

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 home page – 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)



SafetyNET - managing health and safety at UCL

Health and safety is everyone's responsibility, and a prime responsibility of all levels of management, and everyone is expected to contribute towards achieving our overall objective. My aim is to encourage and foster a culture where everyone is aware of their individual health and safety responsibilities and is actively engaged and committed to improving standards of health and safety.

Malcolm Grant - President and Provost

Use RiskNET Tools
or
Find out more about tools

Safety Services aim to support and enhance research and teaching at UCL by providing independent, competent safety advice to all levels of the organisation. We also provide a range of safety training courses, both scheduled and bespoke if required.

I want information about:

UCL Home » Single Sign-on

UCL Single Sign-on

UCL members: in order to access this resource, please enter your UCL computer account details in the boxes below and click "Login".

UCL username:	<input type="text"/>
UCL password:	<input type="password"/>
	<input type="button" value="Login"/>

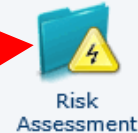
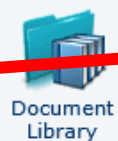
- > You will only need to enter these details once per Web browser session.
- > **Remember:** to properly log out of any resource, you should always end your web browser session.

ONLINE HELP

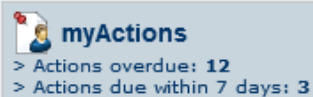
Good Morning PAUL

Welcome to the riskNET Software System.

QUICK LINKS



Report New Incident



> Actions overdue: 12
> Actions due within 7 days: 3

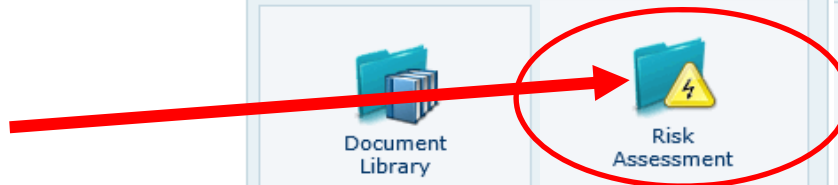
[more>](#)



Most frequently used:
> [Team Meeting](#)
> [safety meeting action tracker](#)
> [Satellite Estates Incident Re...](#)

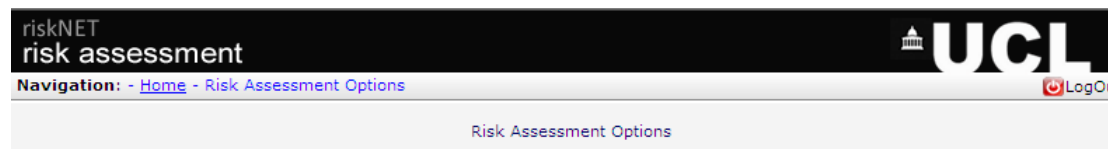
[more>](#)

From the RiskNET home page – click on the “Risk Assessment” icon



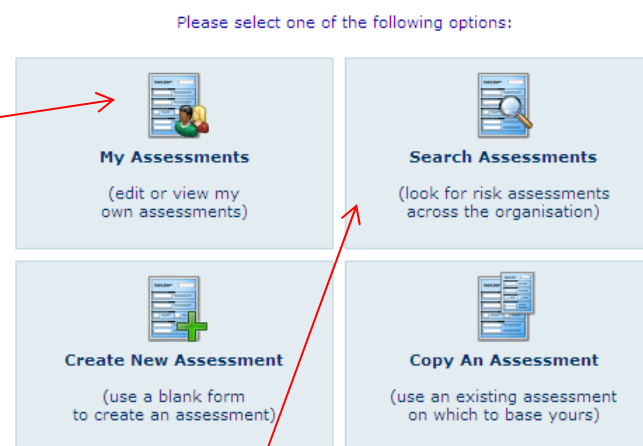
Risk assessment options (1)

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.



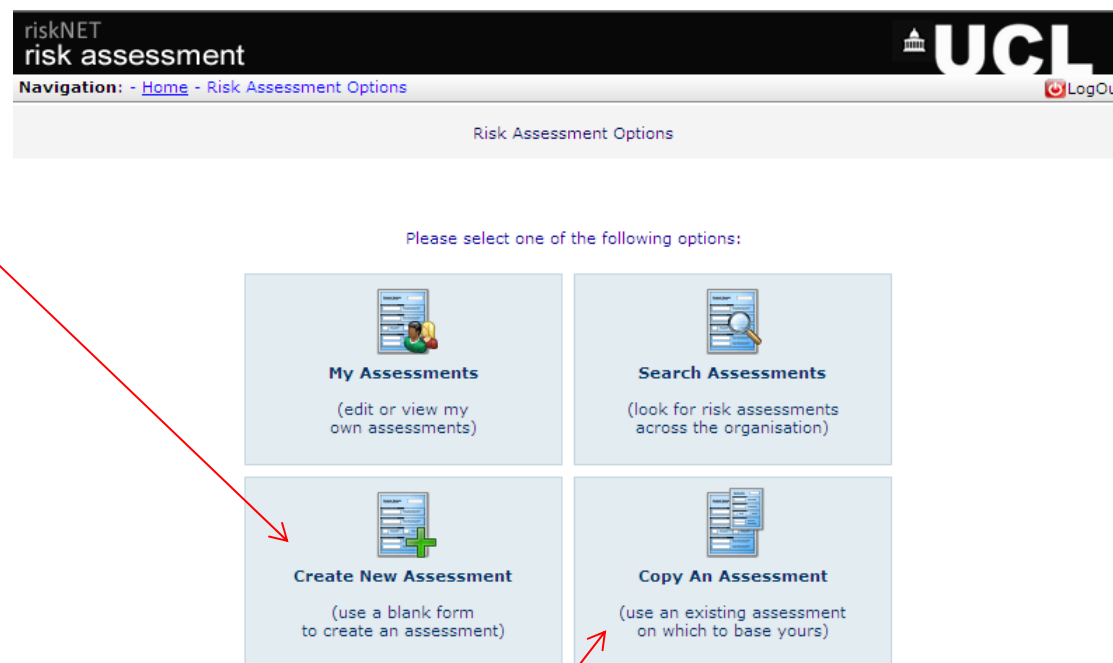
Option 2 – Search For Assessments

This option allows you to search the entire module to view all (non-confidential) risk assessments.

Risk assessment options (2)

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.

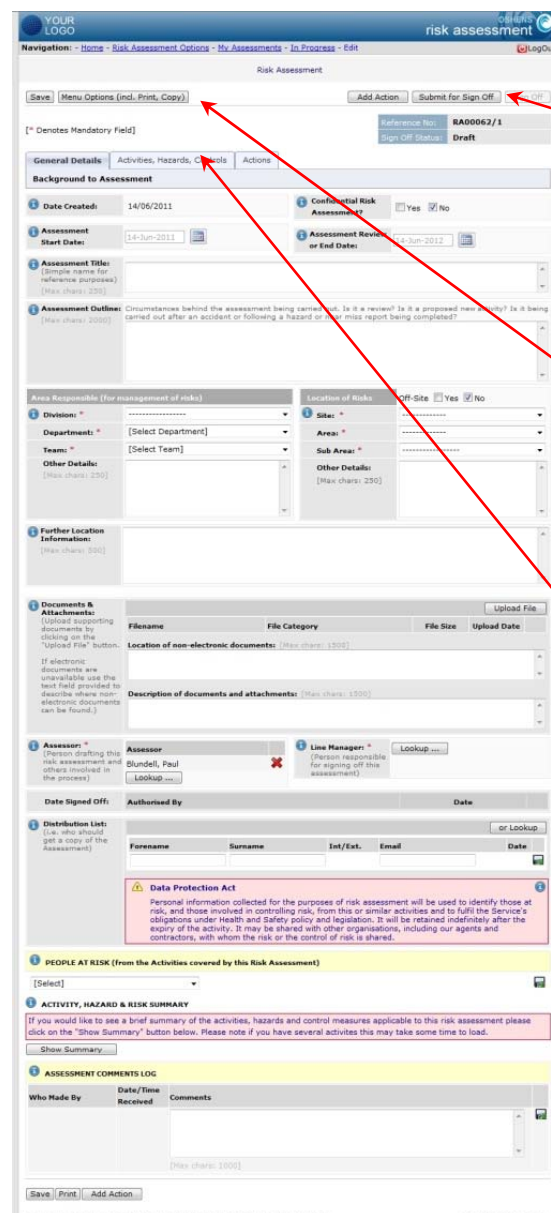
Creating a risk assessment – General Details

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.

