How to amend / update a Risk Assessment:

To amend / update a Risk Assessment you must be the Owner of the Document. If you are not the owner and require ownership of the Document please follow section 1 and 2 below.

If you are the owner of the document and it is available in your "Submission History" go to section 3 on how to re-assess the risk assessment.

This document will outline the following:

Section 1: How to identify the owner of a risk assessment

Section 2: How to Adopt or Change Owner of a risk assessment

Section 3: How to amend / update a risk assessment

Please contact the Health and Safety office if you have any questions.

Section 1: How to identify the owner of a risk assessment

1. Enter the IPU System
    https://maynooth.iprotectu.ie/dashboard
2. Click on the "Risk Assessment" drop down menu on the left hand side
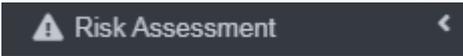
    And click on "Assessments Register" button

3. Click on the icon under either "General" or "Chemical" depending on what the risk assessment you are searching for is under.

4. In the "Search" bar type either the risk assessment number or risk assessment name to find the risk assessment.
5. Once the relevant risk assessment has been found you will find the name of the owner of the risk assessment under "Assessor" on the register list.

Section 2: How to Adopt or Change Owner of a risk assessment

> If you are the owner of the risk assessment you can change the risk assessment owner using the following method:

6. Click on "Dashboard" drop down menu on the left hand side

    And click on "Submission History" button

7. In the "Search" bar type either the risk assessment number or risk assessment name to find the risk assessment.
8. Once the relevant risk assessment has been found click on the relevant risk assessment and then click the "Adopt of Change Owner" button at the bottom.

9. A Change Assessment Owner box will open and then select whether you want to "Change" or "Adopt" a new owner with the button at the top:

Change owner or adopt a risk assessment. **CHANGE**
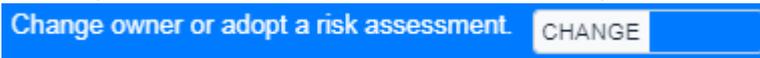
10. Then type in and select who the New Owner is in the drop down menu

👤+ New Owner

and click "Submit and Change"

✈ Submit and Change

11. The risk assessment will then show under the new owners "Submission History" on their IPU dashboard.

Note if a user has "Risk management" management rights this user can Adopt or Change Owner of the risk assessment directly on the "Assessments Register" under Risk Assessment. Please contact the H&S office if risk management rights are required.

Section 3: How to amend / update a risk assessment

12. Click on "Dashboard" drop down menu on the left hand side

🕐 Dashboard ‹

And click on "Submission History" button

○ Submission History

13. In the "Search" bar Search: [   ] type either the risk assessment number or risk assessment name to find the risk assessment.

14. Once the relevant risk assessment has been found click on the relevant risk assessment and then click the "Re-Assess" button at the bottom.

🔄 Re-Assess

15. Click "Yes" to confirm re-assessment of the risk assessment.
16. Review the risk assessment and update accordingly i.e. location, description, hazards and controls.
17. If required, a new hazard can be detailed on the risk assessment. This can be completed using the following method:

    a) Click on the **➕** icon on one of the existing identified hazards (see red circle on example below)

    Working at Height   ↑   ↓   **! LOW** **➕**

    b) Scroll down the page and click on "Add Additional Hazard" button

    ⚠ Add Additional Hazard

    c) Fill in the details of the new hazard and rate the risk on the Risk Rating matrix.

18. When all details on the risk assessment have been updated it can then be submitted.
19. A draft can be submitted by clicking "Submit Draft".
20. This draft can be found on "Dashboard" drop down menu on the left hand side

🕐 Dashboard ‹

And click on "My Drafts / Reviews" button

My Drafts / Reviews

21. Alternatively, you can submit a version of the risk assessment by pressing "Submit Form"

Submit Form.

22. This will place the risk assessment into the "Assessments Register" under the Risk Assessment section and can also be accessed under "Dashboard" – "Submission History". .

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