Example Training Needs Matrix (as required by the University's Health and Safety Training Standard)

This is a fictitious training matrix / training need analysis. The matrix matches posts and individuals with the health and safety skills and knowledge required. This example has been provided to illustrate what a matrix might look like in practice.	

Training	Staff Dept Induction	Staff research Group induction	FW Introduction	FW FFE use	FA training	Computer Workstation setup	General Risk Assessment	COSHH Risk Assessment	Waste Disposal Arrangements	Emergency Arrangements	Research Risk Assessment Findings	Etc
Expiration			Once	Once	3 years	Once	Once	Once	1 year	3 year	1 year	Etc
All staff	X											
Office Staff												
Departmental Coordinator						X						
Support Staff												
Fire Wardens			X	X								
First Aiders					X							
Research Group												
Principal Investigator / Group leader		X				X	X	X	X	X		
Research staff		X				X				X	X	
Etc												