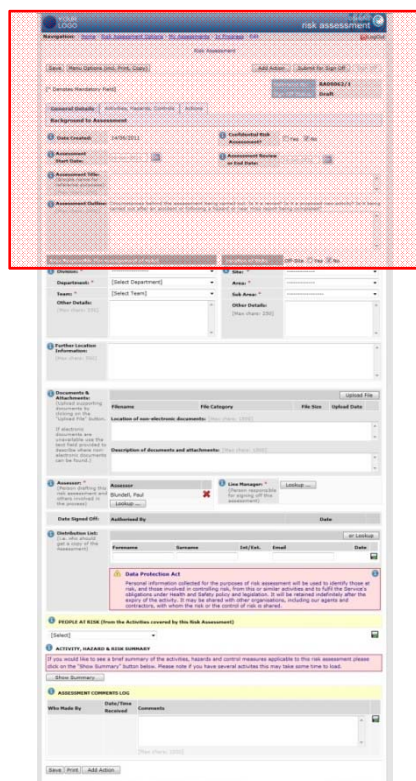


A new system generated reference number as well as the sign off status are shown at the top right of the page.

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.

General details (1) – Title and outline



[* Denotes Mandatory Field]

Reference No.	RA00209/1
Current Status:	Planning

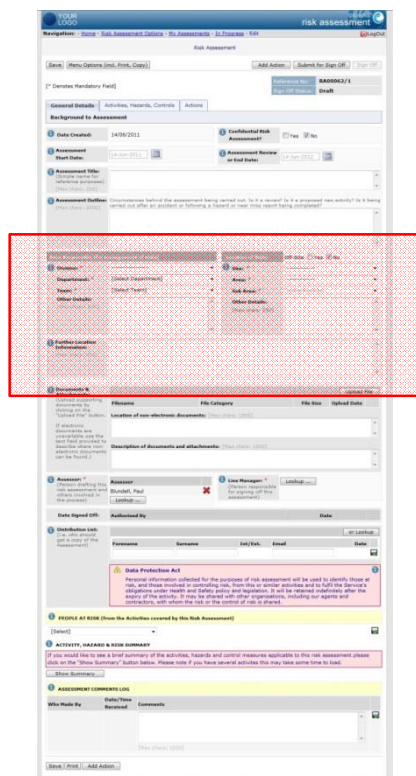
Background	Activities, Hazards, Controls	Actions
Background to Assessment		
Date Created: 16/09/2013		Confidential Risk Assessment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Assessment Start Date: 16 Sep 2013		Assessment Review or End Date: 16 Sep 2014
Assessment Title: [*] (Simple title for reference purposes) [Max chars: 250]		
Assessment Outline: [*] 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?		

Complete the fields as accurately as possible. Give the risk assessment a short, clear and memorable title.

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



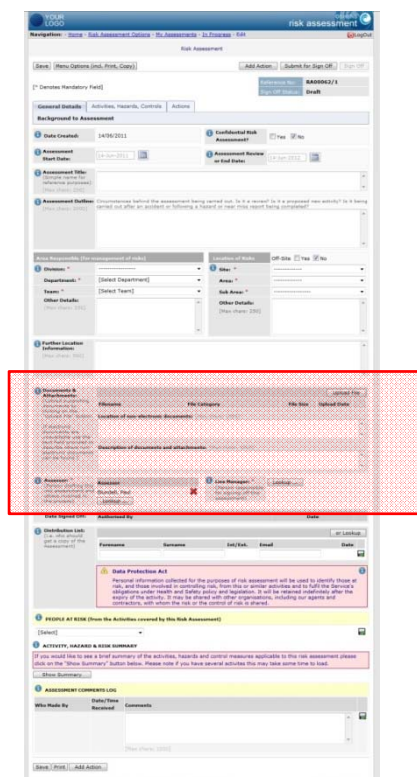
Faculty/Department Responsible (for management of risks)		Location of Risks	
Division, School, Faculty, Institute: *	Estates Division	Non-specific/General <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Department: *	Safety Services	Building: *	
Group/Unit: *	All Groups/Units	Area: *	
		Sub Area: *	
Further Location Information: [Max chars: 500]			

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

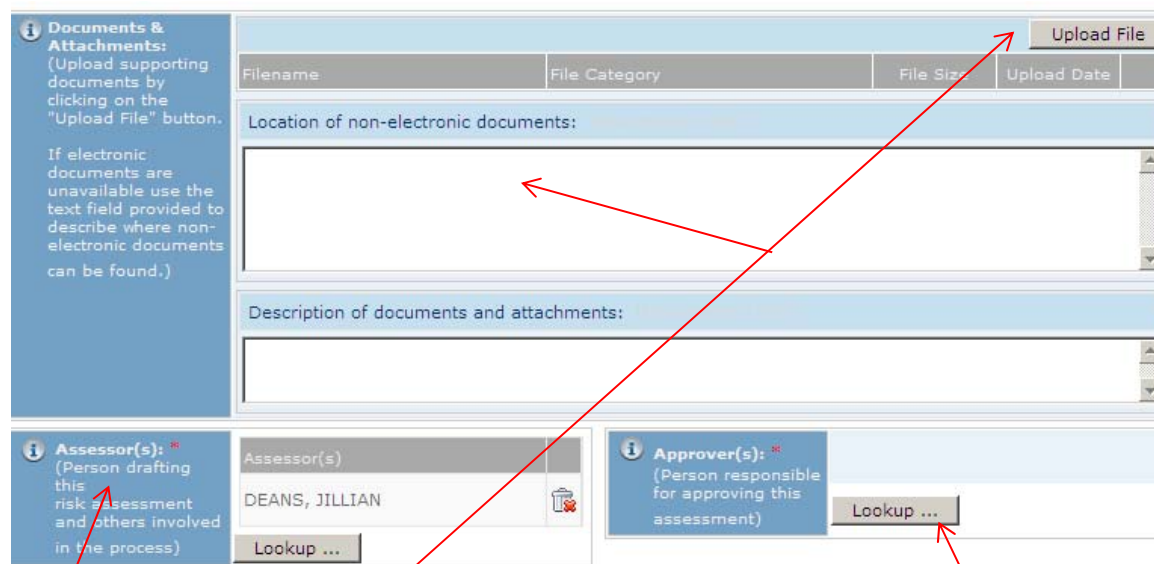
Use the location dropdowns to identify the physical location of the risks to which the assessment relates. If you are doing an assessment covering more than 1 building or buildings not owned by UCL then select the Yes option and use the Further Location Information field

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.

General details (3) - Attachments and sign-off



The screenshot shows the 'risk assessment' form. The 'Documents & Attachments' section is highlighted with a red box. It includes fields for 'Filename', 'File Category', 'File Size', and 'Upload Date'. Below these fields is a text area for 'Location of non-electronic documents' and another for 'Description of documents and attachments'. The 'Assessor(s)' field is also visible, with a 'Lookup ...' button next to it. The 'Approver(s)' field is also visible, with a 'Lookup ...' button next to it.



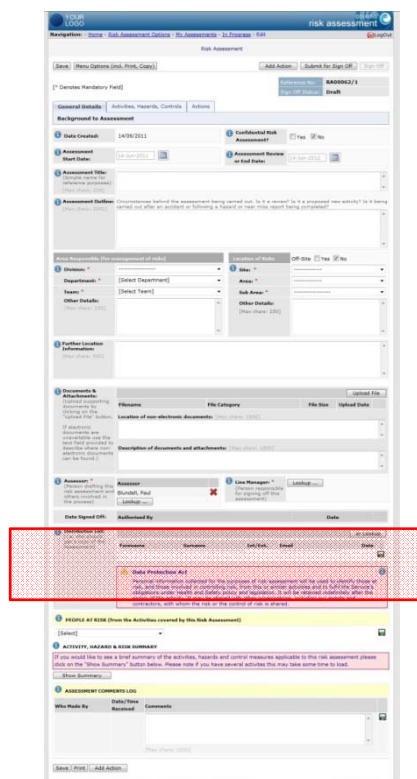
This is a detailed view of the 'Documents & Attachments' section. It features a table with columns for 'Filename', 'File Category', 'File Size', and 'Upload Date'. Below the table is a text area for 'Location of non-electronic documents' and another for 'Description of documents and attachments'. The 'Assessor(s)' field is also visible, with a 'Lookup ...' button next to it. The 'Approver(s)' field is also visible, with a 'Lookup ...' button next to it.

