

# Training Policy

## Synopsis

This policy specifies the roles, responsibilities and actions required to ensure that staff and students have suitable & sufficient training to conduct their activities in a safe manner.

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**Approved by: PaRC**

**Date: 15<sup>th</sup> September 2020**

## Revision Record

ISSUE	DATE	REASON FOR REVIEW
Draft	11/08/20	New document for consultation
Rev 1	25/08/20	Approved at University Health and Safety Committee
Rev 2	15/09/20	Update to reflect PGR students' records are kept as per staff records and highlight 3-year refresher period for e-learning. Approved by PaRC

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## Introduction

The competence of staff, including part-time, temporary or agency, and students is essential in relation to managing health and safety at the University of Aberdeen. To assist in this, training in health and safety matters is essential to ensure that individuals are aware of the risks associated with their work or activities, and that of others, and to enable them to take appropriate actions to control these risks.

This Policy outlines the expectations and roles & responsibilities of the University and Schools / Directorates to ensure the training arrangements that are required to ensure that staff and students are competent in order to fulfil their duties or undertake their studies or research.

The delivery of appropriate health and safety training will ensure that the University

- Complies with legal requirements
- Lowers the likelihood of incidents or accidents occurring during University activities
- Promotes a positive approach to the health and safety of staff, students and visitors to the University

## Legal Requirements

There are legal requirements to provide employees with adequate training to ensure that staff are competent to undertake their duties. The primary duty is with the Health and Safety at Work etc Act 1974 which requires an employer to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.

This is expanded by the Management of Health and Safety at Work Regulations 1999 (MHSWR), which requires that employees are provided with adequate health and safety training, including;

- On commencement of employment (*i.e.* induction)
- on their being exposed to new or increased risks because of;
  - their being transferred or given a change of responsibilities within the employer's undertaking
  - the introduction of new work equipment into or a change respecting work equipment already in use within the employer's undertaking
  - the introduction of new technology into the employer's undertaking, or
  - 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

In addition, MHSWR states that the training above shall;

- be repeated periodically where appropriate
- be adopted to take account of any new or changed risks to the health and safety of the employees concerned; and
- take place during work hours

Although the regulations refer only to employees, there is a duty of care to ensure that students are provided with appropriate training to ensure their health, safety & wellbeing while participating in

University activities. In addition, the training of students in safe working practices will be beneficial for their future careers.

In addition to the general requirements there are several specific regulations (*e.g.* First Aid, Display Screen Equipment, Control of Substances Hazardous to Health, Personal Protective Equipment) which include general or specific requirements covering training relevant to these regulations.

## Responsibilities

### Schools & Professional Services Directorates

It has been identified in the University Health, Safety and Wellbeing Policy that Heads of Schools and Professional Services Directors must ensure that staff are trained and competent for performing their duties. For staff and postgraduate students, there shall be a training plan in place to provide adequate health and safety training. This applies to both induction and on being exposed to new or increased workplace risks.

Within the Schools / Directorates, supervisory staff have a key role in ensuring that staff are trained to an appropriate level to conduct their work safely and to ensure that work is only allocated to those who are competent to conduct that work safely. This in turn also applies to those activities conducted by students, both undergraduate and postgraduate.

Risk assessments must identify the need for training, where this is one of the appropriate control measures. Where this is the case, then the local manager must ensure that the required training is provided, and that staff have understood the training to make them competent for undertaking the task. This training must be delivered prior to the task being completed.

### Health, Safety & Wellbeing Team

The Health, Safety & Wellbeing (HS&W) Team will provide specialist advice to Schools and Professional Services Directorates regarding training requirements under the general health and safety, and more specific, legislation to ensure the Schools and Directorates are complying with the legislation. In addition, the Team will maintain a list of recognised training providers that can deliver specialised training in relation to specific risks or regulations.

The HS&W Team may, when requested, also develop and deliver in-house training which is relevant to the University and / or for specific activities for Schools or Directorates when requested. The HS&W Team, where possible, will offer externally recognised training to staff and students at the University.

### Staff & Students

All staff and students are responsible for ensuring that they undertake activities and use equipment and facilities in accordance with relevant health and safety information, instruction and training that they have received. Staff and students should not undertake activities for which they have not received the appropriate training, information or instruction. In addition, staff and students are justified in refusing to undertake activities for which they have not received training.

