

UNIVERSITY OF BATH HEALTH AND SAFETY STANDARD					
Health & Safety Training Standard					
Version Number	4	Date of Approval	7 <sup>th</sup> March 26	Review Date	Three years from acceptance by UHSC
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Aims	<p>The University is committed to ensuring the health, safety and welfare of all staff, students and visitors.</p> <p>All staff, including temporary and part-time staff and research students, should receive adequate and appropriate information, instruction and training on appointment as necessary to enable them to undertake their duties without undue risk to themselves or others who may be affected by their acts or omissions.</p> <p>All students on taught courses should receive adequate instruction, information and training that enables them to undertake all aspects of their courses without undue risk to themselves or others who may be affected by their acts or omissions.</p> <p>All contractors should receive adequate induction training so that they can work safely at University premises or as part of a University activity.</p>				
Scope	This standard applies to all health and safety training requirements relating to activities falling, to any extent, under the University's control. This standard only applies to health and safety training., although some aspects may be common to other training programs.				
Relevant Legislation	<ul style="list-style-type: none"> <li>• Health &amp; Safety at Work etc. Act 1974 (HASAWA)</li> <li>• Management of Health &amp; Safety at Work Regulations 1999 (MHSWR)</li> <li>• The Safety Representatives and Safety Committees Regulations 1977 / The Health and Safety (Consultation with Employees) Regulations 1996</li> </ul> <p>Other Regulations also specify the need for training. These include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Regulatory Reform (Fire Safety) Order 2005 (FSO)</li> <li>• The Control of Substances Hazardous to Health Regulation 2002 (CoSHH)</li> <li>• Control of Asbestos Regulations 2012</li> <li>• The Ionising Radiation Regulations 1999</li> </ul>				
Definitions	<p><b>Health and safety training</b> refers to the practice of providing training courses, workshops, coaching, mentoring or other learning opportunities to employees and students to inspire, challenge and motivate them to perform the functions of their position to the best of their ability.</p>				
	<p><b>Health and safety competency</b> refers to the ability of a person to successfully apply their health and safety skills, knowledge and training in the context of their role and activities.</p>				
	<p><b>Suitable and sufficient training</b> is a standard of training that enables a person to become competent in the health and safety aspects of their work.</p>				
Responsibility for implementation	Line managers at all levels of the organisation. Course leaders and Principal Investigators Supervisors				
Training availability:	Training availability is covered in topic-specific health and safety standards and guidance.				

Standard to meet		Accountability	Reference documents and more information
	<b>Induction Training for New Starters</b>		A new starter may be someone who has just started at the University or someone who has moved Department or premises.
1	All staff and students are provided with a local induction that includes key health and safety information	Heads of Department	The Department should identify the significant health and safety issues that affect new staff and students and identify the health and safety procedures that need to be explained to them.
2	Contractors, seconded staff, agency staff, casual workers and other workers on University premises who are not University employees (for example who may be self-employed), are provided with the information, instruction and training they need in order to work safely.	Heads of Departments, Line managers / supervisors	The Department should identify the significant health and safety issues that affect new contractors etc and identify the procedures that need to be explained to them. People working on a short-term basis should be provided with a basic induction setting out, at least, local emergency arrangements, what to do in a fire and how they can access first aid.
3	The Department has identified how induction information is to be delivered and have an ongoing program in place to deliver this.	Heads of Department	
4	Records are maintained of all induction training.	Heads of Departments, Line managers / supervisors	The Department should have in place a procedure for recording and updating induction training records.  Training records need to be kept for a suitable time and in a manner that makes them readily available and easily understood.  Records can be paper or electronic as long as they are retrievable and kept up-to-date.
5	The induction training program is reviewed annually, or after any relevant accident or incident, or following significant changes.	Heads of Department	The Department should have in place a procedure for reviewing the induction program.
	<b>Post Entry Training</b>		After the minimum level of information has been supplied to a new person through induction training, there should be a health and safety training program in place to provide further information and instruction relevant to that person's needs and activities.
6	A structured analysis has been used to create a training matrix / training need analysis. The matrix matches posts and individuals with the health and safety skills and knowledge required.	Heads of Department	A training need analysis is a systematic look at the type of activities being undertaken and the identification of what skills and knowledge staff or students will need to undertake them in a safe manner. The analysis could be for general requirements set at a Departmental level or for more specific requirements identified by risk assessment.

