



Health and safety training and competencies

Standard

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Standard: Health and safety training and competencies

Introduction:

The University needs to support all staff to work safely. Health and safety training is a key contributor to the development of the health and safety competencies that staff need to fulfil their roles and activities safely. This protocol supports staff to recognise where the necessary health and safety competencies have already been attained and identify where further development or training is needed.

What does 'health and safety training' mean?

Formal or informal mechanisms that enable University staff to acquire the health and safety knowledge and skills needed to fulfil their role. These can be provided centrally or locally. Formal health and safety training can include qualifications and accredited courses (e.g. CIEH/IOSH), approved e-learning modules, external training providers or specialist University staff (e.g. biological safety training modules available on VLE, PA testing). Informal health and safety training mechanisms include equipment/area specific inductions, one-to-one health and safety coaching sessions, mentoring, on-the-job training.

What does 'health and safety competencies' mean?

The ability of a person to apply health and safety skills, knowledge and training in the context of their role and/or activities.

Standard:

The University takes a management approach to ensure training contributes towards the development of relevant health and safety competencies, and expects that:

- Staff are allocated adequate time within working hours to undertake relevant health and safety training.
- New employees receive the health and safety information contained in the Human Resources induction checklist, and the completion date is recorded on SAP.
- A local training matrix, that includes the minimum training requirements identified in the University health and safety training matrix, is produced for each area.
- All staff have their role and activity-specific health and safety training requirements identified in the local training matrix.
- An assessment determines whether the necessary health and safety competencies, as required by the training matrix, have already been attained.
- Any necessary additional health and safety training is identified, delivered, and health and safety competencies assessed and recorded.
- A record of formal health and safety training is kept on SAP for each staff member.
- A record of informal health and safety training is kept for each staff member.
- All health and safety training records are kept for a minimum of 3 years from leaving employment.
- Anyone organising health and safety training with an external training provider gains approval from a Health and Safety Manager or the Training Manager for Wellbeing, Safety and Health using the "External Training Provider Approval Form" before the training occurs.

Legislation

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Data Protection Act 1998

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