

## **GM risk assessment using RiskNET**

A step-by-step guide for reviewing and updating your assessments

# Contents

1. Review of live assessments
2. Review of expired assessments
3. Archiving an assessment

# Review of live assessments

Once an assessment has been authorised, it is locked for editing (note: text is “greyed” out)

But you can update and amend using the review option – you can access this option using the Menu Options button

Risk Assessment Record

Save
Menu Options (incl. Print, Copy)
Add Action
Submit for Approval
Approve, Refer or Reject

[\* Denotes Mandatory Field]

<b>Reference No.</b>	<b>RA004759/1</b>
<b>Current Status:</b>	<b>Authorised</b>

Background
Activities, Hazards, Controls
Actions

Background to Assessment

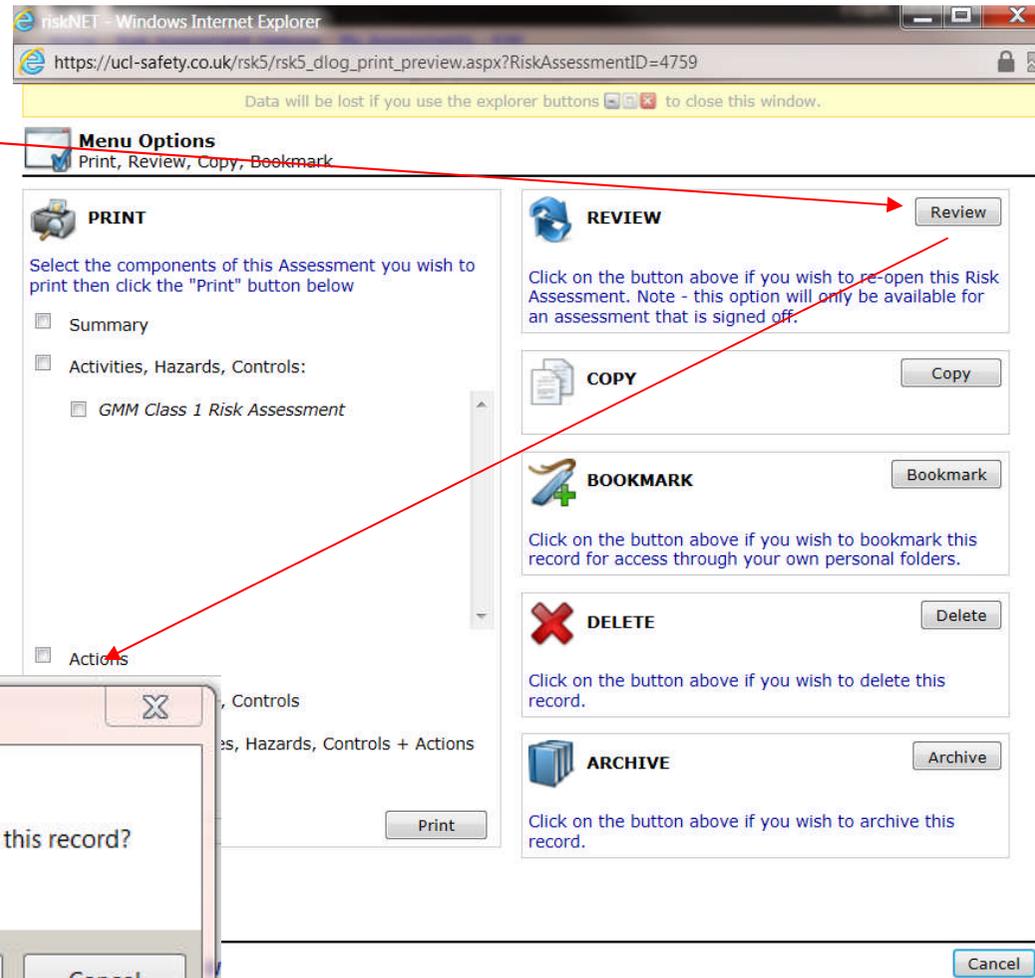
<b>Date Created:</b>	08/09/2015	<b>Confidential Risk Assessment?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Assessment Start Date:</b>	08 Sep 2015	<b>Assessment Review or End Date:</b>	08 Sep 2016

<b>Assessment Title: *</b> <small>(Simple name for reference purposes) [Max chars: 250]</small>	review of live assessment
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<b>Assessment Outline: *</b> <small>[Max chars: 2000]</small>	<p style="font-size: x-small;">Circumstances behind the assessment being carried out. Is it a review? Is it a proposed new activity? Is it being carried out after an accident or following a hazard or near miss report being completed? <a href="#">[Max chars: 2000]</a></p> <p>example for training</p>
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# Review of live assessments – opening for review

Select the Review option from the pop-up menu and confirm that you want to review when prompted



# Review of live assessments – amending the assessment (1)

Your assessment can now be amended/updated.

