

Completing an Action on 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.



Evotix Assure Login - LSE

Single Sign-On

Login with your identity provider:

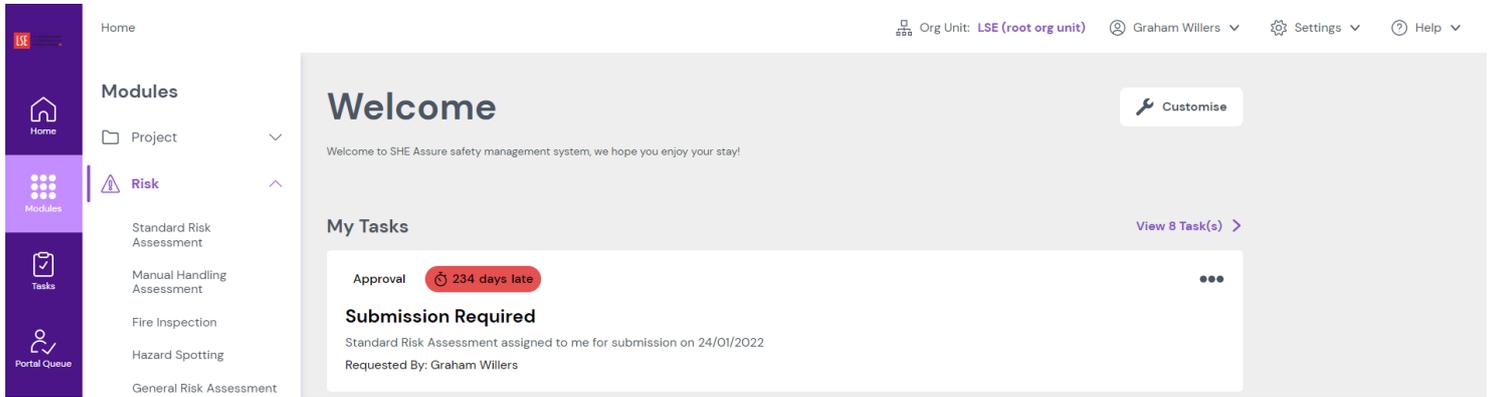


or [login with username and password](#).

