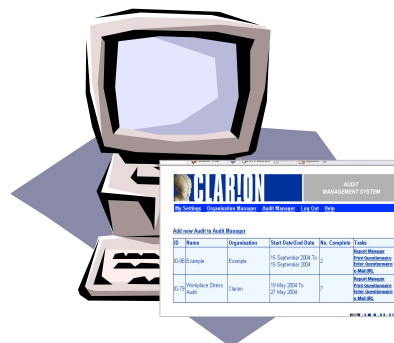
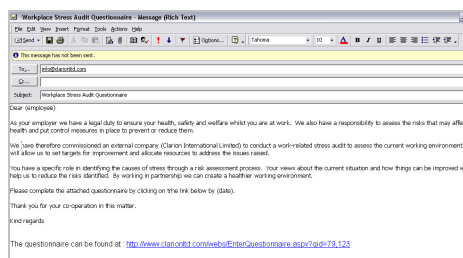


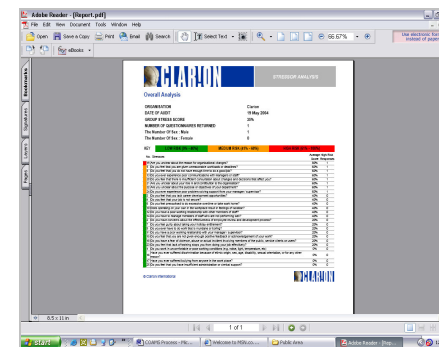
## 1. Audit Set-up and Questionnaire

- 1.1 The system manager sets up the audit using the Organisation and Audit Manager tools, detailing the name of the audit, start and end dates, demographic options and setting up the questionnaire.
- 1.2 An email link is generated and instructions are given on how to complete the questionnaire, and when to return it by.



- 1.3 The email is sent out to every member of staff who then complete the questionnaire online through the link provided.
- 1.4 The system manager can monitor the number of people who have responded at any time during the audit process so that reminders can be sent out if necessary.

- 1.5 Once the system manager is happy with the response rate the audit can be closed.



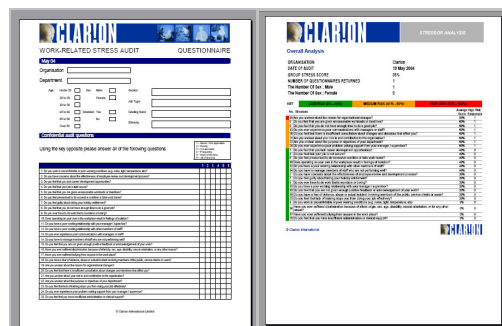
## 2. Report Analysis

- 2.1 Using the Report Manager tool the system manager can view and print reports for the management team.



## 4. Benchmarking and Evaluation

- 4.1 In order to assess the success of the audit and interventions put into place the risk assessment process must be repeated on a regular basis.



- 3.2 Using the Clarion Toolkit the management team identify the main hazards for the overall organisation, for each department, age band, gender band and job type. They then complete the relevant checklists and worksheets for each hazard and make plans to tackle the issues raised on a global and local level.




## 3. Planning and Intervention Stage



- 3.1 The management team meet to review the findings of the audit using the Report Manager. Using the 'filter' and 'split' tools they can generate a report for any group within the organisation.