Note:

- Assessment status has gone from “Authorised” back to “Planning”
- Reference number is now RAxxxxxx/2 to indicate this is version 2 of the original assessment.
- Text has gone from grey to black indicating it can be edited.

Navigation: - [Home](#) - [Risk Assessment Options](#) - [My Assessments](#) - [Edit](#)

Risk Assessment Record

Save Menu Options (incl. Print, Copy) Add Action Submit for Approval Approve, Refer or Reject

[\* Denotes Mandatory Field]

Reference No. **RA004759/2**

Current Status: **Planning**

Background Activities, Hazards, Controls Actions

Background to Assessment

Date Created: 08/09/2015 Confidential Risk Assessment?  Yes  No

Assessment Start Date: 08 Sep 2015 Assessment Review or End Date: 08 Sep 2016

Assessment Title: \* review of live assessment  
(Simple name for reference purposes) [Max chars: 250]

Assessment Outline: \*  
[Max chars: 2000]

Circumstances behind the assessment being carried out. Is it a review? Is it a proposed new activity? Is it being carried out after an accident or following a hazard or near miss report being completed? [Max chars: 2000]

example for training

NB: Version 1 of your assessment has now been archived – it cannot be amended but can be accessed via a search.

Navigation: - [Home](#) - [Risk Assessment Options](#) - [Search](#) - [Results](#) - [Edit](#)

Risk Assessment Record

Save Menu Options (incl. Print, Copy) Add Action Submit for Approval Approve, Refer or Reject

[\* Denotes Mandatory Field]

Reference No. **RA004759/1**

Current Status: **Archived**

Background Activities, Hazards, Controls Actions

Background to Assessment

Date Created: 08/09/2015 Confidential Risk Assessment?  Yes  No

Assessment Start Date: 08 Sep 2015 Assessment Review or End Date: 08 Sep 2016

Assessment Title: \* review of live assessment  
(Simple name for reference purposes) [Max chars: 250]

# Review of live assessment – amending the assessment (2)

Make the changes to the assessment.

It is recommended that you keep a record of the changes made/reasons for change – this will allow those approving/authorising the assessment to easily see what has changed and make an informed decision as to whether to sign-off the amendments.

Use the Assessment update log (at the bottom of the Background tab page) to keep a record of your changes

Background		Activities, Hazards, Controls		Actions	
<b>Background to Assessment</b>					
<b>Date Created:</b>	08/09/2015	<b>Confidential Risk Assessment?</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
<b>Assessment Start Date:</b>	08 Sep 2015	<b>Assessment Review or End Date:</b>	08 Sep 2016		
<b>Assessment Title:</b> *	review of live assessment				
<small>(Simple name for reference purposes) [Max chars: 250]</small>					
<b>Assessment Outline:</b> *	Circumstances behind the assessment being carried out. Is it a review? Is it a proposed new activity? Is it being carried out after an accident or following a hazard or near miss report being completed? <small>[Max chars: 1972]</small>				
Amended example for training					

# Review of live assessments – recording your changes

Use the Assessment update log (at the bottom of the Background tab page) to keep a record of your changes

Record your changes in the Comments field and save.

You also have the option of letting all those named on the assessment know about the changes – tick the box next the name for an email to be sent to those affected

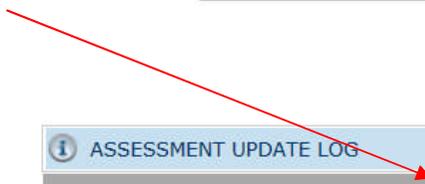
**ACTIVITY, HAZARD & RISK SUMMARY**

If you would like to see a brief summary of the activities, hazards and control measures applicable to this risk assessment please click on the "Show Summary" button below. Please note if you have several activities this may take some time to load.