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

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

Welcome Customise

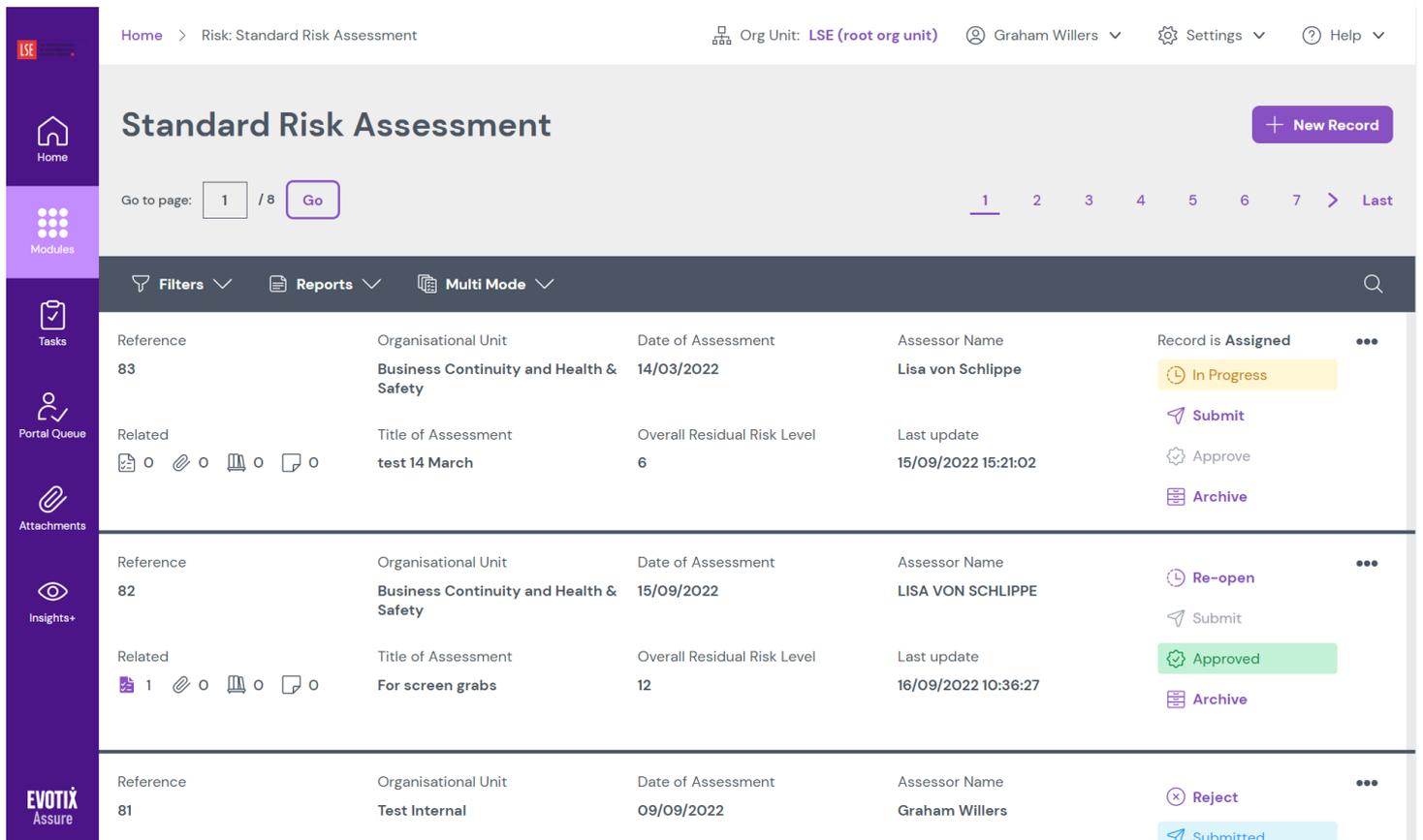
Welcome to SHE Assure safety management system, we hope you enjoy your stay!

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: 1 / 8 Go 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
Related 0 0 0 0		Title of Assessment	Overall Residual Risk Level	Last update
		test 14 March	6	15/09/2022 15:21:02
82	Business Continuity and Health & Safety	15/09/2022	LISA VON SCHLIPPE	Approved
Related 1 0 0 0		Title of Assessment	Overall Residual Risk Level	Last update
		For screen grabs	12	16/09/2022 10:36:27
81	Test Internal	09/09/2022	Graham Willers	Submitted

EVOTIX Assure



Step three

Find the standard risk assessment that has the action assigned to it, which needs to be marked as complete. This can be identified by the purple checklist icon in the bottom left-hand corner, under the 'Related' section, and click on the checklist icon.

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

Step four

You will then be directed to the 'Action' page, where you will see the list of actions relating to the standard risk assessment. Click on the cog wheel next to the action and a drop-down menu will appear, then click the 'Complete' button.

Action + New Record

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

Action	Type	Created By	To Be Done By	Date Due	Priority	Status	Attachments	
Lower the residual risk rating.	Module	Graham Willers	Lisa Von-Schlippe	15/09/2022	High	Not Started	0	⚙️

Showing 1 to 1 of 1 entries

- Edit
- Complete
- Assign
- Delete
- Detail

UK Version: 165129600



Step five

The next page will show you an overview of the action. You will be able to set the completion date and add any comments if required. Finally, click the 'Save & Close' button at the bottom of the page.

▼ Complete Action

Date Raised 15/09/2022

Due Date 15/09/2022

Complete Date

Comments
99972 characters left

➤ Attachments

Step six

The status of the action will then update to show as 'Completed'.

Action + New Record

Search:

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

Action	Type	Created By	To Be Done By	Date Due	Priority	Status	Attachments
Lower the residual risk rating.	Module	Graham Willers	Lisa Von-Schlippe	15/09/2022	High	Completed	

Showing 1 to 1 of 1 entries