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 differ 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




The screenshot shows the 'Distribution List' section of the risk assessment form, which is highlighted with a red box. This section is used to add names of individuals who should receive a copy of the assessment. The form includes fields for Name, Email, and a checkbox for 'Add to Distribution List'. Below this, there is a table with columns for Name, Email, and a checkbox for 'Add to Distribution List'. The table is currently empty.



The screenshot shows the 'Distribution List' form. On the left, there is a blue sidebar with the text: 'Distribution List: (i.e. who should get a copy of the Assessment)'. The main form area has a header 'or Lookup' and a table with columns: First Name, Last Name, Int/Ext., Email, and Date. Below the table, there is a pink box with a warning icon and the text: 'DATA PROTECTION STATEMENT'. The text in the pink box reads: 'Personal information collected for the purpose of legal compliance will be used to identify those at risk, and those involved in the management, and control of the identified risks. This information will be held in line with existing and future legislation and may in extreme cases be for as long as forty years after employment has ceased. This information may be shared with other external organisations, contractors and members of the public subject to the risks identified and in order to ensure legal compliance.'

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.

PEOPLE AT RISK (from the Activities covered by this Risk Assessment)

☐ Employees
☐ Post-Graduates
☐ Undergraduates
☐ Contractors
☐ Members of the Public
☐ Visitors
☐ Disabled Persons
☐ Inexperienced Workers/Trainees
☐ Women of Child-bearing Age
☐ Young Persons
☐ Other Vulnerable Persons
☐ Other

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 COMMENTS LOG

Made By	Date	Comments
		<div> <div></div> <div>[Max chars: 1000]</div> </div>

Save

Menu Options (incl. Print, Copy)

Add Action

Activities, Hazards, Controls (1)- adding activities

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.

[* Denotes Mandatory Field]

Reference No.	RA00209/1
Current Status:	Planning

Background **Activities, Hazards, Controls** Actions

Background to Assessment

Date Created:	16/09/2013	Confidential Risk Assessment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Assessment Start Date:	16 Sep 2013	Assessment Review or End Date:	16 Sep 2014
Assessment Title: <small>(Simple name for)</small>			

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.

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

Reference No.	RA00209/1
Current Status:	Planning

Background **Activities, Hazards, Controls** Actions

Activities, Hazards & Control Measures

☒ INDEX Add New Activity

No.	Activity
No records to display.	


View Assessments

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.


Create Activities, Hazards, Controls
 New Activities, Hazards, Controls




Define your own Activity:

Title:
 [Max chars: 250]

OR Choose from the Model Activities or Specialist Assessment Templates below.


Model Activities


Specialist Assessments

ENVIRONMENT - Location-based Assessments	
 Field work - environmental assessment	<input type="checkbox"/>
 Laboratory - environmental assesment	<input type="checkbox"/>
 Office - environmental assessment	<input type="checkbox"/>

Activities, ...etc (3)- selecting templates

Select the assessment template(s) you want to use, by ticking the box and then clicking create

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

 **Create Activities, Hazards, Controls**
New Activities, Hazards, Controls

Define your own Activity:

Title: [Max chars: 250]

OR Choose from the Model Activities or Specialist Assessment Templates below.

Model Activities **Specialist Assessments**

GMM Risk Assessment: Class 1	<input type="checkbox"/>
GMM Risk Assessment: Class 2	<input type="checkbox"/>
Fire Risk Assessment (PAS79)	<input type="checkbox"/>
GM Risk Assessment: Animals	<input type="checkbox"/>
GM Risk Assessment: Plants	<input type="checkbox"/>
GMM Risk Assessment: Class 3	<input type="checkbox"/>

Create **Cancel**

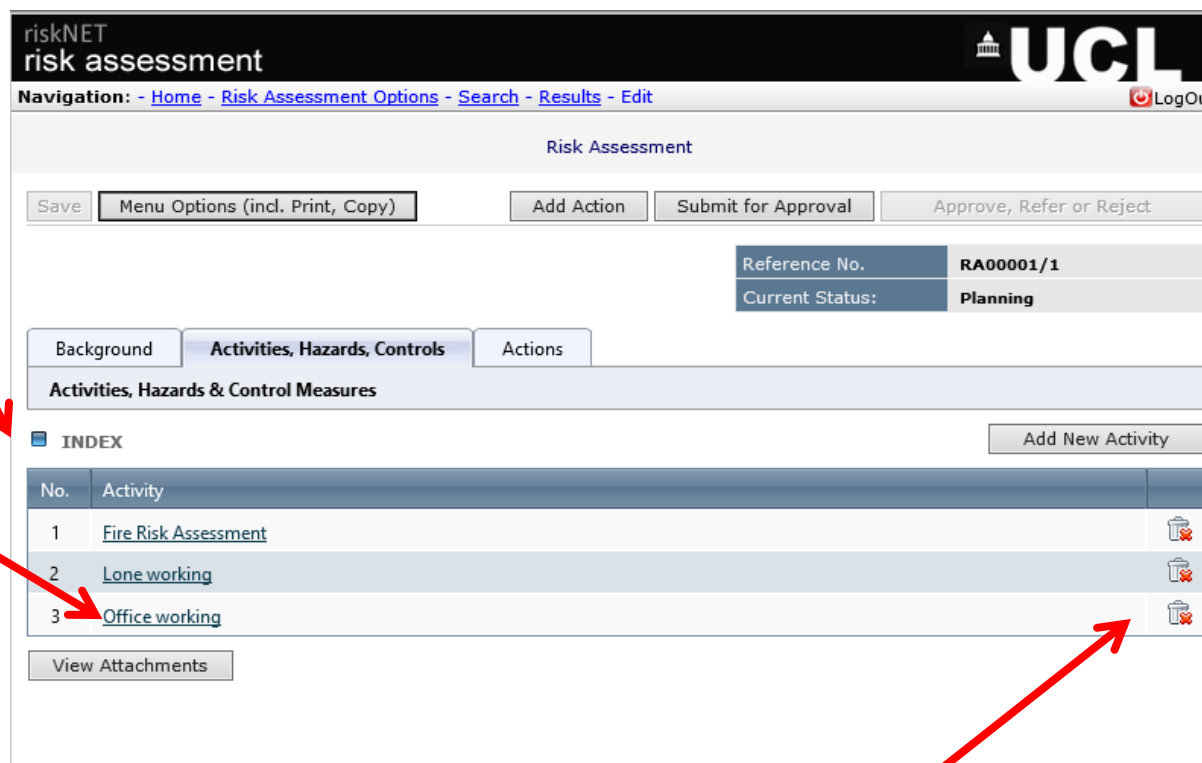
Activities, ...etc (4)- using the templates


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.



riskNET risk assessment  [LogOut](#)

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

Risk Assessment




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

Reference No. **RA00001/1**
Current Status: **Planning**

Background **Activities, Hazards, Controls** Actions

Activities, Hazards & Control Measures

☒ **INDEX** [Add New Activity](#)

No.	Activity	
1	Fire Risk Assessment	
2	Lone working	
3	Office working	

[View Attachments](#)

You can delete an activity by using the delete function.



riskNET
risk assessment

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

Risk Assessment

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

[All fields on this page are mandatory]

Reference No.	RA000002/1
Current Status:	Planning

Background
Activities, Hazards, Controls
Actions

Activities, Hazards & Control Measures

Index
< Previous
Next >

✕

Full Description of Activity:

