

# HEALTH AND SAFETY TRAINING MATRIX

Essential training requirements  
 Strongly recommended

	LEVEL 1										LEVEL 2										LEVEL 3				
	Section 3 and Annex 1 of HR induction checklist	VIDEO: University of Leeds health and safety induction	VIDEO: office safety	Fire safety training module	DSE training module	DSE risk assessment module	Manual handling training module	Introduction to risk assessment	Corporate manslaughter briefing	Management practices Suite : H&S module	Globally Harmonised System Briefing	Fire Warden Training (delivered by HSS)	Risk assessment workshop: Fieldwork activities	COSHH and the management of haz. Subs.	Risk management of events workshop	Risk assessment workshop: non-science	Risk assessment workshop: science related env.	H&S inspection workshop	Manual handling risk assessment workshop	Understanding the risk assessment process and signing-off	Outdoor Fieldwork First Aid	DSE assessor training	Electrical Safety & PAT	First Aid course	Manual handling: lifting techniques & principles
All staff (including new employees)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>																			
DSE users (e.g. computer users)					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																			
<b>Management</b>																									
Line manager/Academic tutor				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>													<input checked="" type="checkbox"/>					
Senior managers (Deans, heads of school)				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>															
<b>Technical and Teaching Support Staff</b>																									
H&S Co-ordinators: non-science related		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
H&S Co-ordinators: science related		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Risk assessors: non-science related				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																	
Risk assessors: science related				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																	
Anyone involved in the risk management of fieldwork activities				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>													
Anyone involved in the risk management of remote fieldwork expeditions				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													<input checked="" type="checkbox"/>				
Anyone involved in the risk management of events				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>											
People reg. involved in heavy lifting activities				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																<input checked="" type="checkbox"/>	
<b>Specific health and safety roles</b>																									
First aider				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																<input checked="" type="checkbox"/>	
DSE assessor				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>														<input checked="" type="checkbox"/>			
Portable Appliances tester				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>															<input checked="" type="checkbox"/>		
<b>General</b>																									
Anyone involved in chemical safety				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>															
Staff and postgraduate students involved in the risk assessment process								<input checked="" type="checkbox"/>																	
Fieldwork participants												<input checked="" type="checkbox"/>													

For training related to specific topics please access HSS' topics A to Z available at:  
 (E.g. transport, permit-to-work, fire safety, contractors, etc.)

<b>Doc control no PRSG12.4 WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM</b>							
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