



University of  
St Andrews

## Health and Safety Training Policy

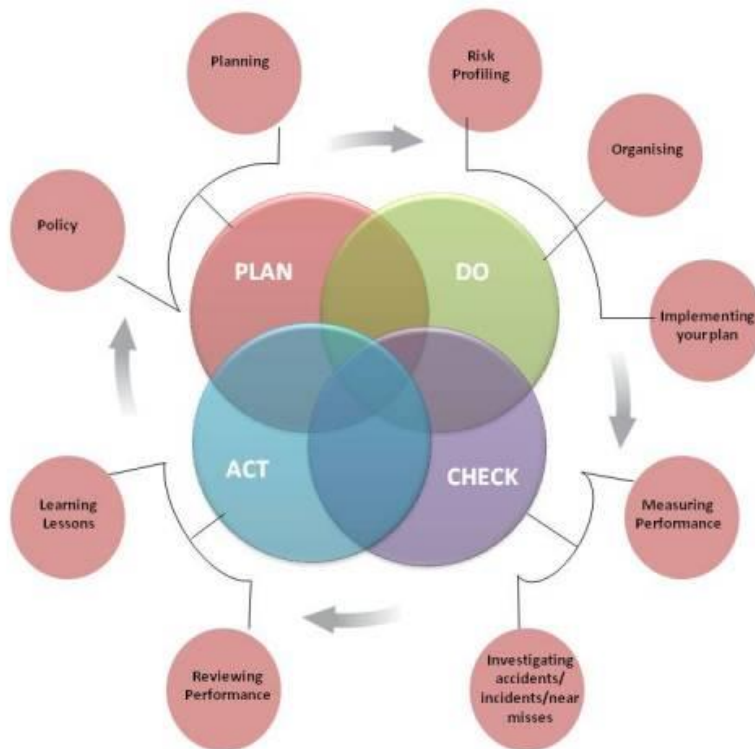
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## 1.0 Introduction

There is a legal requirement to undertake health and safety training as a vital control measure in protecting workers, visitors and students. Training is a control which should be highlighted in the risk assessment for particular operations

This Training Policy should be seen as part of the University Management Health and Safety System which is based on the Health and Safety Executive's document 'Managing for Health and Safety' (Document [HSG65](#) ).



Training is seen as a vital part of the 'Act' part of this management system. This policy document outlines how the University will comply with legislation and also with HSG65 allowing for an auditable training system.

## 2.0 Policy commitments

1. The University is committed to providing workers, students and visitors a safe workplace.
2. The University is committed to continuous improvement in the competency of all staff which requires continuous health and safety training programme.
3. It is a legal requirement under the Health and Safety at Work Act 1974 for employers to provide:

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;

4. The overarching commitment of the University's general Health and Safety Policy is to provide all the necessary health and safety training that staff, students and visitors will require to carry out their activities within the University safely. This is stated in the [University Health and Safety Policy](#)

5. The University will ensure that health and safety training will be adequately supported and resourced
6. The University, through its Heads of Schools/Units will identify all the roles required in their School/Unit. This will then be used to identify the health and safety training that they will require to perform their activities as safely as is reasonably practicable.
7. The University will ensure that all new staff receive health and safety induction training within the first week of them starting at the University through the [Essential Skillz Training System](#).
8. The University will ensure that fire safety awareness training will be made mandatory for all staff
9. The Head of School with the aid of EHSS will identify specific training which would be regarded as mandatory and which training will be regarded as highly recommended. Each School/Unit will produce a training matrix which will identify the health and safety training required for that role.
10. The University will ensure that health and safety training for specific roles will be provided.
11. The Head of School/Unit will ensure that their staff undertake mandatory and highly recommended health and safety training for specific roles. The Head will ensure that there is a process in place for monitoring completion of such courses
12. Each School/Unit will provide the statistics for health and safety training for their School/Unit Health and Safety Assurance Group. This will include the percentage of staff completing mandatory courses, the percentage of those completing highly recommended courses etc.

### **3.0 Arrangements**

#### **3.1 Roles and Responsibilities**

The roles and responsibilities set out in the University's general Health and Safety Policy apply. For the purposes of this policy:

- a) The Office of the Principal will ensure that the University health and safety training programme is adequately resourced and maintained.
- b) The Head of School/Unit will ensure (with the aid of staff from EHSS) that specific roles are identified and the training required for such roles is also identified.
- c) The Head of School /Unit will put in place relevant systems of communication with staff to ensure they are aware of the training that specific roles need to complete. This work may be done by a nominated Depute.
- d) The Head of School/Unit will provide health and safety training statistics to the University Health and Safety Assurance Group Meetings at their request
- e) The Director of EHSS will ensure that there is a suitable and sufficient health and safety training programme for the university.

- f) The Head of School/Unit must identify specific training requirements for specific roles within their School/Unit and ensure that appropriate training is undertaken by the people within these roles.
- g) All new staff must undertake the University health and safety induction training programme on the Essential Skillz programme as soon as they start at the University
- h) Environmental, Health and Safety Services (EHSS) will provide a suite of training programmes from the company [Essential Skillz](#). Staff from EHSS will populate this programme with training requirements for specific roles. This programme will automatically notify workers of the training they will be required to undertake for their specific role.
- i) Some courses are only available on Moodle courses at present (eg Biosafety). Such courses can be viewed at the [EHSS Training Webpage](#)
- j) All new staff, visitors must undertake the University mandatory health and safety induction programme on the [Essential Skillz Site](#)
- k) Certain courses will be deemed mandatory health and safety courses. These may be for the whole School/Unit or just for specific roles.
- l) Staff, students and visitors will be required to undertake and complete the training required for their role at the University. Workers will be notified of the courses they must complete. Staff
- m) Group or individual training for new staff, as a refresher for established staff, and as otherwise required.
- n) Staff are responsible for attending training that is organised for them, and for alerting their line manager, safety co-ordinator or EHSS at an early stage if they feel ill effects from MHO.

#### **4.0 Legislative and Regulatory Framework**

This policy document has been produced to comply with the following general legislation

- Health and Safety at Work etc Act 1974 - Section 2.2.(c) which states:

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;

- Management of Health and Safety at Work Regulations 1999 - Section 13

It is important that all staff, students and visitors must undertake any training required by their managers.

There is a lot of specific legislation which requires specialised training to be part of the control measures in the risk assessment. It is vital that Managers and workers need to understand the specific requirements of the legislation. If there are any doubts, managers and students can contact the Director of EHSS.

The University Health and Safety Policy requires that appropriate training is required to be undertaken for work within the University. It is the Head of School/Unit who is responsible for ensuring this training is undertaken (though the Head may delegate the duties associated with this) is done by managers or Principal Investigators as well as staff, students and visitors. A written record of all training must be kept

***4.1 Relationship with existing University policies, procedures and regulations.***

As is noted throughout this policy, compliance with the conditions set out here will on occasion also require compliance with other University policies and procedures. Guidance on other areas which require training can be found on the [Publications Page of the EHSS Website](#).

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