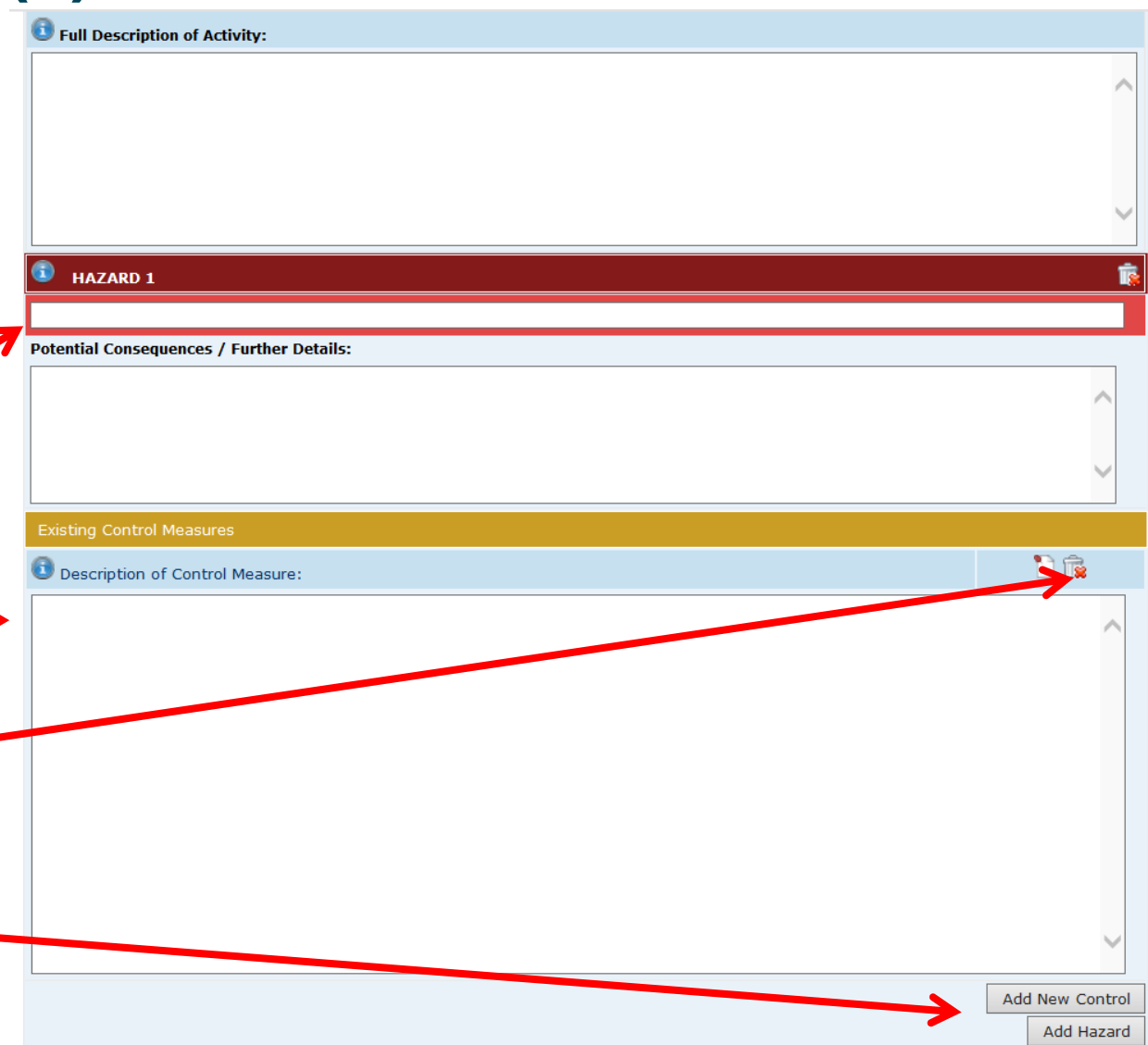
Activities...etc (6)- Hazards and Controls

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.



The screenshot shows a web-based form for documenting hazards and controls. It is divided into several sections:

- Full Description of Activity:** A large text area at the top for describing the activity.
- HAZARD 1:** A section with a red header. It contains a text field for the hazard name and a larger text area for 'Potential Consequences / Further Details'.
- Existing Control Measures:** A section with a yellow header. It contains a text area for the 'Description of Control Measure'.
- Bottom:** Two buttons, 'Add New Control' and 'Add Hazard', are located at the bottom right.

Red arrows from the text on the left point to specific elements in the form:

- An arrow points from 'You can add your hazards by populating the Hazard field.' to the hazard name input field.
- An arrow points from 'The controls are entered here.' to the 'Description of Control Measure' text area.
- An arrow points from 'You can delete hazards or controls by clicking on the bin.' to a trash can icon in the top right of the 'Existing Control Measures' section.
- An arrow points from 'You can add more hazards and controls using these buttons.' to the 'Add Hazard' and 'Add New Control' buttons.

Activities...etc (7)- Hazards and Controls

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.

Existing Control Measures

Description of Control Measure:

Add New Control

Add Hazard

GUIDANCE FOR NON-SPECIALIST RISK ASSESSMENTS

SEVERITY

- Minor Injury

- Lost time injury, temporary disability or illness

- Permanent disability or major injury

- Fatality, multiple serious injuries/illnesses

- Multiple fatalities

LIKELIHOOD

Remote	Unlikely	Possible	Likely	Certain
A	A	B	B	C
A	B	C	C	D
B	C	C	D	E
C	C	D	E	E
C	D	E	E	E

RISK LEVEL

A: Very Low / Trivial

B: Low / Tolerable

C: Medium / Moderate

D: High / Substantial

E: Very High / Intolerable

RISK LEVEL

Please use the fields below to determine the level of risk.

RISK LEVEL WITH EXISTING CONTROLS:

Risk Level:

Risk:

Activities...etc (8)- Hazards and Controls

The templates are all formatted with the activity title and description at the top followed by each Hazard and the controls for that hazard.

Activities, Hazards & Control Measures

Index
< Previous
Next >

i
Title:
Office working

i
Full Description of Activity:

i
HAZARD 1

Tripping over objects

Potential Consequences / Further Details:

Staff and visitors may be injured if they trip over objects

Existing Control Measures

i
Description of Control Measure:

Adequacy of housekeeping standards

i
Description of Control Measure:

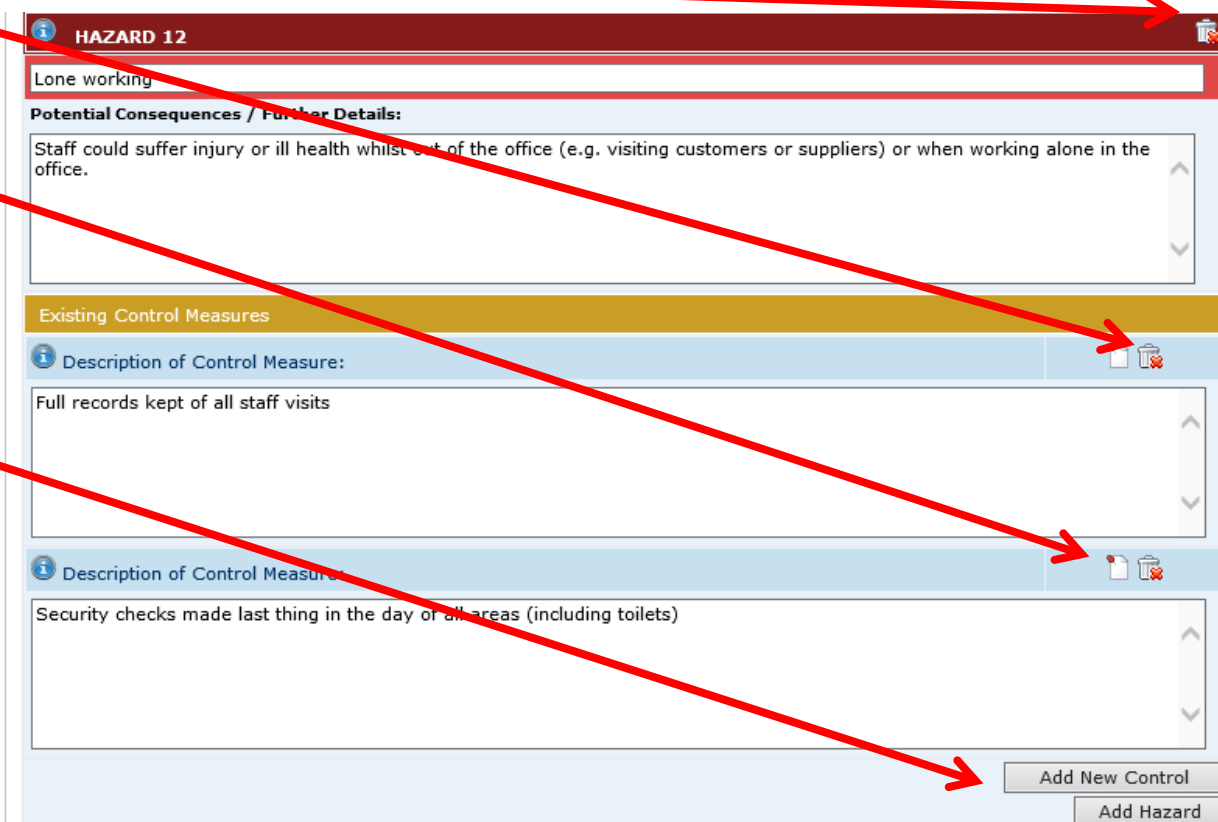
Lighting levels (including stairs)

