

Subject: Health and Safety Management - Organisational Arrangements

Date of Issue: Capabilities and Training for Health and Safety

For Action by: October 2023

1. Introduction

The Health and Safety at Work 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, colleagues at all levels must be aware of their responsibilities. Failure to attend mandatory health and safety training could lead to disciplinary action. The University requires colleagues to undertake the following training:

3. Senior Managers (Level one and above)

- Must attend mandatory health and safety briefings at a frequency no lower than three years in order to remain abreast of current developments in health and safety that are pertinent to the University,
- It is mandatory for any senior post holder (Level one and above including Professors) to be a Fire Marshal as part of their normal management duties.

Senior Managers (L1 and above)	Court	UEB	Senior managers
SHW awareness briefing	Y	Y	
IOSH Managing Safely or CIEH level 3 H&S			AR
Gold IMERP (supported by online SharePoint resources)		Y	
Silver IMERP (supported by online SharePoint resources)			Y
Fire Marshal		Y (3)	Y (3)

Senior Managers must ensure the following is implemented:

4. Managers

- Must attend accredited Level 2 (or equivalent) health and safety awareness training, and
- Must attend specialist 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 must attend within six months of these Organisational Arrangements being published.

- Must ensure that they and their team 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.

Additional training required by managers

Managers H&S CIEH level 2	Y
Stress Management	AR
Research Safety	AR

5. All Colleagues

- Must attend mandated training, including training in risk assessment, as per the information on the following pages, and any other training deemed necessary, in order to carry out their roles safely. This includes any subsequent updates or refresher courses or programmes.
 - Training should be refreshed every three years, unless otherwise stated.

Health & Safety Risk Assessment (Blackboard)
DSE (Display Screen Equipment) (online via H&S software)
Introduction to H&S (incl. fire) (Blackboard)
Safeguarding Essentials (Blackboard)
The PREVENT Duty in HE e-learning module (Blackboard)

6. Training required by colleagues managing and working in specialist space, (note: the training required will depend on the specialist space and type of role).

Training required by colleagues managing and working in specialist space (depends on the space and type of role)

	Laboratory Technicians	Workshop Technicians	Academic colleagues
Abrasive Wheels		AR	AR
Asbestos Awareness		AR	
COSHH (Chemical Safety)	Y (3) #	Y (3)	AR#
Laboratory Safety workshop (LS)	Y (1)		AR (1)
Laboratory Safety induction (LS)	Y		Y
Manual Handling	Y (3) #	Y (3)	AR#
Permit to Work	AR	AR	AR
PUWER (work equipment)	Y (3) #	Y (3)	AR#
Working at Heights/ladder	AR	Y (3)	AR
Research Safety	AR#	AR	AR#
Fire Marshal	Y (3)	Y (3)	AR
Fire Extinguisher	Y (3)	Y (3)	AR
Emergency First Aid (1 day)	V	V	Y**
First Aid at Work (3 days)	V (3)	V (3)	V (3)
Gas Cylinder Safety (plus practical session)	AR	AR	AR
Training on specialist equipment/techniques	AR	AR	AR

7. Training required by Estates and Planning Services technical colleagues, contractors; ISS front line colleagues.

Estates and Planning Services technical colleagues, maintenance contractors; ISS front line colleagues

	Facilities/Soft Services	EPS Project Management and Hard Services	Maintenance contractors	Security Contractors	Catering Contractors	Cleaning Contractors	Information Services front line colleagues
Abrasive Wheels (TBC)		AR	AR				AR
Asbestos Awareness	AR	Y (2)	Y (2)				AR (3)
COSHH (Chemical Safety)	AR	Y (2)	Y (2)		Y	Y	AR
Manual Handling	Y (3)	AR	AR	Y (3)	Y (3)	Y (3)	Y (3)
Permit to Work PUWER (work equipment)	AR	Y (3)	Y (3)	Y (3)		AR	AR
Working at Heights/ladder	Y (3)						Y (3)
Fire Marshal	Y (3)	Y (3)	Y (3)	AR	AR	AR	AR
Fire Extinguisher	Y (3)	AR	AR	Y (3)			Y (3)
Emergency First Aid (1 day)	Y (3)	AR	AR	Y (3)	Y (3)	AR	Y (3)
Bronze IMERP (supported by online SharePoint resources)	V	V	V	Y	V	V	V
Gas Cylinder Safety (plus practical session)	Y (3)	AR	AR	Y (3)			AR
Legionella and water hygiene management	AR	AR	AR				AR
Evacuation chair training (train the trainer)	AR	AR	AR				AR
First Aid at Work (3 days)	Managers (3)						
Training on specialist equipment/technique , sg Construction Design and Management Regulations 2015 (CDM)	V (3)	V (3)	V (3)	V (3)			V (3)
	AR	AR	AR	AR	AR	AR	AR

