

# Training for RiskMan



Endeavour Foundation wrote this EasyRead.

When you see the word **we** or **us** it means Endeavour Foundation

**Bold**  
Not bold

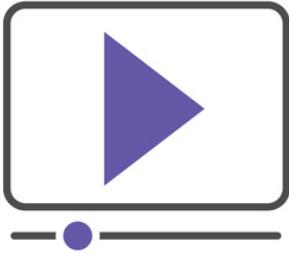
We have put hard words in **bold**

This means the letters are thicker and darker,

We explain what these words mean



This EasyRead is about our new training module called **RiskMan Reporting Obligations**



A **module** is a video or activity that helps you learn something new.



Our RiskMan Reporting Obligations module is **online**.

That means you can see it on your computer.



**RiskMan** is the online system we use to report safety problems



**Obligations** means a rule you have to follow as part of your job. This rule helps keep everyone safe.



**What is happening?**

We have a new module for you to do!



The module will take around 45 minutes to finish.



This module will teach you how to use RiskMan.



You can use RiskMan to tell us if something is not safe.



It is important everyone who works at Endeavour Foundation knows how to use RiskMan.



This will help everyone feel safe when they are at Endeavour Foundation.



This module is **mandatory**.



Mandatory means you **must** do the module. It is part of your job.



On **Monday 14 October 2024**, you will get an email from Engage.



**Engage** is our module and training website.



The email will tell you to finish the module as soon as you can.



You will need to do this module once every year.



We will email you when it is time to complete the module again.



If you are not sure or do not understand, that is okay.

You can ask your leader for help.