Activities, ...etc (9)- Hazards and Controls

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.



HAZARD 12

Lone working

Potential Consequences / Further Details:

Staff could suffer injury or ill health whilst out of the office (e.g. visiting customers or suppliers) or when working alone in the office.

Existing Control Measures

Description of Control Measure:

Full records kept of all staff visits

Description of Control Measure:

Security checks made last thing in the day of all areas (including toilets)

Add New Control

Add Hazard

Activities, ...etc (10)- assessing the risk

GUIDANCE FOR NON-SPECIALIST RISK ASSESSMENTS

SEVERITY

- Minor Injury
- Lost time injury, temporary disability or illness
- Permanent disability or major injury
- Fatality, multiple serious injuries/illnesses
- Multiple fatalities

LIKELIHOOD

	Remote	Unlikely	Possible	Likely	Certain
A	A	B	B	C	
A	B	C	C	D	
B	C	C	D	E	
C	C	D	E	E	
C	D	E	E	E	


RISK LEVEL


A: Very Low / Trivial
B: Low / Tolerable
C: Medium / Moderate
D: High / Substantial
E: Very High / Intolerable

RISK LEVEL

Please use the fields below to determine the level of risk.

RISK LEVEL WITH EXISTING CONTROLS:

Risk Level: C - Medium / Moderate 

Risk: **C - Medium / Moderate** 

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.

Assessor(s): * (Person drafting this risk assessment)	Assessor(s)		Approver(s): * (Person(s) responsible for approving this assessment)		
	STIRK, PAUL		Approver		
	<input type="button" value="Lookup ..."/>		STIRK, PAUL <input type="button" value="Lookup ..."/>		
Approval Summary					
		Approved By	Date		
Distribution List: (i.e. who should get a copy of the Assessment)	<input type="button" value="or Lookup"/>				
	First Name	Last Name	Int/Ext.	Email	Date
	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Submitting for approval (1)

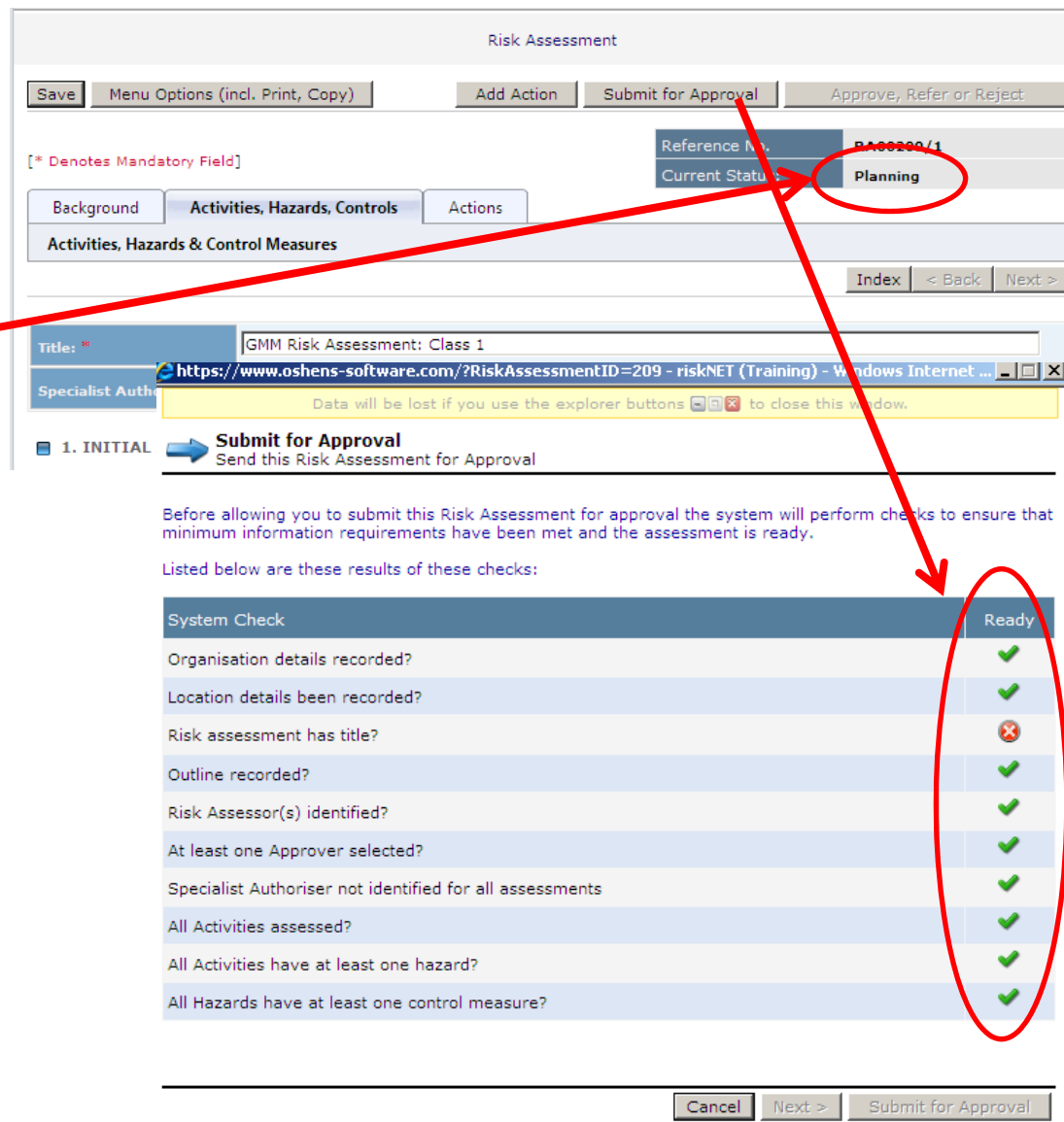
Once you are happy that the risk assessment you have created (copied or edited) is ready for use, you must submit it for approval.

