Health and Safety Training

University Policy,
Organisation and Arrangements

Issued with the approval of the Health and Safety Committee
Introduction

The training of staff in health and safety matters is an essential part of the measures taken:

- To ensure that colleagues are aware of the risks to health and safety generated by their work, and;
- To enable them to take appropriate action to minimise those risks.

The Health and Safety at Work Act 1974 places a duty on employers to provide such information, instruction, training and supervision as is necessary to protect the health and safety at work of employees. More recently the Management of Health and Safety at Work Regulations 1999 have expanded on the general duties, particularly in specifying a requirement for health and safety induction training and for training where job conditions change and result in exposure to new or increased risks (Appendix 1).

Heads of Department have a duty under the University’s Health and Safety Policy and Statement of Organisation and Arrangements to ensure that their staff are adequately trained. Staff training is an important component of risk control procedures, and training needs should be identified through appraisal and risk assessment processes.
Health and Safety Training

Policy

The University is committed to providing adequate and appropriate health and safety training to all staff, and also, when relevant, to contractors, students, visitors and others.

This document sets out the legal framework covering the provision of Health and Safety training and explains the arrangements that Managers are required to put in place to ensure that appropriate training is delivered.

The University will ensure that:

- Heads of Departments and others with a managerial or supervisory role receive training which will
  - Create awareness of their responsibilities and duties in law and under the University's policy;
  - Enable them to take action to ensure good standards of health and safety.

- Departmental Safety Officers receive training, which will enable them to perform their duties as set out in the University’s Statement of Health and Safety Organisation and Arrangements;
- Staff receive training which enables them to carry out their duties without risk to the health and safety of themselves or others;
- Contractors, students, visitors and others, receive training as necessary which enables them to fulfil their role without risk to the health and safety of University staff, themselves or others;
- Sufficient information and adequate resources are provided to staff, and others when appropriate, to allow them to fully apply their prior knowledge and training they have received;
- Work instructions are consistent with the training.

Organisation and Arrangements

To implement this policy, action is required by the University, by the Safety Services Office and by all departments.

The University

The Registrar and Secretary will require all Heads of Department to attend health and safety training given by the Safety Services Office.

The Safety Services Office

Training with a University-wide relevance is provided by Safety Services and is usually organised by the Staff Development Partnership (see Appendix 2). These programmes will be notified to departments in order that appropriate staff can attend. Some departments, or selected staff within them, may require specialised training
which would be more appropriately organised by the departments themselves, with advice and assistance from the Safety Services Office where necessary. The Safety Services Office will monitor departmental safety training activity through its auditing activities.

Departments

In addition to the central provision of training, individual departments will need to provide induction training and further specialised training on particular working procedures and the safe use of equipment. The Safety Services Office can offer support for these activities through the training of Departmental Safety Officers and the provision of advice and training materials. In particular, the Office maintains a library of training videos on a variety of subjects and these can either be viewed in the Safety Services Office or borrowed for use within departments.

At departmental level, health and safety training should be aimed at ensuring that individuals acquire the competencies which have been identified as necessary for them to undertake their allocated tasks and functions in a safe manner. In order that training is appropriate, correctly targeted, and efficiently provided, required competencies and training needs must be identified and programmes devised to meet these requirements. To accomplish this:

- Departments must identify the safety competency requirements of all grades of staff, and others where appropriate, and assess individuals to determine the extent to which their existing competencies meet these requirements;
- training objectives should be set in the light of this information and relevant training programmes identified or developed. Training should usually be provided within the University in order to contain costs, but some specialised training may require attendance at external courses;
- departments must keep records of attendance and the content of training courses to assist with their safety monitoring activities and the University Health and Safety Audit system.

The Health and Safety Executive (HSE) have highlighted the role of management in the identification of health and safety training needs and the organisation of its provision. A relevant extract from their key health and safety management guidance document is reproduced in Appendix 3.
Appendix 1
The Management of Health and Safety at Work Regulations 1999

Regulation 13(2)

Every employer shall ensure that his employees are provided with adequate health and safety training -

(a) on their being recruited into the employer’s undertaking; and

(b) on their being exposed to new or increased risks because of -

(i) their being transferred or given a change of responsibilities within the employer’s undertaking,

(ii) the introduction of new work equipment into or change in work equipment already in use within the employer’s undertaking,

(iii) the introduction of new technology into the employer’s undertaking, or

(iv) the introduction of a new system of work into or a change respecting a system of work already in use within the employer’s undertaking.

