
**Subject: Health and Safety Management - Organisational Arrangements
Capabilities and Training for Health and Safety****Date of Issue:** March 2018**For Action by:** Senior and Line Managers

1. Introduction

The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 require the employer to identify the organisational arrangements for implementing its health and safety policy.

2. Background

Regulation 13 of the Management of Health and Safety at Work Regulations 1999 places a duty upon the employer to provide adequate health and safety training. To ensure that the University's health and safety policy is implemented effectively, managers and employees at all levels must be aware of their responsibilities. Failure to attend mandatory health and safety training could lead to disciplinary action as per the University's Capability Framework (pending approval July 2018 TBC). The University requires staff to undertake the following training:

3. Senior Managers, Directors, Governors

- Must attend mandatory health and safety briefings as and when required in order to remain abreast of current developments in health and safety that are pertinent to the University, and must ensure the following is implemented:

4. Managers

- Must attend accredited Level 2 (or equivalent) health and safety awareness training, and
- Must attend accredited Level 2 (or equivalent) training in risk assessment where they are responsible for areas or activities identified as being of significant or high risk,

Both of the above should be attended within six months of taking up management responsibility.

Current managers who have not yet received such awareness training should attend within one year of these Organisational Arrangements being published.

- Must ensure that they and their employees attend health and safety training, as per the matrix on the following pages, and any other training deemed necessary in order to carry out their roles safely.

5. All Employees

- Must attend training as per the matrix on the following pages, and any other training deemed necessary in order to carry out their roles safely.

Health and Safety Competency matrix March 2018

Typically externally delivered

= May be covered by Laboratory Safety workshop (FST)

(x) = refresher required every x years or earlier if required for operational reasons (not normally repeat of full course: e-learning module, toolbox talk including key points may be preferred option – SHW will advise)

Y = Yes

V = volunteer

AR = as required by job

	Senior Managers	Line Managers	Office, reception and switchboard based Staff	Facilities, Post Staff	Maintenance Staff	EPS Project Management and Planning	Laboratory Technicians	Workshop Technicians	Information Services front line Staff	Lecturing Staff	Security Staff	Catering Staff	Cleaning Staff
CORE													
Legal awareness briefing	Y	Y											
IOSH Managing Safely or CIEH level 3		AR											
Managers H&S level 2		Y				Y							
Stress Management		AR											
Risk Assessment level 2	AR(3)	Y(3)	Y(3)	Y(3)	Y(3)	Y(3)	Y(3)	Y(3)	Y(3)	Y(3)			
DSE (Display Screen Equipment) (online via H&S software)	Y(3)	Y(3)	Y(3)	Y(3)	Y(3)	Y(3)	Y(3)	Y(3)	Y(3)	Y(3)	Y (3)		
H&S Induction (incl. fire)	Y(2)	Y(2)	Y(2)	Y(2)	Y(2)	Y(2)	Y(2)	Y(2)	Y(2)	Y(2)	Y (2)	Y (2)	Y (2)
SPECIALIST													
Abrasive Wheels		AR			AR	AR		AR	AR	AR			
Asbestos Awareness	AR	AR		AR	Y(3)	Y(2)		AR(3)	AR(3)				
Food hygiene training												Y	
COSHH (Chemical Safety)	AR	AR		AR	Y(3)	Y(2)	Y(3)#	Y(3)	AR	AR#		Y	Y
Exhibition and Event Safety, management of licensed premises		AR	AR	AR				AR	AR	AR			
Fork Lift Driver Licence				AR				AR	AR				
Gas Cylinder Safety				AR			AR	AR	AR	AR			
Handling Difficult Situations	AR	AR	AR	AR			AR	AR	AR	AR	AR	AR	AR
Laboratory Safety workshop (FST)	AR	AR					Y(1)			AR(1)			
Laboratory Safety induction (FST)	AR	AR					Y			AR			
Legionella and water hygiene management		AR			Y (3)	AR	AR	AR	AR				
Manual Handling	AR	AR	AR	Y(3)	Y (3)	AR	Y(3)#	Y(3)	Y(3)	AR#	Y (3)	Y (3)	Y (3)
Permit to Work	AR	AR		AR	Y (3)	Y(3)	AR	AR	AR	AR	Y (3)		AR
PUWER (work equipment)	AR	AR		Y(3)			Y(3)#	Y(3)	Y(3)	AR#			

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Working at Heights/ladder		AR		Y(3)	Y (3)	Y(3)	AR	Y(3)	AR	AR	AR	AR	AR
Miscellaneous ** (specialist equipment/procedures), CPD (external)	AR	AR	AR		AR	AR	AR	AR	AR	AR	AR	AR	AR
Research Safety	AR	AR					AR#	AR	AR	AR#			
IMERP AND BCP													
Gold IMERP	AR												
Silver IMERP	AR	AR				AR							
Bronze IMERP		AR	AR	Y (3)	Y (3)	AR	AR	AR	AR		Y (3)		
Fire Marshals	AR	AR	AR	Y(3)		AR	Y(3)	Y(3)	Y(3)	AR	Y(3)		
Fire Extinguisher	AR	AR	AR	Y(3)		AR	Y(3)	Y(3)	Y(3)	AR	Y(3)	Y(3)	AR
First Aid at Work (3 days)	V(3)	V(3)	V(3)	V(3)		V(3)	V(3)	V(3)	V(3)	V(3)	V(3)		
Emergency First Aid (1 day)	V	V	V	V		V	V	V	V	V	Y	V	V
Evacuation chair training (train the trainer)				Managers (3)							Managers (3)		
Evacuation chair training (internal)				Y(3)							Y(3)		

** Miscellaneous training could include:

Crane operator training (for technicians and EPS Senior Technicians etc), use of harness (EPS tradespeople tasked with working at height and use of fall arrest systems); management of asbestos, electrical safety, management of legionella (for maintenance engineers who have responsibility for managing those risks on the University's behalf), NEBOSH General Certificate in H&S (local SHW coordinators, EPS CSMs); training for SHW team in specialist skills development; training for those travelling abroad on University business/managing fieldwork etc.

Cinema staff, for the purposes of this document, will be invited to key H&S training as agreed with Head of SHW and Head of OD.

Student specific courses include: Researcher development programmes; Residential Assistants – Halls; FANS; Interns/Helpers – as required