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



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 Author: 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:

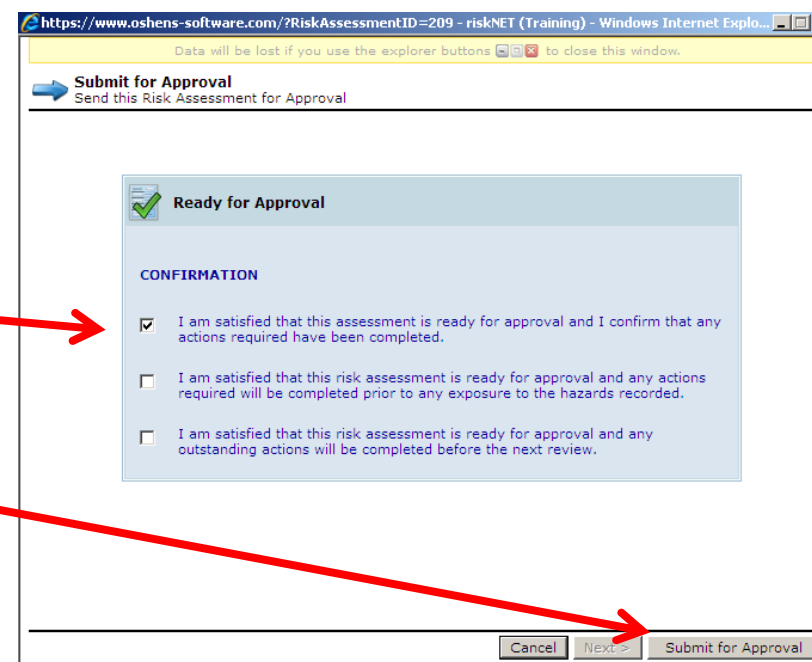
System Check	Ready
Organisation details recorded?	✓
Location details been recorded?	✓
Risk assessment has title?	✗
Outline recorded?	✓
Risk Assessor(s) identified?	✓
At least one Approver selected?	✓
Specialist Authoriser not identified for all assessments	✓
All Activities assessed?	✓
All Activities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

Cancel Next > Submit for Approval

Submitting for approval (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

Risk Assessment requiring your approval [RA00001]

riskNET@oshens-software.com

Sent: Sun 03/11/2013 15:56

To: Stirk, Paul

The following Risk Assessment has been submitted to you from OSHENS for approval.

Reference No:RA00001/1

Assessment Title:Demonstration Risk Assessment

Start Date:23/05/2012

Review/End Date:23/05/2013

Assessor:PAUL STIRK

Please go to [riskNET \(Training\)](#) to review and approve it.

Personal information collected for the purpose of legal compliance will be used to identify those at risk, and those involved in the management, and control of the identified risks. This information will be held in line with existing and future legislation and may in extreme cases be for as long as forty years after employment has ceased.

This information may be shared with other external organisations, contractors and members of the public subject to the risks identified and in order to ensure legal compliance.

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

[* Denotes Mandatory Field]

Reference No.	RA00209/1
Current Status:	Awaiting Approval

Background | Activities, Hazards, Controls | Actions

Background to Assessment

Date Created:	16/09/2013	Confidential Risk Assessment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Assessment Start Date:	16 Sep 2013	Assessment Review or End Date:	16 Sep 2014

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





riskNET
risk assessment

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

Logout

Risk Assessment Options

Please select one of the following options:

 My Assessments (edit or view my own assessments)	 Search Assessments (look for risk assessments across the organisation)
 Create New Assessment (use a blank form to create an assessment)	 Copy An Assessment (use an existing assessment on which to base yours)

Checking on submission (if required)

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

riskNET risk assessment							
Navigation: - Home - Risk Assessment Options - Search - Results							
Risk Assessment Search Results							
Page 1 of 1							
Reference		Title	Division, School, Faculty, Institute	Status	Valid From	Valid To	
RA00209/1	(Preview)	blah	Estates Division, Safety Services, All Groups/Units	Awaiting Approval	16/09/2013	16/09/2014	History

Then open up the email history tab and you will see who the email has been sent to and when.

Risk Assessment History			
Access the View History and Change History for this record.			
View History Change History Email History			
Email Date	Email To	Email Subject	Comments
17/09/2013 16:09	j.deans@ucl.ac.uk	Risk Assessment requiring your approval [RA00209]	Email sent.

Approving an assessment (1)

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

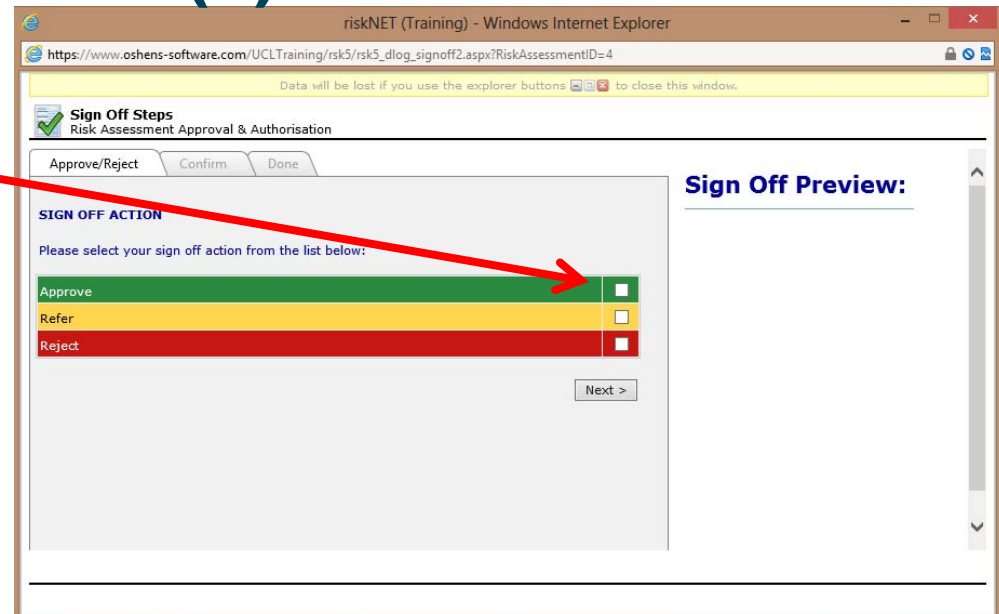
riskNET risk assessment							
Navigation: - Home - Risk Assessment Options - Search - Results							
Risk Assessment Search Results							
Page 1 of 1							
Reference		Title	Division, School, Faculty, Institute	Status	Valid From	Valid To	
RA00209/1	(Preview)	blah	Estates Division, Safety Services, All Groups/Units	Awaiting Approval	16/09/2013	16/09/2014	History

Then click the “Approve, Refer or Reject” button.

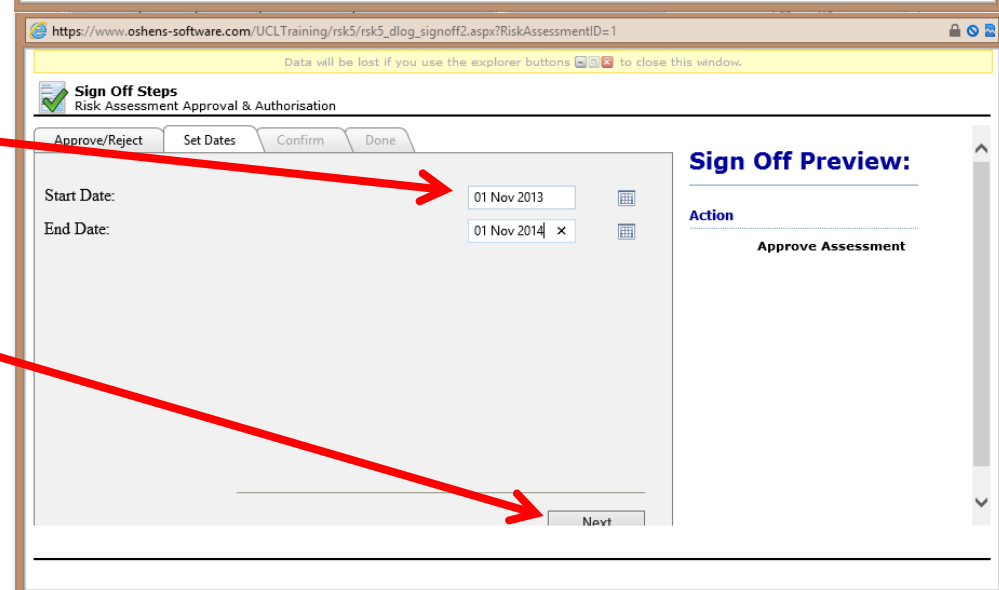
riskNET risk assessment	
Navigation: - Home - Risk Assessment Options - Search - Results - Edit	
Risk Assessment	
Save	Menu Options (incl. Print, Copy)
Add Action	Submit for Approval
Approve, Refer or Reject	
[* Denotes Mandatory Field]	
Reference No.	RA00006/1
Current Status:	Awaiting Approval
Background	Activities, Hazards, Controls
Background to Assessment	
Date Created:	13/06/2012
Confidential Risk Assessment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Assessment Start Date:	13 Jun 2012
Assessment Review or End Date:	13 Jun 2013
Assessment Title: *	Test FRA