Show Summary

**ASSESSMENT UPDATE LOG**

Made By	Date	Comments
		<div style="border: 1px solid #ccc; padding: 5px;"> <p>[Max chars: 1000]</p> <p><b>Email this note</b></p> <p>No distribution members are selected</p> </div>



**ASSESSMENT UPDATE LOG**

Made By	Date	Comments
		<div style="border: 1px solid #ccc; padding: 5px;"> <p>Minor changes made to add new staff and a new location for the work - all material will be transported securely in containers from old to new location</p> <p>[Max chars: 893]</p> <p><b>Email this note</b></p> <p><input checked="" type="checkbox"/> ANDY MINNIS</p> </div>

Save

# Review of assessments – submit for approval

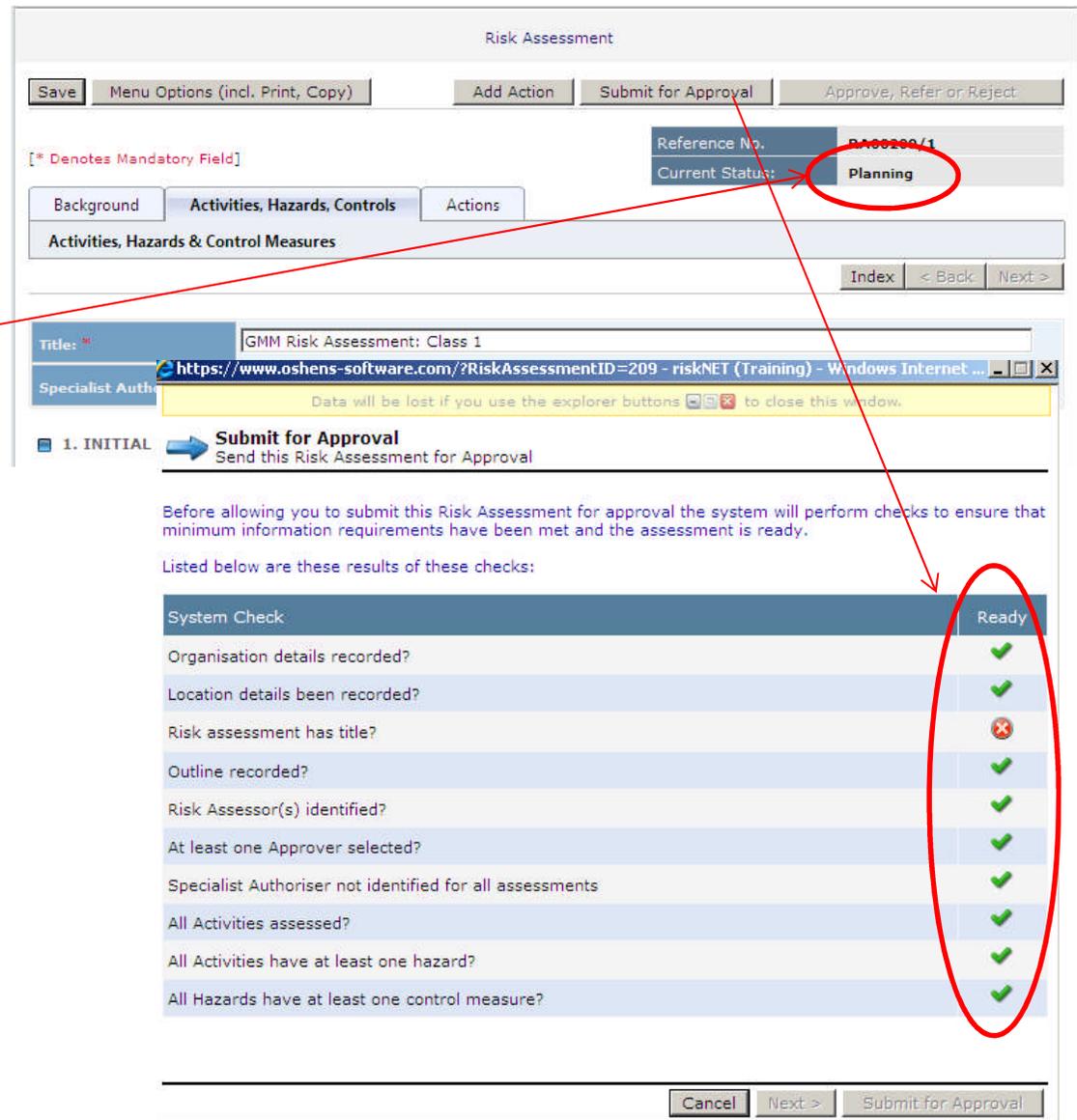
Once you are happy that the risk assessment you have amended is ready for use, you must submit it for re-approval.

