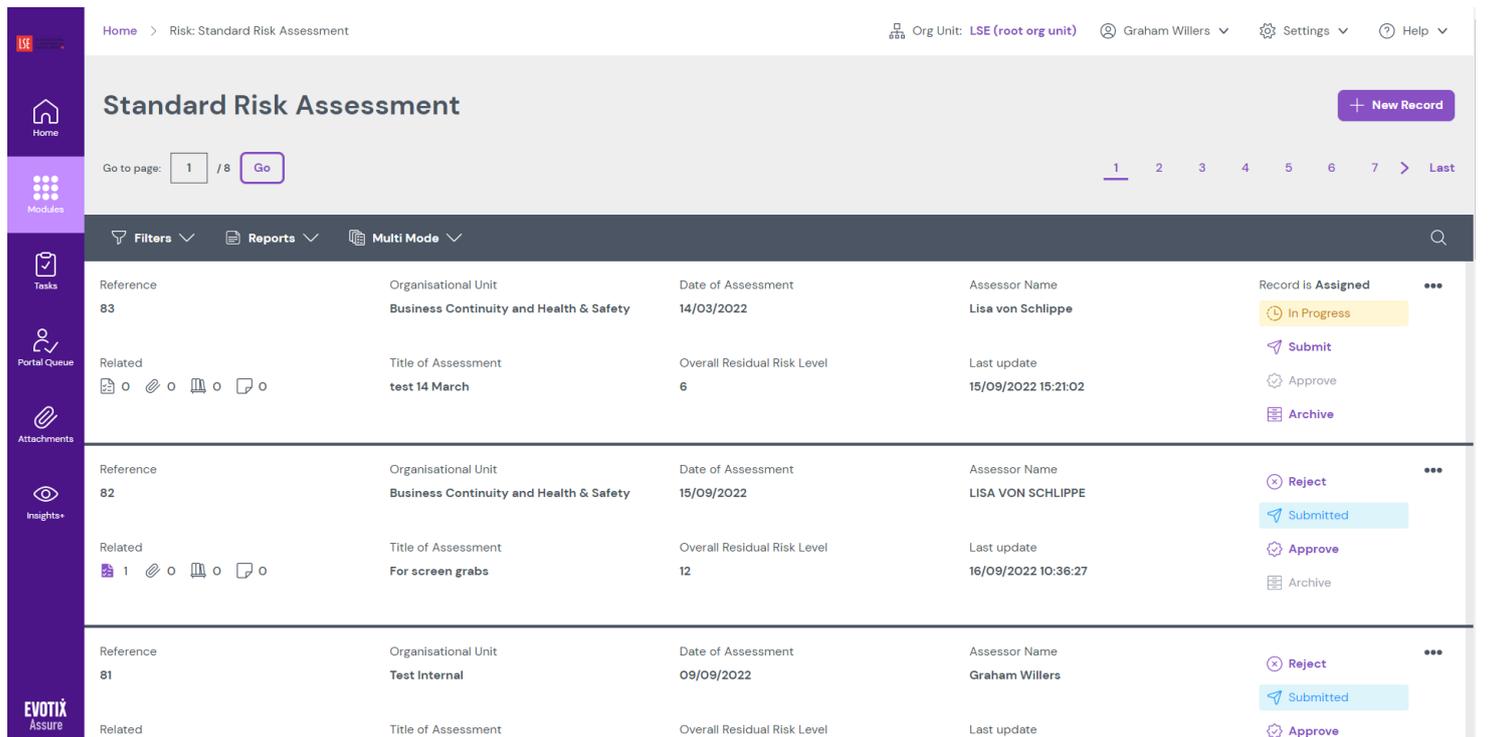
My Tasks [View 8 Task\(s\)](#)

Approval 🕒 234 days late

Submission Required

Standard Risk Assessment assigned to me for submission on 24/01/2022
Requested By: Graham Willers

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

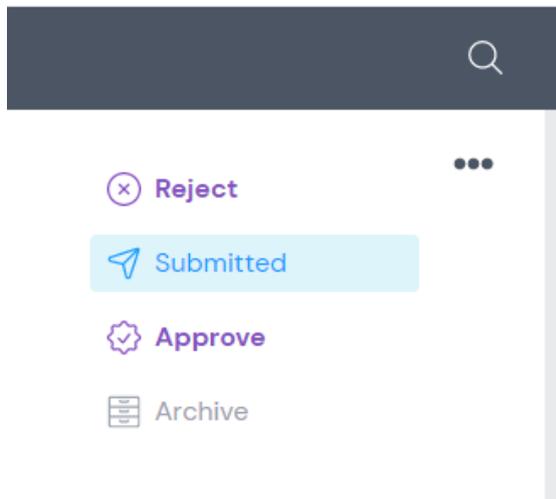
Reference	Organisational Unit	Date of Assessment	Assessor Name	Record is Assigned
83	Business Continuity and Health & Safety	14/03/2022	Lisa von Schlippe	🕒 In Progress
82	Business Continuity and Health & Safety	15/09/2022	LISA VON SCHLIPPE	📄 Submitted
81	Test Internal	09/09/2022	Graham Willers	📄 Submitted

EVOTIX Assure

Step three

Find the standard risk assessment that needs to be approved, and click on the 'Approve' icon on the right-hand side of the page.

Reference 82	Organisational Unit Business Continuity and Health & Safety	Date of Assessment 15/09/2022	Assessor Name LISA VON SCHLIPPE	Reject Submitted Approve Archive
Related 1	Title of Assessment For screen grabs	Overall Residual Risk Level 12	Last update 16/09/2022 10:36:27	



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

Step five

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

Approval

🔍

Reference 82	Organisational Unit Business Continuity and Health & Safety	Date of Assessment 15/09/2022	Assessor Name LISA VON SCHLIPPE	🕒 Re-open 📄 Submit 🟢 Approved 🗄️ Archive
Related 📄 1 📄 0 📄 0 📄 0	Title of Assessment For screen grabs	Overall Residual Risk Level 12	Last update 16/09/2022 10:36:27	

Stage	Date	By	Assigned	Submission Due Date	Approver	Approved?	Comments	
Auto Assigned	15/09/2022	Lisa Von-Schlippe	Risk Assessor	15/09/2022		No		⚙️
Rejected	15/09/2022	Graham Willers	Risk Assessor	15/09/2022		No		⚙️
Submitted	15/09/2022	Graham Willers			Lisa Von-Schlippe	No		⚙️
Submitted	16/09/2022	Graham Willers			Lisa Von-Schlippe	No		⚙️
Approved (Current)	16/09/2022	Graham Willers			Graham Willers	Yes		⚙️

Showing 1 to 5 of 5 entries



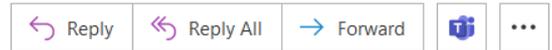
Step six

Both yourself and the Risk Assessor, who created the standard risk assessment, will receive an email notification informing them the risk assessment has been approved.

Evotix Assure Approval Notification



lse-no-reply@sheassure.net
To Willers,GR



Fri 16/09/2022 10:39

A record in the Standard Risk Assessment module of Evotix Assure with reference 82 submitted by you for approval to Lisa Von-Schlippe has been approved.

Approved By: Graham Willers

Date: 16/09/2022

Comments:

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