Approving an assessment (2)

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

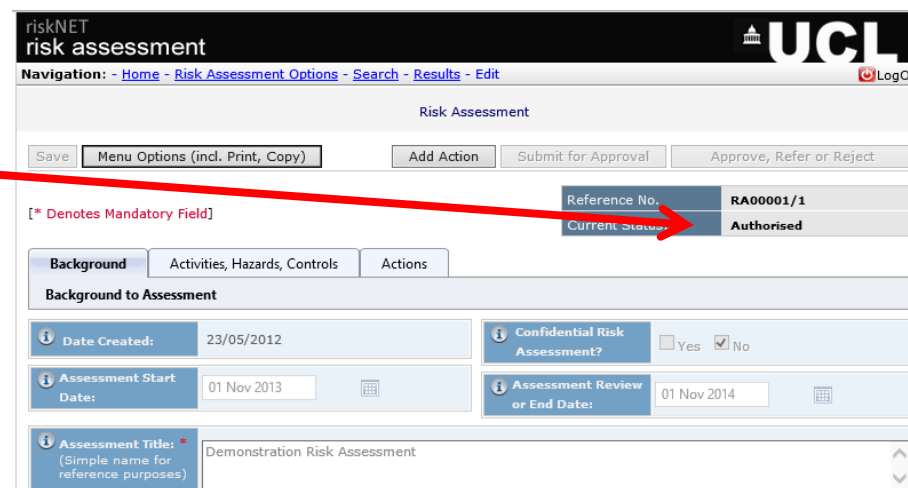


Then select the start date and end date for the time you want the risk assessment to be valid for. Click "Next" and then click the "Approve, Refer or Reject" button.



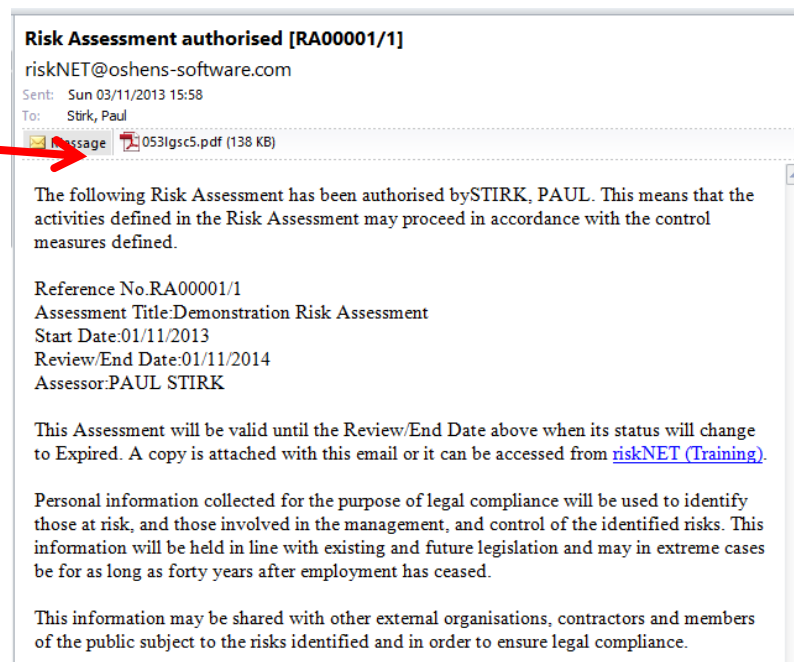
Approving an assessment (3)

The front page status now changes to “Authorised”.



The screenshot shows the 'riskNET risk assessment' interface. At the top, there's a navigation bar with links: Home, Risk Assessment Options, Search, Results, Edit. Below this, the 'Risk Assessment' section is visible. A red arrow points from the text 'The front page status now changes to “Authorised”.' to the 'Current Status' field, which now displays 'Authorised'. Other fields include 'Reference No.' (RA00001/1), 'Date Created' (23/05/2012), 'Assessment Start Date' (01 Nov 2013), 'Assessment Review or End Date' (01 Nov 2014), and 'Assessment Title' (Demonstration Risk Assessment).

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



The screenshot shows an email notification titled 'Risk Assessment authorised [RA00001/1]'. The email is from riskNET@oshens-software.com, sent on Sun 03/11/2013 15:58, to Stirk, Paul. It includes an attachment named '053lgsc5.pdf (138 KB)'. The body of the email states: 'The following Risk Assessment has been authorised by STIRK, PAUL. This means that the activities defined in the Risk Assessment may proceed in accordance with the control measures defined.' It then lists the assessment details: Reference No. RA00001/1, Assessment Title: Demonstration Risk Assessment, Start Date: 01/11/2013, Review/End Date: 01/11/2014, and Assessor: PAUL STIRK. The email also mentions that the assessment will be valid until the Review/End Date and that a copy is attached. It includes a disclaimer about the use of personal information for legal compliance and a statement about sharing information with other external organisations.

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.

The following Risk Assessment has been rejected by JILLIAN DEANS. Activities recorded within it should not be proceeded with until the risk assessment has been revised in accordance with the comments made, re-submitted and approved.

Reference No: RA00209/1

Assessment Title: blah

Start Date: 16/09/2013

Reason Rejected: There is insufficient detail about the nature of the vector to be used

The risk assessment has been returned to Planning status, please go to [riskNET \(Training\)](#) and make any necessary changes, before re-submitting for authorisation.

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

Risk Assessment

Save

Menu Options (incl. Print, Copy)

Add Action

Submit for Approval

Approve, Refer or Reject

Reference No.

RA00209/1

Current Status:

Planning

Background

Activities, Hazards, Controls

Actions

Background to Assessment

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

ASSESSMENT COMMENTS LOG		
Made By	Date	Comments
DEANS, JILLIAN	18/09/2013	Rejected: There is insufficient detail about the nature of the vector to be used
		<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div>[Max chars: 1000]</div>

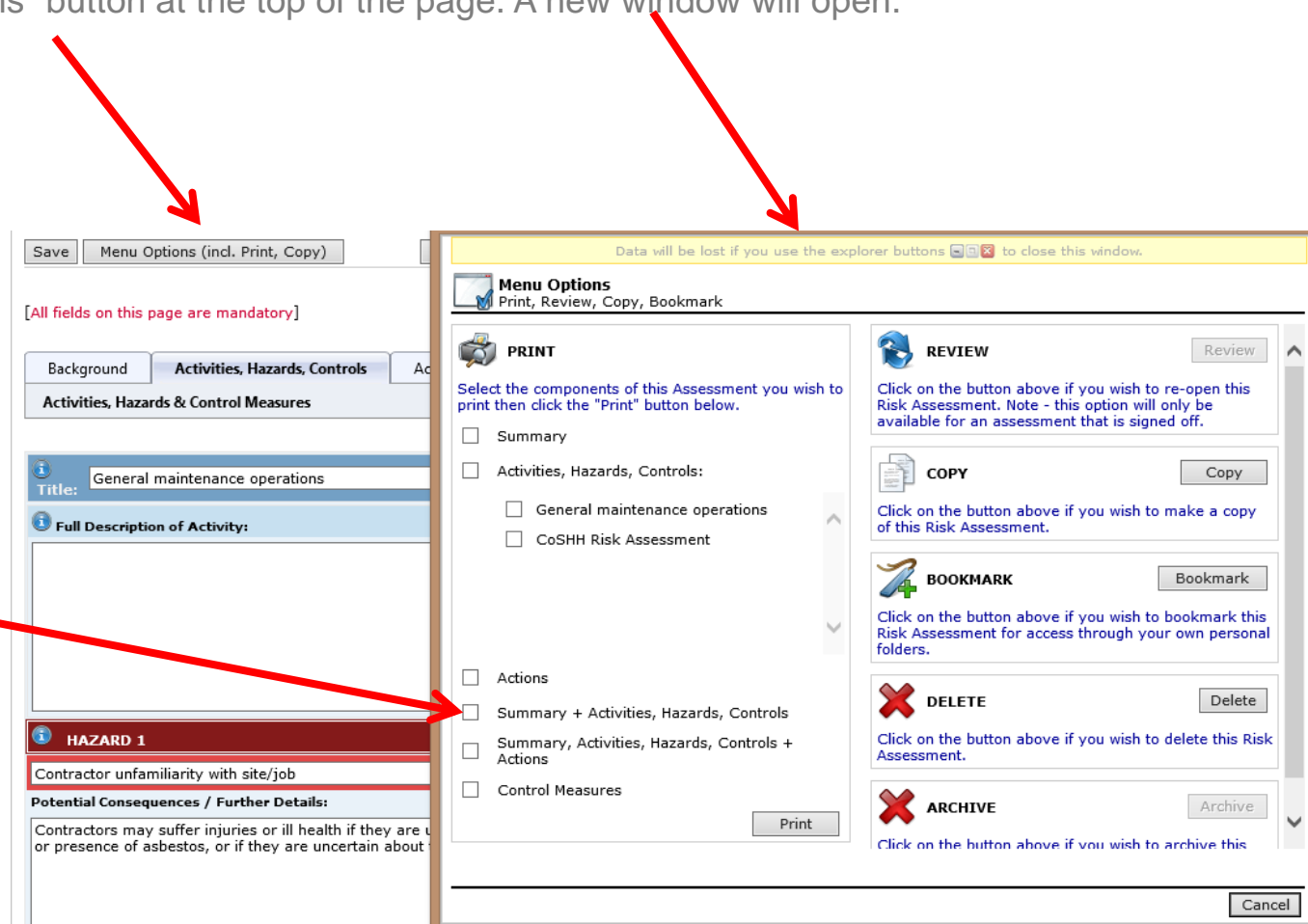
Save Menu Options (incl. Print, Copy) Add Action