7	Risk assessments identify areas for required training where a particular level of competence is necessary to work safely and without risk to health.	Heads of Department, Line managers	
8	Departments provide all students undertaking courses under their control with health and safety training as necessary for them to carry out their studies in a safe manner.	Heads of Departments, Course leaders	
9	Departments provide staff with health and safety training as required by the training matrix and risk assessments.	Heads of Departments, Line managers / supervisors	
10	The Department has identified how training is to be delivered to staff and students and have an ongoing program in place to deliver this.	Heads of Departments, Line managers / supervisors	
	All staff and research students have completed all health and safety training identified by training analysis or risk assessment in accordance with specified timescales.	Heads of Departments, Line managers / supervisors	
11	Records are maintained of all training delivered.	Heads of Departments, Line managers / supervisors	<p>The Department should have in place a procedure for recording and updating induction training records.</p> <p>Training records need to be kept for a suitable time and in a manner that makes them readily available and easily understood.</p> <p>Records can be paper or electronic as long as they are retrievable and kept up-to-date</p>
12	The training program is reviewed annually, or after any relevant accident or incident, or following significant changes.	Heads of Department	The Department should have in place a procedure for reviewing the training program.
	Health and safety training needs of individuals, including the need for refresher training, are reviewed annually and are completed in a timely fashion.	Line managers	<a href="#">SDPR</a> is normally a suitable time for this review
	<b>General Health and Safety Training Requirements</b>		
13	So far as is reasonably practicable, health and safety training takes place during working hours.	Heads of Department, Line managers	
14	Training is tailored, as necessary, to individual/group needs, in particular the needs of vulnerable groups such as young people (under the age of 18), and the needs of people whose first language is not English.	Heads of Department, Line managers	
	<b>Allocation of Tasks</b>		
15	Work is allocated to individuals taking into account their competency to carry out tasks and duties safely.	Line managers	

	<b>Key Health and Safety Roles</b>		
16	Staff with key health and safety roles are provided with training or instruction	Heads of Department	Staff with key health and safety roles such as co-ordinators, fire wardens, first aiders or those tasks with undertaking a specific safety related activity (e.g. inspecting and maintaining equipment) are provided with suitable training or instruction.
	<b>Trades Union and Employee Safety Representative</b>		
17	Trades Union and Employee safety representatives are allowed reasonable time off with pay for training in their respective duties, and where appropriate their expenses including travel and subsistence costs are reimbursed.	Head of Department, Line manager	<a href="#">Approved Codes of Practice and Guidance to the Regulations: The Safety Representatives and Safety Committees Regulations 1977 / The Health and Safety (Consultation with Employees) Regulations 1996</a>  <a href="http://www.bath.ac.uk/hr/working/difficult-situations/trade-unions/index.html">http://www.bath.ac.uk/hr/working/difficult-situations/trade-unions/index.html</a>

<b>Standard Monitoring and Measurement Criteria</b>	
<p>Departmental / Faculty audits will include a check of local arrangements for identifying and fulfilling training needs for staff, and students where relevant.</p> <p>This will include:</p> <ul style="list-style-type: none"> <li>• Checks of at least 2 risk assessments for staff and postgraduate research activities</li> <li>• Where relevant, checks of at least 2 risk assessments for student taught activities</li> <li>• Checks that the identified training needs have been met.</li> </ul> <p>For low-risk departments, checks will be made as part of the scheduled audit process to ensure that the generic risk assessment is being followed. Checks of risk assessments and other records will include checks that:</p>	
1	Risk assessments include evidence that required levels of competence / training needs have been identified for the relevant tasks
2	Department records demonstrate that identified training needs have been met in a timely fashion.
3	Departmental Self –Assessment checks require Departments to report on annual health and safety training provision.

General reference:

[Health and Safety Training: A brief guide \(HSE Publication\)](#)