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



**Risk Assessment**

Save | Menu Options (incl. Print, Copy) | Add Action | **Submit for Approval** | Approve, Refer or Reject

Reference No. RA00200/1  
Current Status: **Planning**

Background | **Activities, Hazards, Controls** | Actions

Activities, Hazards & Control Measures

Index | < Back | Next >

Title: \* GMM Risk Assessment: Class 1

Specialist Authorisation: https://www.oshens-software.com/?RiskAssessmentID=209 - riskNET (Training) - Windows Internet ...

Data will be lost if you use the explorer buttons to close this window.

1. INITIAL **Submit for Approval**  
Send this Risk Assessment for Approval

Before allowing you to submit this Risk Assessment for approval the system will perform checks to ensure that minimum information requirements have been met and the assessment is ready.

Listed below are these results of these checks:

System Check	Ready
Organisation details recorded?	✓
Location details been recorded?	✓
Risk assessment has title?	✗
Outline recorded?	✓
Risk Assessor(s) identified?	✓
At least one Approver selected?	✓
Specialist Authoriser not identified for all assessments	✓
All Activities assessed?	✓
All Activities have at least one hazard?	✓
All Hazards have at least one control measure?	✓

Cancel | Next > | **Submit for Approval**

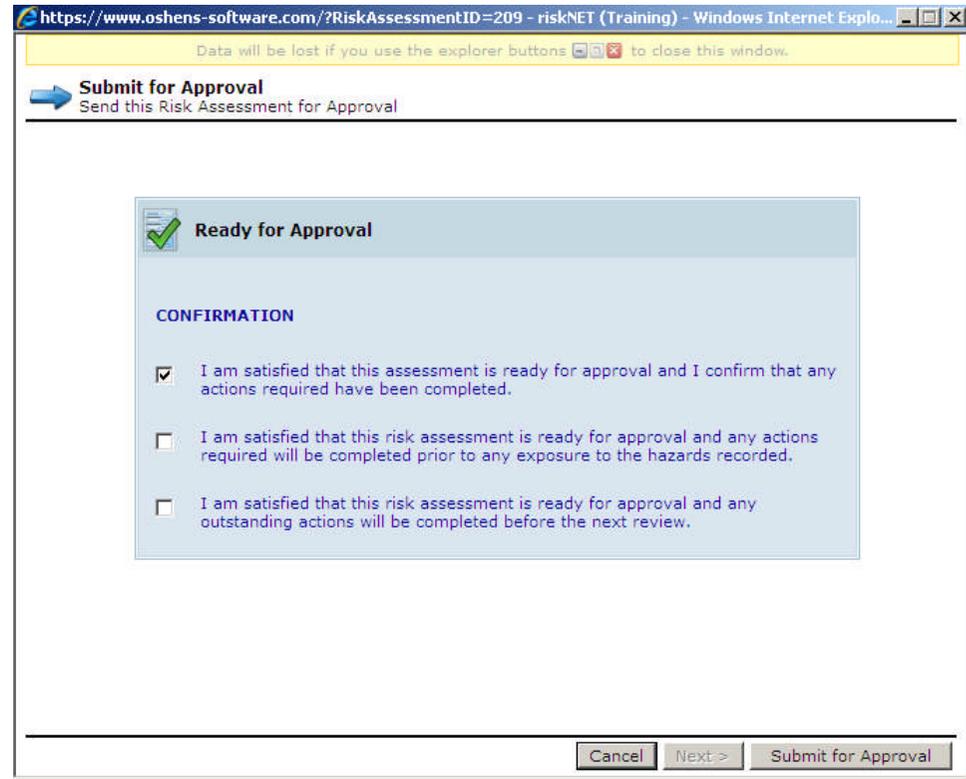
# Submitting for approval/authorisation

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 GMSO (approver) and the UBSA (authoriser).

