

## HEALTH & SAFETY TRAINING CODE OF PRACTICE

### 1. INTRODUCTION

Keele University is committed to providing appropriate health and safety training to all staff, and also, when relevant to students, visitors, contractors and others. It will ensure that adequate resources are made available for this purpose.

The primary aim of providing training and instruction is to ensure the individual wellbeing of all persons within the University, as well as to enable staff to undertake their duties safely and efficiently.

The aim in the provision of effective health and safety training is to bring about a behavioural change through the adoption of safe working practices and to influence the promotion and development of a safety culture within the University community.

### 2. SCOPE

This Code of Practice on Health and Safety Training and Competencies is implemented under the University Health and Safety Policy.

Senior Managers, Heads of Department and School and Managers hold legal and contractual responsibilities for the implementation and compliance with this Code of Practice.

This Code of Practice applies to both staff and student activities undertaken both on and off-site.

In defining any training and competencies consideration should be given to individual qualifications and/or experience gained both during and prior to employment within the University. It should be noted however that training and qualifications may not always be transportable between employers. In many cases it will be necessary to establish competency within the context to the activity being undertaken within Keele University and in relation to the framework of policies and arrangements operating within our own institution.

### 3. LEGAL FRAMEWORK

The **Health & Safety at Work Act 1974** places a duty upon employers to provide such information, training and supervision as is necessary to protect the H&S at work of employees.

The **Management of Health and Safety at Work Regulations** state:

*Every employer shall ensure that his employees are provided with adequate H&S training:*

*1. On their being recruited into the employer's undertaking; and*

2. On their being exposed to new or increased risks because of:

- Their being transferred or given a change of responsibilities within the employers undertaking;
- The introduction of new work equipment or change in work equipment already in use within the employer's undertaking; or
- The introduction of a new system of work into or a change respecting system of work already in use within the employer's undertaking.

*Health and safety training shall:*

1. Be repeated periodically, where appropriate;
2. Be adapted to take account of any new or changed risks to the H&S of the employees concerned; and
3. Take place during working hours.

*Additional guidance regarding safety training requirements can be found in the Management of health and safety at work Approved Code of Practice and Guidance L21 (HSE Books).*

#### **4. IDENTIFYING TRAINING NEEDS**

The University Health & Safety Policy requires that managers and staff are equipped with the knowledge, competence, confidence and capacity to deal effectively with H&S issues, through the provision of appropriate resources, supervision, information, instruction and training. The Policy requires progressive improvement in H&S management. Therefore, training and re-training requirements should be carried out through the assessment of training needs using job descriptions, personnel specifications and staff development review.

A University Health & Safety Training Matrix (for central H&S training) has been agreed by the University Health & Safety Committee (*See Appendix 1*).

Local areas should adopt and develop a Health & Safety training matrix to include specific H&S duties.

#### **5. ROLES AND RESPONSIBILITIES**

The University H&S Policy places a duty on all Executive Deans, Directors and Line Managers to ensure that all persons reporting to them have received the necessary information, instruction and training to carry out their duties competently. This should start with the induction process. Managers should work through the induction checklist which provides a guide to the information and activities that need to be covered within the first six weeks of employment. With regards to H&S, line managers are required to use this checklist to explain local arrangements, such as location of first aiders, fire escape routes, accident reporting procedures and other H&S information relevant to the employee's job. All relevant issues must be completed and initialled by the line manager within three months of the employee's appointment.

The following Health & Safety training courses are provided through Learning Pool to support the induction process:

- Health & Safety Awareness training (Mandatory)
- Fire Safety Awareness training in (Mandatory)

In addition, line managers are asked to identify any outstanding training needs of the employee and ensure that these needs are addressed.

Training and information requirements for existing employees are identified through the University Health & Safety training matrix, a local Health & Safety training matrix and during staff appraisals (SPRE).

Where training has been identified as necessary to minimise risks through a risk assessment process (e.g., manual handling) then the manager must ensure that the training is provided, and that staff attend the training and have understood its content.

The Health & Safety Unit provides a central programme of online H&S courses through Learning Pool and also provide instructor led workshops for a range of H&S topics. All Health & Safety training should be centrally recorded on the Organisational Development Department Learning Management System.

Refresher training will be required at intervals dependant on the training topic.

## Appendix 1 – Health & Safety Training Matrix

Type of Course →	Introduction to Health & Safety	Fire Safety	Display Screen Equipment (DSE)	Manual Handling Awareness	Control of Substances Hazardous to Health (COSHH) Awareness	Introduction to Laser Safety	Line Managers Health and Safety Responsibilities	Introduction to Radiation	First Response Emergency Care Level 3	First Aid at Work	First Aid Basic Life Support (if not included in First Aid at Work training)	Biological Safety Advisor level 1	Laser Safety Management Course	COSHH Assessment	Senior Leadership H&S	Radiation Protection Supervisors	Risk Assessment	IOSH Managing Safety
All Staff	M	M	DU	DU	DU									DU				
Senior Staff of KU															M			
Line Managers							M											
Local H&S Managers							M											
H&S Local Officers																	M	M
Heads of School/Service/Department															M			
First Aiders										M	M							
Radiation Protection Officer & Supervisors								M								M		
Ionising Radiation Users								M										
Laser Protection Officer & Supervisors													M					
Laser Users						M												
Biological Safety Officer												M						
Laboratory Workers					M									M				
Risk Assessors																	M	
Security Officers									M		M							
Training to be repeated every (years)	3	3	*	3	3	3	3	3	3	2	2	N/A	N/A	N/A	5	3	N/A	

Local areas are expected to adopt this matrix and expand to cover locally identified H&S training where required.

### KEY:

**M** = Mandatory

**DU** = Mandatory for Defined Users

**■** = E-Learning

**■** = Instructor Led

**\*** = DSE should be assessed when there is a change in current or new workstation.

#### 14. DOCUMENT CONTROL INFORMATION

*[The table below should be completed by the document owner and included within every University Policy Document. The version control table will also be uploaded to the University Policy Documents webpage that hosts the procedure.]*

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