Instructions to add Public Engagement Risk Assessments to Filemaker

1. Go to https://filemaker.dundee.ac.uk/fmi/webd# or https://fmaker-it-dp1.dundee.ac.uk/fmi/webd
   (you will need to use the University of Dundee VPN if not on campus. More information: https://www.dundee.ac.uk/guides/using-vpn)
2. Log in with your usual username and password
3. Select ‘uod_safety_database’ folder
4. Select Life Sciences (or your specific School/Directorate) from the Select a School/Directorate drop down menu then click on the ‘Public Engagement Activity Risk Assessment’ Tab.

![University of Dundee Risk Assessment Database](image-url)
5. You will this screen *(note: this is the Life Sciences view, but it should be similar for all Schools/Directorates)*:

![Public Engagement Activity Risk Assessment Database](image)

If you click on the ‘Show all Life Sciences PEA risk assessments’ you will see which activities are already in the database. For Life Sciences, these include risk assessments for various boxed activities and generic risk assessments for:

- guided tours of open laboratory areas
- general events in the Discovery Centre Street
- events taking place at external venues
- work experience in a laboratory
- volunteer helpers such as Duke of Edinburgh scheme participants

If you see your activity already has a risk assessment, please read and sign the digital signatures box.
6. If you need to write a new risk assessment, select ‘Create new Life Sciences PEA risk assessment’ tab. Fill out all the boxes on the ‘Information about this assessment’ tab and ‘assessment’ tab.
7. Here is an example:

8. Once completed select the ‘Submit for Approval’ button on the top bar.

9. Your Health and Safety team are not informed when an assessment is submitted for approval. Please email them. For Life Sciences it is SLS-Safety@dundee.ac.uk and state which assessment requires signing off (each assessment is assigned a number as you can see in the example above where it is 21).

For Life Sciences staff and students:
If you have any questions, please contact the SLS Public Engagement team at SLS-PublicEngagement@dundee.ac.uk