They will receive a notification by email (see opposite) informing them that the risk assessment is ready and available for Approval

The re-approval process is the same as if the assessment was new and you will receive email notification indicating when your assessment is approved/rejected



https://www.oshens-software.com/?RiskAssessmentID=209 - riskNET (Training) - Windows Internet Explo...

Data will be lost if you use the explorer buttons to close this window.

**Submit for Approval**  
Send this Risk Assessment for Approval

 **Ready for Approval**

**CONFIRMATION**

- I am satisfied that this assessment is ready for approval and I confirm that any actions required have been completed.
- I am satisfied that this risk assessment is ready for approval and any actions required will be completed prior to any exposure to the hazards recorded.
- I am satisfied that this risk assessment is ready for approval and any outstanding actions will be completed before the next review.

Cancel Next > Submit for Approval

## Review of expired assessments

- Process is the same as for live assessments
- All assessments are live for a year
  - Good practice to review/revise before expiry
  - Otherwise, you will be notified by your GMSO when your assessment has expired
  - Review/revise assessment and re-submit

# Review of expired assessments – recording your review

Use the Assessment update log (at the bottom of the Background tab page) to keep a record of your changes

Record your review (and any changes made) in the Comments field and save.

You also have the option of letting all those named on the assessment know about any changes – tick the box next the name for an email to be sent to those affected

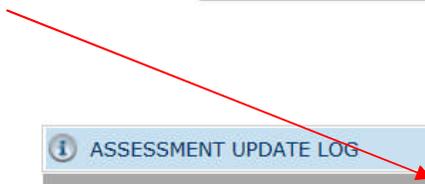
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Show Summary

**ASSESSMENT UPDATE LOG**

Made By	Date	Comments
		<div style="border: 1px solid #ccc; padding: 5px;"> <p>[Max chars: 1000]</p> <p><b>Email this note</b></p> <p>No distribution members are selected</p> </div>



**ASSESSMENT UPDATE LOG**

Made By	Date	Comments
		<div style="border: 1px solid #ccc; padding: 5px;"> <p>Review of expired assessment – no changes made.</p> <p>[Max chars: 893]</p> <p><b>Email this note</b></p> <p><input checked="" type="checkbox"/> ANDY MINNIS</p> </div>

