Aston University

Health and Safety Training Policy

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2. Introduction

Training is a significant element of an organisation's safety management system. There is an increasing legislative emphasis on the competence of employees at all levels to undertake work tasks.

If correctly implemented, training can improve competence, performance and job satisfaction. In particular, health and safety training produces higher levels of awareness of health and safety issues and can result in reducing instances of accidents and incidents.

Providing appropriate information, instruction and training will assist Aston University to:

- ensure staff including post graduate students are capable of undertaking their duties in an effective and efficient manner in accordance with health and safety legislation;
- develop a positive working environment, where safe and healthy working environments and working practices contribute towards effective and efficient operational processes;
- assist in the achievement of the Aston 2012 Strategy;
- reduce the risk of staff, students, contractors and visitors, etc being injured or made ill as a result of University activities; and
- meet the University's legal duty of care to protect the health and safety of our staff, students, contractors, visitors and anyone else who may be affected by the University's activities.

3. Purpose

This policy will ensure that there is a process whereby all health and safety related training is consistently identified, delivered and recorded.

This policy is aimed at those with supervisory or managerial responsibility for others but should be read by all staff.

This policy will be accompanied by a Guidance Note which will provide practical guidance on the implementation of this policy. The Guidance Note will be monitored by the Safety Office and updated as required.

4. Why is training required?

The Health and Safety at Work etc Act 1974 places a legal duty on the University to ensure that staff at all levels are "competent" to undertake their duties. Competence is about being able to do something effectively and efficiently. It is brought about by knowledge, skills and experience.

Competency is also about knowing your limitations and when to call on advice from others who have greater knowledge, skills and experience of the subject matter.

5. Deciding who needs Health and Safety Training

Training is required by all staff however, the level and type of training required will vary greatly dependant on the individual's role and level of responsibility.

The matrix in appendix 1 provides an indication of the type of training required by staff at different levels. The matrix was developed with the following in mind:

Senior and Executive Managers will require a deeper understanding of their responsibilities and accountabilities within the law with particular reference to duties under The Health and Safety at Work etc Act 1974 and Relevant Statutory Provisions.

Managers and Supervisors need to know what their health and safety responsibilities are, what is expected of them and how the University expects them to deliver the health and safety message. They need a clear understanding of the University's Health and Safety Policy and where they fit into the health and safety management structure. Managers and supervisors are also responsible for ensuring that persons under their direct control receive training appropriate to their needs.

Specialist post holders in addition to general health and safety training may also need detailed training relating to specific hazards and their associated control measures.

All staff of the University will require a degree of heath and safety training. They will need to know how to work safely and without risk to themselves or others who may be affected by the work activity. They will require knowledge of the University's Health and Safety Policy, health and safety arrangements within their School / Department, and what is expected from them with regard to health and safety.

6. Mandatory and Desirable Training

Mandatory training is any statutory or compulsory training that the University requires its staff to undertake:

- to comply with the law and requirements of regulatory bodies;
- to carry out duties safely and efficiently;
- to protect staff, students, contractors and the public from harm; and
- to maintain competence to the required standards.

Some training is specific to particular staff groups and disciplines and may be determined by University policy and government instruction and guidelines. Training may be required to reach compliance within particular professional groups or roles required by the University, eg a member of the Health and Safety Audit Group (HSAG), or key members of the Major Incident Investigation Team (MIIT) would be required to undertake additional training.

Desirable training should be identified on an annual basis through the Performance Development Review (PDR) process. This may include training which would enhance the safety performance of the post holder but is over and above the mandatory minimum level. The matrix in appendix 1 shows the split between mandatory and desirable training by job role.

7. Duties and Responsibilities

The University has a duty of care to ensure that all staff receive the relevant training for their area of work to ensure staff, student, contractor and visitor safety.

Responsibility of the Executive Dean/Head of Department

It is the responsibility of the Executive Dean/Head of Department to ensure that health and safety training including mandatory training is completed by all staff within their areas of control.

The Executive Dean/Head of Department should ensure that health and safety training is a substantive item on the agenda of School/Departmental Health and Safety Committee meetings.

Responsibility of the Manager/Supervisor

It is the responsibility of the manager to ensure that the staff working within their area of control have undergone health and safety training including mandatory training applicable to their job role. This should include the manager using the matrix in appendix 1 to identify training needs when inducting new staff and during the PDR meeting with existing staff. Mandatory health and safety training should be identified as a priority for staff prior to them attending other courses within the University or externally

The manager must maintain a record of staff training within the School/Department.