Regulation 13(3) –

The training referred to in 13(2) shall -

(a) be repeated periodically where appropriate;

(b) be adapted to take account of any new or changed risks to the health and safety of the employees concerned; and

(c) take place during working hours.
### Appendix 2

**Health and Safety Training - Examples**

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Appendix 3
Management of Health and Safety Training

The following has been extracted from the HSE guidance document Successful health and safety management (HSG65).

Training for health and safety

Training helps people acquire the skills, knowledge and attitudes to make them competent in the health and safety aspects of their work. It includes formal off-the-job training, instruction to individuals and groups, and on-the-job coaching and counselling.

But training is only one way of ensuring satisfactory health and safety performance. It is also helpful to integrate health and safety requirements into job specifications.

Decide if training is necessary

Training should not be a substitute for proper risk control, for example to compensate for poorly designed plant or inadequate workstations. But it may be appropriate as a temporary means of control until improvements can be made. The key to effective training is to understand job requirements and individual abilities.

Identify training needs

Training needs can be identified by looking explicitly at the health and safety elements in individual jobs or tasks. For new jobs, a little imagination may be needed to compare them with existing jobs or to learn from other organisations doing similar work. For existing jobs, you can do the following things:

- consult job-specific accident, ill health and incident records to see what caused losses of control and how you can prevent them;
- gather information from employees about how the work is done;
- observe and question employees when they are working, to understand what they are doing and why. This may be particularly relevant in complex process plant where any analysis has to take account of all the possible consequences of human error, some of which may be remote from the particular task in hand. It could include formal task or error analysis;
- Consult risk assessments for the work.

When you examine management jobs, your analysis also needs to consider the health and safety supervisory elements.

You can apply your analysis to complete jobs or subsidiary tasks. Complete analysis is essential for new starters but existing workers may need to improve performance on particular tasks.

These analyses need to be detailed and thorough. They may be resource intensive. But the benefits go beyond just training. They can influence other elements of the health and safety management system including:

- recruitment, selection and placement;
- the identification of critical tasks which need careful planning and monitoring;
- individual performance assessment;
- assessment of the suitability of an individual for promotion or substitution to a job where health and safety factors are important.

There are three main types of training need: organisational, job related and individual.

Organisational needs

Everyone in the organisation needs to know about:

- the organisation's health and safety policy and the philosophy underlying it;
- the structure and systems for delivering the policy.

People will also need to know which parts of the systems are relevant to them, to understand the major risks in the organisation's activities and how they are controlled.

Job needs

These fall into two main types, management needs and non-management needs.

Management needs include:

- leadership skills;
- communication skills;
- techniques of health and safety management;
- training, instruction, coaching and problem-solving skills relevant to health and safety;
- understanding of the risks within a manager's area of responsibility;
- knowledge of relevant legislation and appropriate methods of control including risk assessment;
- knowledge of the organisation's planning, measuring, reviewing and auditing arrangements.

Some managers in key positions may have particular needs. This would apply to those who devise and develop the health and safety management system, investigate accidents or incidents, take part in review and audit activity or have to implement emergency procedures.

Non-management needs include:

- an overview of health and safety principles;
- detailed knowledge of the health and safety arrangements relevant to an individual's job;
- communication and problem-solving skills to encourage effective participation in health and safety activities.

Individual needs

Individual needs are generally identified through performance appraisal. They may also arise because an individual has not absorbed formal job training or information
provided as part of their induction. Training needs vary over time, and assessments should cover:

- induction of new starters, including part-time and temporary workers;
- maintaining or updating the performance of established employees (especially if they may be involved in critical emergency procedures);
- job changes, promotion or when someone has to deputise;
- introduction of new equipment or technology;
- follow-up action after an incident investigation.

Identify objectives and methods

Based on job analysis and risk assessment, you can set objectives and priorities. These can be used as the basis for measuring the effectiveness of training. You will need to devise training methods to suit the objectives. Some training needs may have to be met through closely supervised on-the-job experience. For some high-risk jobs and tasks the training may include simulation exercises. Distance-learning or computer-based interactive material may also be available.

Deliver training

Training can take place internally or externally, in either case using internal resources or consultants. Timing, cost and expertise generally determine the final choice.

Evaluation and feedback

You should formally evaluate training to see if it has led to the desired improvement in work performance and to help in targeting future training. Companies achieving high standards give high priority to systematic health and safety training.

Competent employees and their representatives can make far more effective contributions to health and safety, whether as individuals or in groups, by participating actively in initiatives such as hazard spotting, problem solving and standards improvement. But, even though managers, supervisors and other employees can achieve high levels of competence, there may still be a need for professional health and safety advice from within the organisation or outside.

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