

# 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 **Save**.

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

The screenshot shows the Sphera Home Page. At the top, there is a dark blue header with the Sphera logo and a grid icon. Below the header, the text "Environment, Health, Safety and Sustainability" is displayed. A dropdown menu is open, showing "HSM Health and Safety Management" with a downward arrow. Below this, there are four tiles: "RA Risk Assessments", "T Tasks", "A Audits", and "R Reporting". The "A Audits" tile is circled in red, and a callout bubble points to it with the text "(2) Click here". The "HSM" dropdown is also circled in red, with a callout bubble pointing to it and the text "(1) Click here".

4. Select **Create ad-hoc audit** then select **WLC – XXXX Schools Medication Audit** from the menu and from there, click on the **Create ad-hoc audit** button.

**Please Note** - the title of the school medication audit will reflect the year in which the assessment is being completed. This title will be updated annually and run consecutively i.e. titles will read "WLC-2024 Schools Medication Audit", "WLC-2025 Schools Medication Audit", "WLC-2026....."

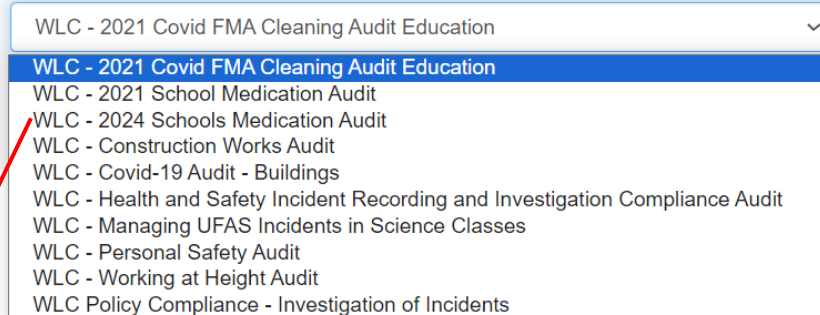
The screenshot shows the Sphera Audits menu. At the top, there is a dark blue header with the Sphera logo and a grid icon. Below the header, there is a list of options: "A Audits", "Scheduled Audits", "Ad-hoc Checklists", and "Create ad-hoc audit". The "Create ad-hoc audit" option is circled in red, and a callout bubble points to it with the text "(1) Click here".

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## Create ad-hoc audit

[Audits](#) > Create ad-hoc audit

Please select the Audit to create



WLC - 2021 Covid FMA Cleaning Audit Education

**WLC - 2021 Covid FMA Cleaning Audit Education**

WLC - 2021 School Medication Audit

WLC - 2024 Schools Medication Audit

WLC - Construction Works Audit

WLC - Covid-19 Audit - Buildings

WLC - Health and Safety Incident Recording and Investigation Compliance Audit

WLC - Managing UFAS Incidents in Science Classes

WLC - Personal Safety Audit

WLC - Working at Height Audit

WLC Policy Compliance - Investigation of Incidents

(2) Click here to select audit from the drop-down menu

**N.B.** the title of the school medication audit will reflect the year in which the assessment is being completed. This title will be updated annually and run consecutively i.e. titles will read “WLC-2024 Schools Medication Audit”, “WLC-2025 Schools Medication Audit”, “2026-WLC.....”

## Create ad-hoc audit

[Audits](#) > Create ad-hoc audit

Please select the Audit to create

WLC - 2024 Schools Medication Audit

Create ad-hoc audit

(3) Click here

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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](#)

[Add Note](#) **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="button" value="Browse..."/>				

**Click here**

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)