The manager must take appropriate action with staff who fail to attend mandatory training.

Responsibility of the member of staff

All staff have a duty to undertake training that is deemed mandatory for their job role as identified by their School/Department or the University centrally.

It is the responsibility of the member of staff to identify when they require updating and agree this with their manager.

NB: Some dates for mandatory training are set by the University (eg Fire Awareness Training).

Responsibility for delivering mandatory training

Mandatory training requirements are determined by the Safety Office in conjunction with key providers and the Health and Safety Committee (HSC).
The Safety Office is responsible for providing sufficient programmes to meet requirements.

The Safety Office ensures that training delivered supports national guidance and University policy based on best practice.

8. Attending Mandatory Training

The Safety Office organises health and safety training well in advance in order for staff to set aside time to attend. Where a member of staff cannot attend programmed dates, this should be discussed in the first instance with their line manager.

Non Attendance

Non-attendance will be notified to managers who will deal with the matter appropriately.

9. Identification of Training & Development Needs

On an annual basis, health and safety training requirements should be reviewed by the manager at the PDR meeting, and individual's training needs recorded on the Training & Development Needs template (see Appendix 2). These are collated into a School/Department Training & Development Plan which is then shared with the Safety Office.

Training and development needs for new starters should be identified upon induction. Other situations where training and development needs may need to be revised include when:

- a person is transferred or promoted to a new post;
- there may be significant changes to the working environment;
- there may be significant changes to the work activity, or the work equipment;
- the technology changes;
- people may be exposed to new or increased risks;
- existing knowledge and skills may need updating;
- as a result of a health and safety audit; and
- as a result of an accident, incident or near-miss.

10. Monitoring and Evaluation

The Safety Office is responsible for the overall monitoring and evaluation of the effectiveness of this policy, and will produce an annual report to Health and Safety Committee.

Records of those who attended health and safety training through organised, bookable events are held centrally. Individual trainers who deliver health and safety training within Schools and Departments must maintain their own records of attendance. Managers are responsible for ensuring all staff attend initial and refresher training with records held at school/departmental level.

The content of mandatory health and safety training will be reviewed by the Safety Office in conjunction with the HSC and amended accordingly. Health and safety related courses not currently offered but identified as a training and development need through the annual PDR process will be considered for inclusion in the centrally-provided course portfolio.

11. Appendices

Appendix 1 – Training Matrix

This matrix is designed to assist with identifying training and development needs within each School/Department. It shows basic requirements. Additional health and safety training may be required for specific tasks. These should be identified through an assessment of the hazards and risks arising from the activities undertaken and added to the matrix for the area concerned. Retraining may be required where there is a change to legislative requirements or University procedures. Further advice is available from the Safety Office or the Centre for Staff Development.

University posts span the following four main areas:
1. Academic & Research;
2. Admin, clerical related;
3. Technical; and
4. Trades.

Voluntary posts include First Aider, Fire Warden, DSE Assessor. HSAG Member

	COURSE TYPE														
	Induction	General	Supervisory	Biological	Chemical	Laser Safety	Radiological	Electrical Safety	Building Maintenance	Computer Work	Fire Safety	First Aid	Food Safety	Manual Handling	Mechanical Safety
Frequency of Training/Refresher (years)		3	3	2	2	2	2	3	3	3	2	3		3	3
APPOINTMENT															
ACADEMIC & RESEARCH															
e.g. Executive Dean															
e.g. Lecturer															
e.g. Senior Lecturer															
e.g. Professor															
e.g. Research Fellow															
e.g. Teaching Assistant															
ADMIN, CLERICAL & RELATED															
e.g. Head of Department															
e.g. Manager															
e.g. Administrator															
e.g. Personal Assistant															
e.g. Catering Officer															
e.g. Security Officer															
TECHNICAL															
e.g. Technician															
e.g. Senior Technician															
MANUAL & TRADES															
e.g. Manager/Supervisor															
e.g. Carpenter															
e.g. Catering and Bar Staff															
e.g. Cleaner															
e.g. Porter															
e.g. Driver															
e.g. Electrician															
e.g. Gardener															
e.g. Leisure Assistant															

KEY:-

Mandatory

Mandatory where relevant to role

Desirable where relevant to role

Appendix 2 - Training and Development Needs Template

Aston University **Training and Development Needs**

First Name	Surname	School/Department	Development Need	Code	Deadline

Code
O = Operational Need - needed to fulfil the role more effectively A = Aspirational Need - wanted for career progression

	Signature	Date
Reviewee		
Reviewer		