Risk assessment using RiskNET

A step-by-step guide to creating risk assessments using RiskNET.
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Accessing RiskNET

Step 1
• From the Safety Services homepage – click on “Use RiskNET tools"

Step 2
• Enter your UCL username/password at the sign on screen (this is the same username/password that you use for MyView)
From the RiskNET home page – click on the “Risk Assessment” icon
The first screen within the module provides a set of options dependent upon what you want to do in the system.

Option 1 – My Assessments

This provides you with quick access to assessments that you are already working on or that have been sent to you for sign off.

Option 2 – Search For Assessments

This option allows you to search the entire module to view all (non-confidential) risk assessments.
Option 3 – Create New Assessment

If you know that a new Risk Assessment is required AND there are no existing assessments on the system that you wish to copy and adapt, select this option.

Option 4 – Copy An Assessment

If you wish to base your Risk Assessment on an existing one selected the Copy An Assessment option.
Creating a risk assessment – General Details

Creating a risk assessment opens up the page to the right.

This page provides the general details and scope of the risk assessment.

(Note - you will need to use the scrollbars to view the whole page).

ALL FIELDS MARKED WITH A RED ASTERISK MUST BE COMPLETED.

A new system generated reference number as well as the sign off status are shown at the top right of the page.

Various button options, “Save”, “Print”, “Copy”, “Add Actions” and “Sign Off” appear at the top of the page too.

The three tabs “General Details”, “Activities, Hazards, Controls” and “Actions” link you through to the relevant section of the Risk Assessment record.
Use the Assessment Outline field to give a brief background to the work to be carried out.

All assessments will be valid for a year from the time they are approved – this will be set at the time of final sign off by the
General details (2) - organisation & location

Use the Further Location Information field to give more information about organisational and location information – record room number(s) here and if you are working in more than one department and/or building, record this information here.

Make sure you associate the assessment with the correct part of UCL using the drop down menus.

Use the location dropdowns to identify the physical location of the risks to which the assessment relates. If you are doing an assessment covering more than 1 building or buildings not owned by UCL then select the Yes option and use the Further Location Information field.
General details (3) - Attachments and sign-off

Add any supporting documentation here – eg supporting scientific literature or data, local codes of practice etc.

Your name will appear here as the Assessor but if there is more than one assessor, eg a joint project, add additional names here. You will need to agree who will take the lead eg on dealing with any queries or comments.

The Approver for risk assessments should be your manager but may be different in your department/area. You can look up their name by clicking the lookup button (this opens an all staff list).
General details (4) - distribution

Add names of all those who you think should get a copy of the risk assessment.

You can look up the name of UCL staff, but you can add external staff/students here provided you have a valid email address for them. Use the icon to add more.

All those on the list will be sent a copy of the assessment once it has been approved.

Alternatively you may want to generate a pdf version of the completed assessment and store in a shared location.
General details (5) - people at risk and comments

Identify the people likely to be affected by the risks being assessed.

Options can include employees, contractors, members of the public etc. Use the icon to add more, and the to remove anyone added in error.

The Assessments Comments Log provides an area for all those participating in the risk assessment to record notes and comments throughout the process of creating the assessment and during any subsequent review.
Once you have filled in all the general information, you can then move on to carry out the risk assessment by clicking the Activities, Hazards, Controls tab.

The page provides you with a record (index) of the activities you want to include in your assessment. For example you may wish to have a generic office or laboratory assessment as well as specific assessments for particular projects or activities all sitting under the same general details as one overarching assessment.

Click on the “Add New Activity” button
Activities, …etc (2)- defining activities & selecting templates

The “new activity” button opens a page where you can either:-
1. Define your own activity, or
2. Select one or more existing templates from the “Model Activity” tab or the “Specialist Assessments” tab.
Select the assessment template(s) you want to use, by ticking the box and then clicking create.
Activities, …etc (4)- using the templates

Once you have defined and/or selected the templates you need your index will look like this

You can then select the activity you wish to complete by clicking on the title.

If you have selected an activity that you defined then a blank template will open up.

If you selected a model template eg. Office working then the template will have hazards and controls pre-populated.

You can delete an activity by using the delete function.
If you are creating your own activity risk assessment and not using one of the prepopulated model templates you will see the page as shown.

Your activity title will be displayed here. The full description should be entered in this field.
You can add your hazards by populating the Hazard field.

The controls are entered here.

You can delete hazards or controls by clicking on the bin.

You can add more hazards and controls using these buttons.
When you have added your hazards and your controls for each hazard you need to enter what you think the risk level is with the controls in place from the drop down. This is based on the matrix shown where green is very low risk and red is very high.
The templates are all formatted with the activity title and description at the top followed by each Hazard and the controls for that hazard.
You can delete hazards and controls by clicking on the waste bin icon.

You can edit the controls using the edit icon.

You can add new hazards and controls using these buttons.
When you have identified the significant hazards and the controls then you have to identify the Risk Level using the drop down menu.
Setting the Approver

As previously shown you set the Approver in the Background tab.

If your departmental arrangements permit then you can set yourself as the approver for your own risk assessment using the Lookup button.
Once you are happy that the risk assessment you have created (copied or edited) is ready for use, you must submit it for approval.

On the top right of each page there is a “Submit for Sign Off” button.

Note at this stage the risk assessment is still shown as “Planning”.

When you click on the button, the system checks to make sure that you have completed the minimum requirements for a valid risk assessment. If you haven’t completed all necessary areas the system will indicate what you still need to do. Go back to the relevant page and complete as appropriate.

When the checklist displays only green ticks, click “Next” at the foot of the window.
Submitting for approval (2)

When the checklist shows only green ticks, and you have clicked "Next" from the first page, you will then need to confirm your decision to submit for sign off choosing one of the three tick box options (see opposite).

The "Submit for Approval" button at the foot of the screen will now be activated. When you click on this button you will again be asked to confirm your decision once again and at this point a request to sign off will be sent to the approver.

They will receive a notification by email (see opposite) informing them that the risk assessment is ready and available for Approval.
Submitting for approval (3) – final stages

Although you do not get an email from the system indicating your assessment has been submitted, you will note that when after submitting the assessment, the current status of your assessment has changed to Awaiting Approval.

If you want to confirm an email has been sent, make a note of the assessment number and then go back to the home screen and use the Search Assessments option.
Checking on submission (if required)

When you have found your assessment, click the History link at the end of the record.

Then open up the email history tab and you will see who the email has been sent to and when.
Approving an assessment (1)

From the search results click the RA number you have been asked to approve.

Then click the “Approve, Refer or Reject” button.
Approving an assessment (2)

Select the option required by placing a tick in the appropriate box and clicking “Next”

Then select the start date and end date for the time you want the risk assessment to be valid for. Click “Next” and then click the “Approve, Refer or Reject” button.
Approving an assessment (3)

The front page status now changes to “Authorised”.

The assessor now receives an e-mail (see opposite). A pdf of the assessment summary is also attached.
Dealing with rejected assessments

If your assessment is rejected, you will receive an email from the system which lets you know it has been rejected and the reasons why.

When you go back into RiskNET, you will see your assessment has gone back into Planning.

You can also see the comments made by the Approver and/or the Specialist Authoriser.

Make the changes needed to the assessment and summarise these in the comments log so that it is clear what changes have been made, and then re-submit the assessment as before.
Menu Options – Printing your Assessment

Click on the “Menu Options” button at the top of the page. A new window will open.

Select what you want to print by ticking the appropriate print option boxes.
Menu Options – Making a copy of an assessment

From the new window click on the “copy” button.