Save

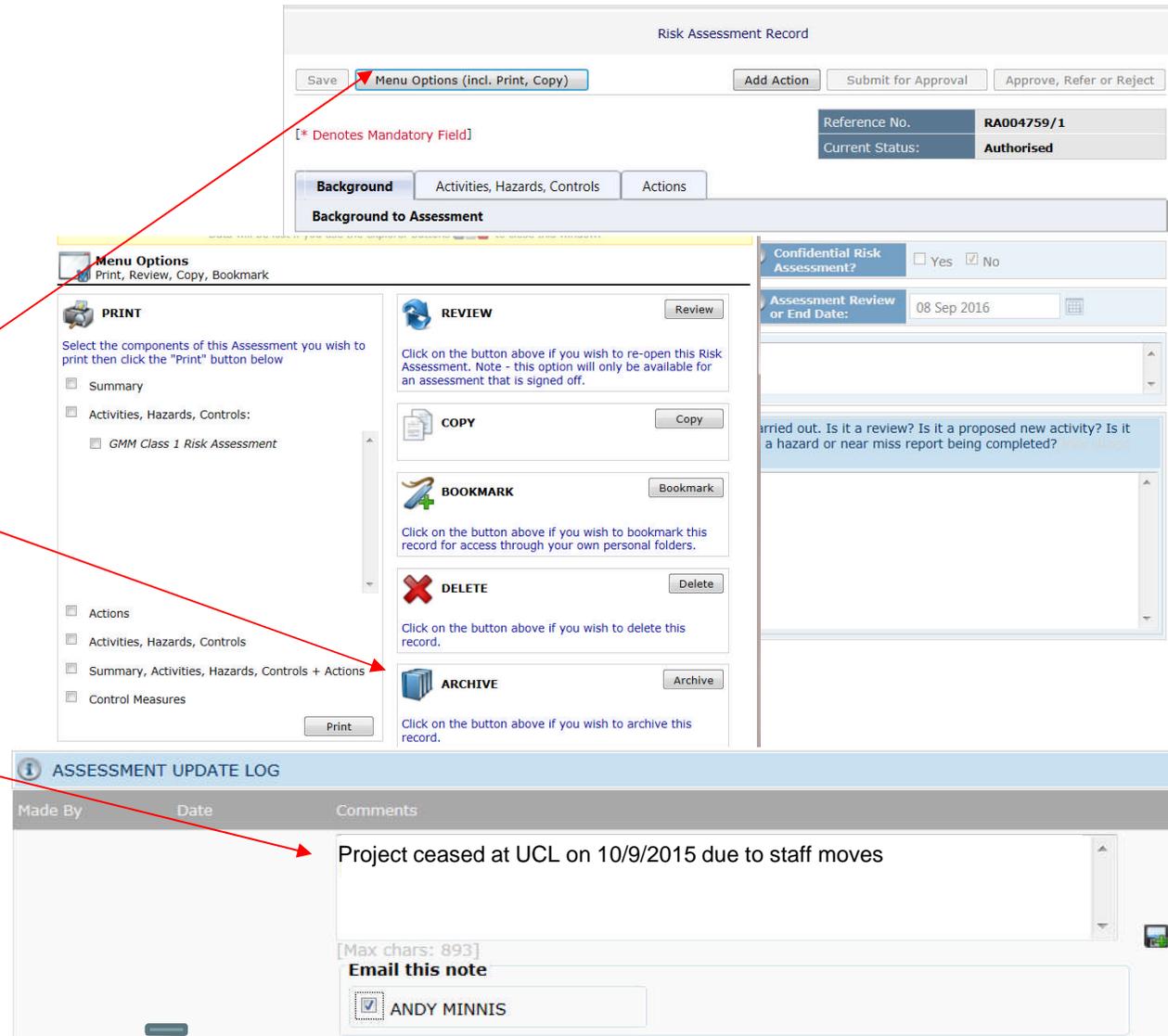
# Archiving an assessment

As well as RiskNET auto-archiving previous versions of assessments, you can also manually archive assessments when work is complete or otherwise ceases.

You can access this option using the Menu Options button and then select the Archive option from the pop-up menu

But before you archive, make a note in the Assessment update log as to when and why the work has ceased.

*NB: records of activities that have ceased will be held on RiskNET in accordance with the requirements of the legislation; no local records are required*



The screenshot displays the 'Risk Assessment Record' interface. At the top, there are buttons for 'Save', 'Menu Options (incl. Print, Copy)', 'Add Action', 'Submit for Approval', and 'Approve, Refer or Reject'. Below these, a table shows 'Reference No.' as 'RA004759/1' and 'Current Status' as 'Authorised'. A section titled 'Background to Assessment' includes tabs for 'Background', 'Activities, Hazards, Controls', and 'Actions'. A 'Menu Options' pop-up window is overlaid, showing options for 'PRINT', 'REVIEW', 'COPY', 'BOOKMARK', 'DELETE', and 'ARCHIVE'. The 'ARCHIVE' option is highlighted. Below the pop-up, the 'ASSESSMENT UPDATE LOG' is visible, with a table containing the following entry:

Made By	Date	Comments
		Project ceased at UCL on 10/9/2015 due to staff moves

Below the log entry, there is a text area for notes and an 'Email this note' button. The email recipient is set to 'ANDY MINNIS'.

# Archiving an assessment

Note that the status of the assessment has now changed to “Archived”

Archived assessments are “locked” – they cannot be opened for review/amendment. They remain as a record on the system and can be found using the search function. And you can still print a pdf copy of the archived assessment if required.

Risk Assessment Record

Save Menu Options (incl. Print, Copy) Add Action Submit for Approval Approve, Refer or Reject

[\* Denotes Mandatory Field]

<b>Reference No.</b>	<b>RA004759/2</b>
<b>Current Status:</b>	<b>Archived</b>

Background

Activities, Hazards, Controls

Actions

Background to Assessment

<b>Date Created:</b>	08/09/2015	<b>Confidential Risk Assessment?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Assessment Start Date:</b>	08 Sep 2015	<b>Assessment Review or End Date:</b>	08 Sep 2016
<b>Assessment Title: *</b> <small>(Simple name for reference purposes) [Max chars: 250]</small>	review of live assessment		
<b>Assessment Outline: *</b> <small>[Max chars: 2000]</small>	Circumstances behind the assessment being carried out. Is it a review? Is it a proposed new activity? Is it being carried out after an accident or following a hazard or near miss report being completed? example for training		