

Minimum training requirements for all staff and new employees:

Health and safety topics	Audience	Frequency	Method of delivery
Fire Safety training	All staff	Every year	E-learning or face to face
Manual handling training	All staff	Every 3 years	E-learning or face to face
DSE assessment <i>(available under the risk assessment tab)</i>	DSE user (See DSE definitions)	Every 2 years and for every new location	E-learning
DSE training* <i>(under the "courses" tab)</i> <i>Will give you guidance to help complete your DSE risk assessment</i>	DSE user (See DSE definitions)	Every 2 years	E-learning
HR induction checklist (Section 3 and annex 1)	New staff members	New staff members	Face to face Section 3 and annex 1
Health and safety induction video	New staff members	New staff members	Video (see H&S Services Induction section on website)

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