

# Completing a School Self-Assessment on 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.

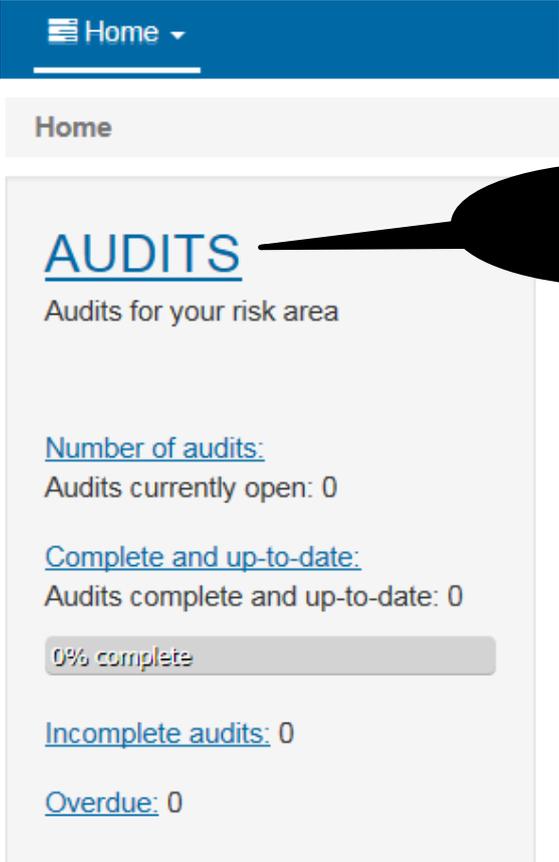
2. Make sure your school is selected. If not, select the correct location (highlight) from the drop down menu and click **Select Risk Area Button**.

Select risk area

Click here

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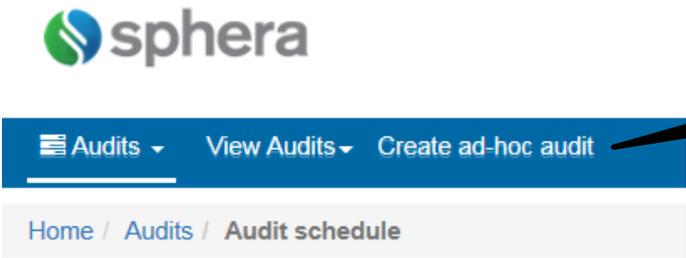
3. Select the **AUDIT** Module from the Home Page.



The screenshot shows the Sphera Home page. At the top, there is a blue navigation bar with a 'Home' dropdown menu. Below this, the main content area is titled 'Home'. The central focus is the 'AUDITS' section, which is highlighted with a black callout bubble containing the text 'Click here'. The 'AUDITS' section includes the following information:

- AUDITS** (underlined)
- Audits for your risk area
- Number of audits:  
Audits currently open: 0
- Complete and up-to-date:  
Audits complete and up-to-date: 0
- 0% complete (with a progress bar)
- Incomplete audits: 0
- Overdue: 0

4. Select **Create ad-hoc audit** and select **WLC – 2021 School Medication Audit** from the menu and click on the **Create ad-hoc audit** button.



The screenshot shows the Sphera Audits page. At the top left is the Sphera logo. Below it is a blue navigation bar with three items: 'Audits' (with a dropdown arrow), 'View Audits' (with a dropdown arrow), and 'Create ad-hoc audit'. The 'Create ad-hoc audit' button is highlighted with a black callout bubble containing the text 'Click here'. Below the navigation bar is a breadcrumb trail: 'Home / Audits / Audit schedule'.

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Audits View Audits Create ad-hoc audit

Home / Audits / Create ad-hoc audit

Please select the Audit to create

- WLC - 2021 School Medication Audit
- WLC - Covid-19 Audit - Buildings
- WLC - School Medication Audit
- WLC - Working at Height Audit
- WLC Policy Compliance - Investigation of Incidents



Home / Audits / Create ad-hoc audit

Please select the Audit to create

WLC - 2021 School Medication Audit

Create ad-hoc audit



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## 5. Commence audit, answering all questions.

Audit ID  
3666726

Risk area  
This audit is for the risk area WLC - Linlithgow Academy Ed

Audit details

Date  

Auditor

Select date of audit

Record your details here

Question	Answer	Notes
<b>Roles and Responsibilities</b>		
 Are accurate records kept of the administration of medication in school/by school staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<a href="#">Add Note</a>
 Have parents/carers been made aware of the council's procedures for dealing with health care needs? (e.g. links to policy/procedures on school website)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<a href="#">Add Note</a>
 Is relevant information with regard to a pupil's medical condition passed to the relevant people?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<a href="#">Add Note</a>
 Have relevant staff attended relevant CLPL training sessions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<a href="#">Add Note</a>
 Are medicines stored safely?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<a href="#">Add Note</a>
 For intimate or invasive treatments are two members of staff present (one of the same gender as the pupil, if	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<a href="#">Add Note</a>

## 6. Please note a **NO** answer will automatically generate a task which needs to be completed.

Question	Answer	Notes
<b>Roles and Responsibilities</b>		
 Are accurate records kept of the administration of medication in school/by school staff?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	<a href="#">Add Note</a>
 You must add at least one task to resolve the issue you have identified above. <a href="#">Add task</a> <a href="#">Task already exists</a>		

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7. You can also add notes to each question, if required.

Are accurate records kept of the administration of medication in school/by school staff?  Yes  No  N/A [Add Note](#)

Notes

[Save](#) [Cancel](#)

[Click here](#)

8. You can add additional tasks not specific to a particular question and / or upload a document to support your audit findings, if required.

Related tasks

There are currently no related tasks.

[Add new task](#) [Click here](#)

Related documents

Date uploaded	Description	Document uploaded by	Filename	Delete
To attach a document - select the button below and select the file.				
<input type="text"/> <a href="#">Browse...</a> <a href="#">Click here</a>				

9. Once you've completed the audit, the **statistics** will show at the bottom of the screen. Please ensure your click on the **save audit** button.

Audit statistics

Number of related tasks - 0  
 Score - 0 out of 0  
 Percentage score - 0%  
 Questions complete - 0 out of 80  
 Percentage complete - 0%

[Save audit](#) [Click here](#)

10. If you want to view / edit a completed audit at a later date, return to your **home screen** and select the **REPORTING** module and select **audits completed by risk area**.

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**REPORTING**  
Favourite reports

- [Ages](#)
- [All incidents - Education](#)
- [All incidents 2016/17](#)
- [All incidents by Service](#)

**AUDITS**

- [Audit question overview](#)
- [View all audits](#)
- [Audits by risk area](#)
- [Audits completed over time](#)
- [Audits completed by risk area](#)
- [Last time audits completed](#)
- [Audit average answer score](#)
- [Last time audits completed](#)
- [Audit overview](#)
- [Completed planned vs total planned audits](#)

**Report parameters**

Start Date: 1 January 2018

End Date: 31 December 2018

Risk area(s): All risk areas

Checklist(s): All audits

Chart Type: 3d Bar

Graph colour: Blue

Graph size: Normal

Output types: Chart and table

**Run Report**

If you are experiencing difficulties with Sphera, please email [healthandsafety@westlothian.gov.uk](mailto:healthandsafety@westlothian.gov.uk)