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.



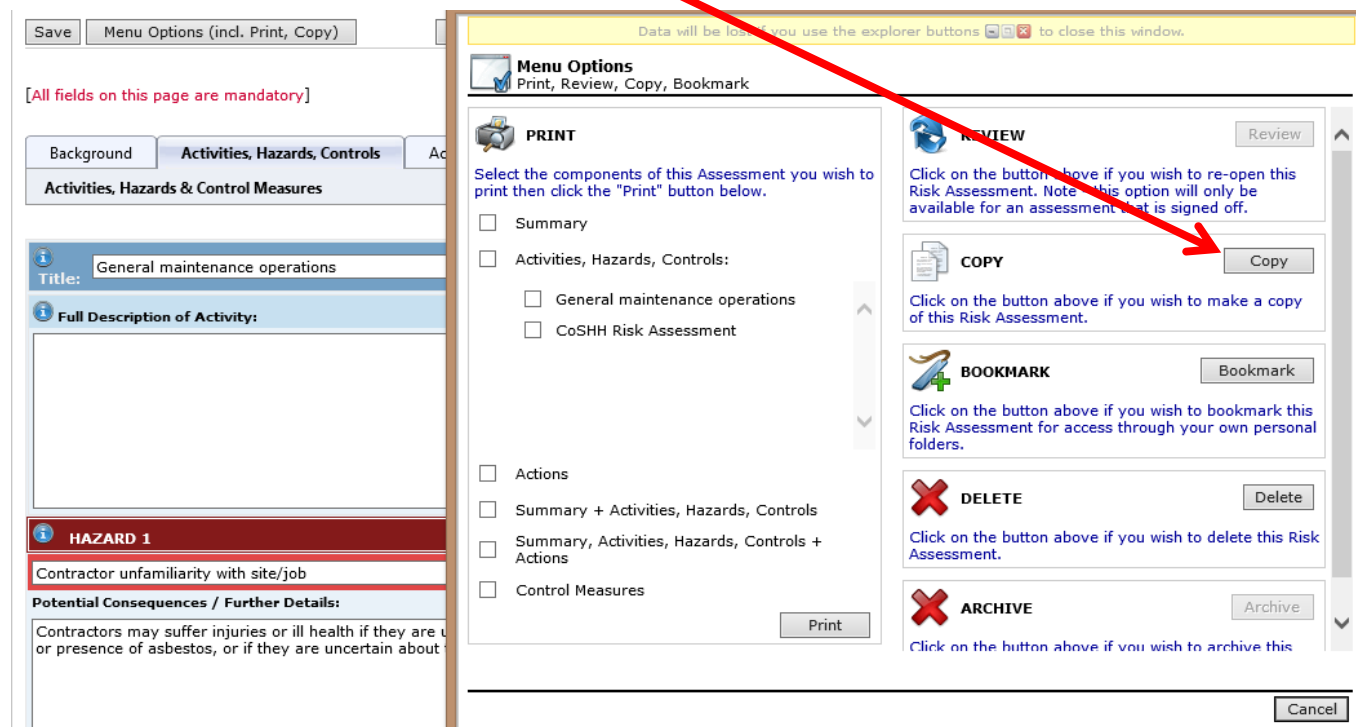
The screenshot shows the 'Menu Options' window with the following sections:

- PRINT**: Select the components of this Assessment you wish to print then click the "Print" button below.
 - ☐ Summary
 - ☐ Activities, Hazards, Controls:
 - ☐ General maintenance operations
 - ☐ CoSHH Risk Assessment
 - ☐ Actions
 - ☐ Summary + Activities, Hazards, Controls
 - ☐ Summary, Activities, Hazards, Controls + Actions
 - ☐ Control Measures
- REVIEW**: Click on the button above if you wish to re-open this Risk Assessment. Note - this option will only be available for an assessment that is signed off. (Review button)
- COPY**: Click on the button above if you wish to make a copy of this Risk Assessment. (Copy button)
- BOOKMARK**: Click on the button above if you wish to bookmark this Risk Assessment for access through your own personal folders. (Bookmark button)
- DELETE**: Click on the button above if you wish to delete this Risk Assessment. (Delete button)
- ARCHIVE**: Click on the button above if you wish to archive this. (Archive button)

At the bottom of the window is a 'Print' button and a 'Cancel' button.

Menu Options – Making a copy of an assessment

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



The screenshot shows a web application interface on the left and a 'Menu Options' dialog box on the right. The dialog box has a title bar that says 'Data will be lost if you use the explorer buttons [icons] to close this window.' The dialog is titled 'Menu Options' with a subtitle 'Print, Review, Copy, Bookmark'. It contains four main sections: 'PRINT', 'REVIEW', 'COPY', and 'BOOKMARK'. The 'PRINT' section has a list of checkboxes for selecting components to print: Summary, Activities, Hazards, Controls (with sub-options for General maintenance operations and CoSHH Risk Assessment), Actions, Summary + Activities, Hazards, Controls, Summary, Activities, Hazards, Controls + Actions, and Control Measures. The 'REVIEW' section has a 'Review' button and instructions to click the button above to re-open the assessment. The 'COPY' section has a 'Copy' button and instructions to click the button above to make a copy. The 'BOOKMARK' section has a 'Bookmark' button and instructions to click the button above to bookmark the assessment. The 'DELETE' section has a 'Delete' button and instructions to click the button above to delete the assessment. The 'ARCHIVE' section has an 'Archive' button and instructions to click the button above to archive the assessment. A red arrow points from the text 'From the new window click on the “copy” button.' to the 'Copy' button in the dialog box.

Menu Options
Print, Review, Copy, Bookmark

PRINT
Select the components of this Assessment you wish to print then click the "Print" button below.

- ☐ Summary
- ☐ Activities, Hazards, Controls:
 - ☐ General maintenance operations
 - ☐ CoSHH Risk Assessment
- ☐ Actions
- ☐ Summary + Activities, Hazards, Controls
- ☐ Summary, Activities, Hazards, Controls + Actions
- ☐ Control Measures

Print

REVIEW
Click on the button above if you wish to re-open this Risk Assessment. Note: this option will only be available for an assessment that is signed off.

COPY
Click on the button above if you wish to make a copy of this Risk Assessment.

Copy

BOOKMARK
Click on the button above if you wish to bookmark this Risk Assessment for access through your own personal folders.

Bookmark

DELETE
Click on the button above if you wish to delete this Risk Assessment.

Delete

ARCHIVE
Click on the button above if you wish to archive this

Archive

Cancel