

How to Access School Medication Risk Assessment Audit in Sphera

1. **Using Internet Explorer**, log on to Sphera - <https://www.rivosafeguard.com/logon.aspx>.

N.B. It is essential to access Sphera using Internet Explorer (not Google Chrome) otherwise the data you put in will not save.



The screenshot shows the Sphera login interface. At the top center is the Sphera logo. Below it are four input fields: 'LC', 'Your Name', and 'Password'. There is a checkbox for 'Remember me' and a 'Forgotten Password?' link. A blue 'Login' button is at the bottom.

2. Click on the risk area field and select your risk area from the drop-down menu.



3. Select the risk assessment ('Provision of medicine to pupils – Generic things to consider') from the list and open it by clicking on **Options**.

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Your risk assessment folder

Current assessments ▾ All risk assessments ▾ Go

Options	ID	Title	Rating	Type
Options ▾	360696	Led Walk	4 Acceptable	Sta
Options ▾	345396	Lone Worker In School/Meeting Parents/Conducting Home Visit) - Generic	6 Adequate	Sta
Options ▾	345410	Manual Handling - Cedarbank	4 Acceptable	Sta
Options ▾	345435	Monitoring of Corridors and Access/Egress to Schools - Genetic	4 Acceptable	Sta
Options ▾	351598	Music	4 Acceptable	Sta
Options ▾	359310	New risk assessment	0	Sta
Options ▾	345449	Noise - Generic	4 Acceptable	Sta
Options ▾	317021	Office Based Environment	10 Tolerable	Sta
Options ▾	345475	Playground/Play Equipment/MUGA - Generic	4 Acceptable	Sta
Options ▾	350832	Provision of medicines to pupils - Generic things to consider	9 Adequate	Sta
Options ▾	345489	Pupil with a nut allergy - Genetic	4 Acceptable	Sta

4. Make amendments to the risk assessment as may be required.

Standard risk assessment

What is being assessed?

Please enter the description of the activity being assessed.

Step 1 – Identify the hazard and risks

1 Storage of medicines 4 Acceptable Remove

Step 1 – Identify the hazard and risks

2 Handling of medicines 2 Acceptable Remove

5. Once amended, click on review and the Head Teacher can thereafter sign off the assessment.

Review and sign off

Current status: Requires first review.

Date/Time	User	Type
		Risk assessment reviewed
		Sign off risk assessment

Save risk assessment Cancel

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Training can be arranged through Business Support Managers, or by Contacting Corporate Health and Safety on 01506 281418 or 01506 283226.

General guidance on risk assessment can be accessed at
<https://intranet.westlothian.gov.uk/article/29177/Risk-Assessment>