



University of
St Andrews

Health and safety training guidance

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Guidance

1. Legal Requirements

It is a requirement of the Health and Safety at Work Act 1974 which requires:
the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;

The Management of Health and Safety at Work Regulations 1999 also require:

Every employer shall ensure that his employees are provided with adequate health and safety training—
(a) on their being recruited into the employer's undertaking; and
(b) on their being exposed to new or increased risks because of—
(i) their being transferred or given a change of responsibilities within the employer's undertaking,
(ii) the introduction of new work equipment into or a change respecting work equipment already in use within the employer's undertaking,
(iii) the introduction of new technology into the employer's undertaking, or
(iv) 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.

Thus there is detailed requirement on the employer to provide suitable and sufficient training at induction and continuous training.

2. Competency and Training

To ensure the safety of all staff, students and visitors it is important that all workers have an appropriate level of training to ensure their competency to do the work activity being asked of them.

It is therefore vital that each Head (or nominated depute) identifies the roles of staff within the School. The Head (or nominated Depute) will then identify what training will be required by each role. This will form the 'Training Matrix' for staff within the School. For example:

School/Unit	ding		ning	ning provision	uirement
EHSS	Walter House	Bower	New Staff	Induction Training	Essential Skillz Mandatory - within 1 week of starting
EHSS	Walter House	Bower	Chemical adviser	COSHH Training	Essential Skillz Mandatory
EHSS	Walter House	Bower	Biological Adviser	Biosafety Course	EHSS Moodle site Strongly recommended

Certain courses will be deemed mandatory due to legal requirements eg Fire safety awareness course. These courses may be mandatory for all staff but some may be for specific roles only (eg those working with hazardous chemicals).

Other courses will be deemed as strongly recommended and should be completed by all staff in particular roles. Where particular training is required by a risk assessment, these must be undertaken by the people named on the risk assessment

Further externally accredited courses (including NEBOSH course) are available through the [Centre for Health and Safety Excellence \(CHASE\)](#) Other courses being run by CHASE include HSE First aid at work courses.

Further courses will be available to staff and it may be recommended to those in specific roles to undertake these.

The systems have to be able to capture when the training was undertaken and if staff have understood the training. This is usually done by a short test at the end of the course.

Access to the Essential Skillz programme is through the [Essential Skillz Training Website](#) Each course lasts for between 15-20 minutes and has a test at the end to show that you have understood the course. All workers who need to take a specific course will be identified by the system and will be notified with an e-mail to undertake a specified course.

Once the roles have been identified and the training required to ensure competency has been identified, this information should be passed to Dr Christine Linton who will ensure that the Essential Skillz programme is updated to ensure the correct people receive the correct training.

Some specialist health and safety training for example Biosafety course, University Radiation Protection Course is not presently on the Essential Skillz programme. As a consequence, these courses are still on the [EHSS Training Website](#). It is vital that where it is necessary for individuals to undertake this training that they do so and that the School/Unit monitors compliance.

It is expected that there is a constant review of the training matrix for a School/Unit and that the annually updated training matrix will be forwarded to Dr Christine Linton

3. Measurement of Training and Key Performance Indicators (KPIs)

To ensure that all the relevant workers have had their appropriate training, the Head of the School (or a nominated Depute) will be required to monitor completion of training sessions.

It will be an outcome based KPI for a School/Unit that staff have completed this training and undertaken the test at the end of the programme. This measure can be determined from the Essential Skillz programme for all nominated School/Unit administrators of the system.

This will be role based, thus the monitoring will have to identify the percentage of workers from each role who have completed their training.

Where workers have not completed their training requirements, the Head of School/Unit will remind staff of employees legal obligation to:

to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

The 6 monthly training record KPI will be submitted to the Director of EHSS who will then submit this data to the University Health and Safety Assurance Group who will review the data on behalf of the Audit and Risk Committee of Court. Where there are failings, the Convenor of the Health and Safety Assurance Group will ask the Head to provide a plan for ensuring the training programme is completed within the specified timescale.

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