8. Training required by colleagues leading and supporting events, managing event spaces.

Colleagues leading and supporting events, managing event spaces	Professional Services and Academic Managers	Facilities /Soft services	Workshop Technicians	Academic colleagues	Security Contractors	Catering Contractors	Cleaning Contractors
Fire Marshal	AR	Y (3)	Y (3)	AR	Y (3)		
Fire Extinguisher	AR	Y (3)	Y (3)	AR	Y (3)	Y (3)	AR
Emergency First Aid (1 day)	V	V	V	Y**	Y	V	V
First Aid at Work (3 days)	V (3)	V (3)	V (3)	V (3)	V (3)		
PUWER (work equipment)	AR	Y (3)	Y (3)	AR#			
Working at Heights/ladder	AR	Y (3)	Y (3)	AR	AR	AR	AR
Manual Handling	AR	Y (3)	Y (3)	AR#	Y (3)	Y (3)	Y (3)
Safety, management of licensed premises	AR	AR	AR	AR			
Evacuation chair training (internal)		Y (3)			Y (3)		
Forklift Driver Licence, Crane operator licence	AR	AR	AR				
Bronze IMERP (supported by online SharePoint resources)	AR	Y (3)	AR		Y (3)		

9. Colleagues leading and supporting trips – both day trips and residential/international travel. All colleagues leading residential trips should at least have completed emergency first aid training.

Colleagues leading and supporting trips – both day trips and residential/international travel. All colleagues leading residential trips should at least have completed emergency first aid training	Professional Services and Academic Managers	Academic colleagues
Emergency First Aid (1 day)	V	Y**
Fire Marshal	AR	AR
First Aid at Work (3 days)	V (3)	V (3)
Travel safety e-learning	AR	AR
Mental Health Awareness (CWMT online modules) (Blackboard)	AR	Y

10. Security, Wellbeing and other training as required by role - colleagues should check with their line manager.

Security, Wellbeing and other training; as required by role - colleagues should check with their line manager	Senior Managers (L1 and above)	Professional Services and Academic Managers	Office, reception and switchboard-based colleagues	Facilities/ Soft Services	EPS Project Management and Planning	Laboratory/ Workshop Technicians	Information Services front line colleagues	Academic colleagues	Security Contractors	Catering Contractors	Cleaning Contractors
Action Counters											
Terrorism e-learning (Blackboard)	TBC	TBC		Y					Y		
*Active Bystander Intervention (Green Dot)	AR	AR	AR	AR	AR	AR	AR	AR	AR		
*Personal Tutoring and Student Wellbeing								Y if PTs			
*Mental Health Awareness (CWMT online modules) (Blackboard)	AR	AR	Y	AR	AR	AR	AR	Y if PTs	AR	AR	AR
Mental Health First Aid awareness	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR
Managing Difficult Conversations	AR	AR	Y	AR		AR	AR	AR	AR	AR	AR
Research Safety	AR	AR				AR#	AR	AR#			
Emergency First Aid (1 day)	V	V	V	V	V	V	V	Y**	Y	V	V
Fire Marshal	Y (3)	AR	AR	Y (3)	AR	Y (3)	Y (3)	AR	Y (3)		
First Aid at Work (3 days)	V (3)	V (3)	V (3)	V (3)	V (3)	V (3)	V (3)	V (3)	V (3)		

Key:

= May be covered by Laboratory Safety training (SLS). Required by those who manage high hazard activity on & offsite (studios, labs, workshops, field work).

(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

*** = managed by teams other than Safety, Health and Wellbeing**

**** = if managing events/field trips/high-hazard activity**

Safety training specific to activities is determined by local risk assessment and could include:

Crane operator training, use of harness (those tasked with working at height and use of fall arrest systems); management of asbestos, electrical safety, management of legionella (for post-holders 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 and UWSU colleagues, for the purposes of this document, will be invited to key H&S training as agreed with Head of SHW and Director of People, Culture and Wellbeing. Student-specific courses include: Researcher development programmes; Residential Assistants – Halls; FANS; Interns/Helpers – as required