

Using Excel

For those schools using Office 2003

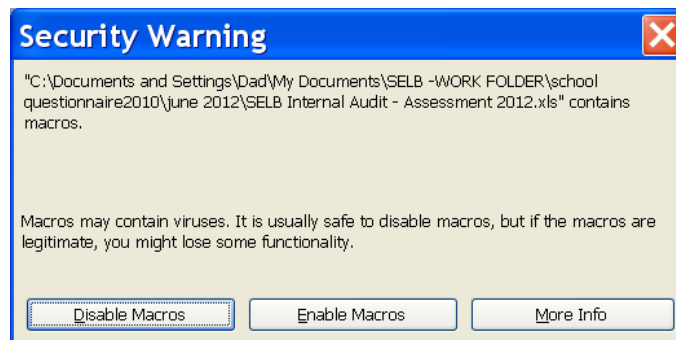
IMPORTANT:

For the risk assessment to function as intended please ensure that you have macro security levels in Excel set at **Medium**. To confirm your settings please follow the instructions below.

- Open a blank Excel spreadsheet and click on “**Tools**” command. Click “**Options**” in the Tools drop-down menu.
- Click the “**Security**” tab in the Options menu. Click “**Macro Security**” under the Macro Security heading.
- Click the “**Security Level**” tab on the Security menu. Check that the “**Medium**” security level is already selected and if not, please select it and close the blank spreadsheet without saving.

Opening the Risk Assessment Spreadsheet

- On opening the spread sheet you may receive the following Security Warning.

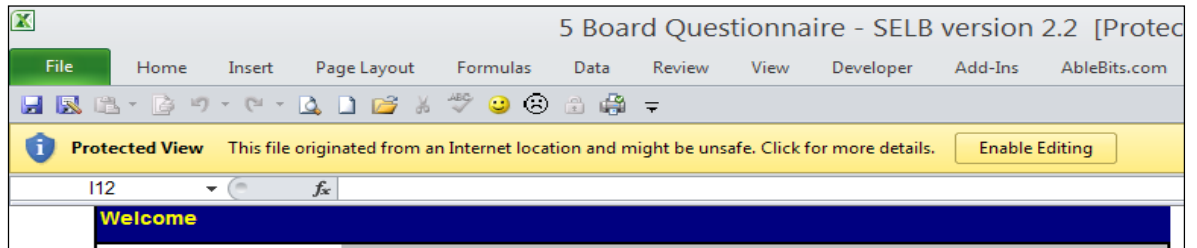


- This is perfectly ok. The spread sheet contains a number of macros which are required to make it function properly. They do not represent any security issue.
- Please ensure you click the Enable Macros button to continue.

For those schools using Office 2007 or 2010

Opening the Risk Assessment Spreadsheet

- On opening the Excel version of the spreadsheet you may see the following warning. Please ensure you click the **Enable Editing** button to continue.



- You may also receive the following Security Warning prompt. This is perfectly OK. The questionnaire contains a number of macros which are required to make it function properly. They do not represent any security issue.
- Please click the **Enable Content** button to continue.