## Induction Training

Upon appointment, new staff will be required to complete the compulsory online Health and Safety training. This will include 3 modules and it is expected that staff should complete this within 1 month of beginning employment. For those staff in roles where they do not have access to a computer, these 3 mandatory modules can be delivered in a face to face setting. This online training has a fixed refresher period of 3 years.

In addition to the mandatory online training, managers of new staff are required to complete an induction form provided by HR. This covers important health and safety information such as first aid arrangements, emergency exits, role of security, etc and this should be completed and returned within 1 month.

Students are also required to complete online health and safety induction training as a mandatory part of their course.

## Local Arrangements

At a local level, Heads of Schools & Professional Services Directors are responsible for health and safety training in line with the requirements of their areas of responsibility. Each manager in their respective School / Directorate must ensure that individual staff members receive the relevant training to enable them to safely carry out their job. Any additional training needs identified by members of staff should be supported in attaining relevant training. The Health, Safety & Wellbeing Team can assist with determining the most appropriate training solution(s).

In order to manage Health and Safety training, Schools and Directorates must;

- ensure that risk assessments are conducted which identify the training requirements to ensure individuals are trained and competent to undertake said task
- identify new members of staff to ensure that they receive suitable and sufficient health and safety induction and training upon commencing employment
- develop a School / Directorate health and safety training matrix to establish the appropriate health and safety training requirements for specified roles / occupations
- identify when the introduction of new equipment or work processes introduce additional risks and ensure that any required training to minimise these risks is provided prior to the equipment being made operational
- use the annual review process to identify any health and safety training and development needs for individuals
- implement any training requirements that are identified as remedial measures following investigations by the HS&W Team into accidents or near misses

## Training Provision and Records

The HS&W Team will provide a list of 'approved' training providers for a number of standard training courses that Schools / Directorates can utilise for delivering health and safety training. In addition,

the HS&W Team will provide, and where necessary develop, specific training courses dependent on the subject matter.

Funding of health and safety training that has been identified for School / Directorate staff and students will be sourced from the School / Directorate. The HS&W Team will fund 'standard' first aid training to provide general first aid cover for University operated buildings. Schools or Directorates which require specialised first aid training as a result of their activities and identified through the risk assessment process (*e.g.* field work, working at height, chemical first aid).

Records of staff and postgraduate student health and safety training will be retained by the School / Directorate in a suitable format that can be easily retrieved when requested, either by the HS&W Team (for example during audits) or by external enforcement agencies (such as the Health and Safety Executive).

In order to assist Schools / Directorates the HS&W Team will produce a matrix of recommended training for certain roles across the University. This matrix is not exhaustive, and it should be emphasised that, apart from the mandatory training, the training required for individual roles must be determined by risk assessing the activities that the individual staff / student undertakes.

## Exemplar Training Matrix

R – Recommended, M – Mandatory, 1 – Note all first aiders are trained in use of defibrillator; 2 – Or equivalent position

	Local Induction	H&S Induction	Fire Awareness	DSE Training & assessment	Fire Warden Training	H&S for Managers	Manual Handling	Personal Safety	Stress & Resilience	IOSH Managing Safely	Fire Extinguisher	First Aid	Mental Health First Aid	Public Access Defibrillator & CPR	Evacuation Chair / Fire Lift	Workstation Assessor	Manual Handling	Risk Assessment	COSHH Assessment	Gas Cylinder Safety	Cryogenic Gas	Radiation Training	Role Specific Training		
		Awaken Online Training									Arranged by HS&W						Arranged by School/Dept								
Role / Position		Awaken Online Training									Face to Face Training														
All Staff	M	M	M	M									R	R											
Local Safety Coordinators		M	M	M						M	R	R	R	R	R	R	R	M	R						
Heads of School/Directorate		M	M	M																					
First Aiders <sup>1</sup>		M	M	M								M			R										
Fire Wardens		M	M	M											M										
Principal Investigators		M	M	M						M									R	R	R				
Researchers		M	M	M														R	M	R	R				
Research Technicians		M	M	M			M				R						M	R	M	M	M				
Workshop Technicians		M	M	M			M				R						M	R	M	M	M				
Security Staff		M	M	M			M				R	M					M								
Porters		M	M	M			M				R	M					M								
Technical Resource Manager		M	M	M			M			M	R						M	R							
Technical Resource Officer <sup>2</sup>		M	M	M			M			M	R						M	R							
<i>Insert additional roles..</i>																									
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