Mandatory Health and Safety Training at QMUL - H&S Standard and Guidance

(Ref: QM_OHSD_TD003)

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1.0 Scope

This document sets out guidance for a structured and mandatory approach to health and safety training across Queen Mary University of London (QMUL) to implement the recommendations approved by Queen Mary Senior Executive (QMSE).

2.0 Guidance Notes – Definitions

2.1 Within this document the following terms are used:

"Head of Department" – This term covers Heads of Schools, Directors of Institutes and also Directors of Professional Services Directorates.

"Department" – This term refers to Schools and Institutes as well as to Professional Services Directorates.

"Staff" – This term includes all QMUL employees and others acting under direction and control of QMUL staff, but not contractors.

"Course" – This term includes a type of training or a course on a particular subject.

3.0 Background

3.1 In May 2012, QMSE approved a proposal to implement a structured and mandatory approach to health and safety training based on four principal recommendations. The aim is to make QMUL a safer environment in which to work, learn and stay in residences and set a baseline standard for health and safety training that meets the standards of best practice in the higher education sector. The outcome will also enable QMUL, when necessary, to demonstrate compliance with health and safety legislation.

3.2 QMSE approved the four recommendations set out for implementing the mandatory training:

Outline of recommendations

1. Implementation of a risk based, structured and mandatory approach to health and safety training.

2. Attendance of managers and supervisors below "School Head" on training in their health and safety management responsibilities.

3. Introduction of a training requirements matrix to assist managers in identifying training needs for their staff, based on their exposure to hazards and risks, based on a model provided by the Occupational Health and Safety Directorate (OHSD).

4. All departments maintain health and safety training records for all members of staff.

4.0 The Mandatory Approach to Health and Safety Training

4.1 The purpose of the training initiative is to ensure that all members of staff have sufficient training to enable them to discharge their responsibilities and to work safely; whilst minimising the likelihood of the College or any individual incurring legal liability in relation to health and safety matters.

4.2 The approach involves some administration; put very broadly, there are three forms, a **'Training Requirements Matrix'**, a **'Training Needs Assessment (Individual)'** and a **'Summary of Training Completed'**. The matrix and summary make up the training records for the organisation and sub-departments (if necessary); the training needs assessment is best described as a checklist for managers/supervisors to determine individual training needs for each person and for keeping local records. A flow chart of the key steps is identified in Appendix 3 below.

5.0 Training Requirements Matrix

5.1 The first stage is for each department to adopt a **health and safety training requirements matrix (Appendix 1)**, or to modify existing systems to incorporate the minimum level of training. The matrix is designed to assist with the health and safety training needs analysis within each department, it shows the basic health and safety training requirements that should also be used to populate the 'Summary of Training Completed' for the organisation. At present 17 core courses or types of training are displayed, including the 4 mandatory courses for all staff, with other training classified as mandatory or desirable where relevant to the role. Some courses are not relevant to a particular staff category.

5.2 The **types of training** are outlined on **Appendix 2.** Further health and safety training may be required for specific tasks, these should be identified through an assessment of the hazards and risks arising from the activities undertaken and added to the matrix. It is recommended that the types of training are **discussed at probation and appraisal meetings** and **identified in the relevant QMUL recording form** (e.g. QMUL probation form, e-appraisal). Equally, retraining may be required when there are changes to legislative requirements or QMUL procedures and types of training identified.

6.0 Training Needs Assessment (Individual)

6.1 The next phase is for managers and supervisors to utilise a **training needs assessment form**, which is very much a checklist **(Appendix 3)**, to formally identify and record the training requirements for each person. The form is for use in conjunction with the current job description or other documents outlining the role of the individual, as part of the recruitment and induction process, annual appraisals and when undertaking or reviewing risk assessments. Currently, 43 courses are displayed to assist in achieving the 17 training requirements on the matrix. This is not a fully exhaustive list - particular training may be needed for specialist roles.

7.0 Summary of Training Completed

7.1 The final act in the administration is the introduction of a **summary of training completed** document **(Appendix 4).** This provides a central record within each department, including sub-departments where necessary, of health and safety training courses completed by each person. The document includes the 17 courses on the training needs matrix with the facility to add additional courses, identified as necessary in a risk assessment of the activities undertaken. The document will usually form the second section of the training needs matrix.

7.2 With the introduction (in 2015) of an electronic request and booking system for H&S Training within MyHR, senior managers can request departmental training requests, bookings and completed records for 'taught courses' from the QMUL IT Services via helpdesk@qmul.ac.uk or the ITS self-service portal. Details are noted in Appendix 4 and http://www.its.qmul.ac.uk/services/catalogue/items/144307.html .

7.3   Line Managers are also able to see their staff team member's training records for taught courses on MyHR (requests, bookings and completed records). Details for access are noted in Appendices 3 and 4 below.

8.0   Implications for Departments

8.1   The mandatory training approach will enable each department to identify training requirements, provide a format for assessing individual training needs and a means of collating individual health and safety records.

8.2   To put the mandatory training into practice will require **control by Heads of Departments** to ensure that there is **commitment at all levels** to implement the structured approach. In some departments, the existing training identification and recording systems can be adapted to incorporate the new requirements.

8.3   The Occupational Health and Safety Directorate (OHSD) will provide many of the 17 types of training outlined on the training matrix and some of the additional courses shown on the training need assessment; however, certain courses are outside the remit or competence of the OHSD team to deliver the training. Consequently, such training will be the responsibility of the department concerned, although the OHSD will provide advice and support in finding /facilitating external training providers.

8.4   Appendices 1, 2, 3 and 4 are provided in word format for departments to use or modify as necessary for their own systems. However, the mandatory training requirements should **not** be downgraded without consultation with OHSD.

9.0   Outcomes of the Mandatory Training Approach and improved guidance on appropriate training

9.1   The relevant core principle of the QMUL Occupational Health, Safety and Well-being Policy Statement approved by the College (QMUL) Council in 2011, will have been addressed:-

http://www.ohsd.qmul.ac.uk/documents/78572.pdf

> The establishment of a culture that encourages employees and students to accept, and engage in achievement of, high standards of health, safety and well-being across Queen Mary, by ensuring that all work activities are undertaken by persons competent to carry out these tasks or by persons under appropriate and competent supervision

9.2   Implementing the mandatory training approach to health and safety training will improve health and safety performance, leading to a reduction in incidences of accidents and work-related ill health. Furthermore, there will be an increased level of assurance that appropriate health and safety training is both provided and attended. This will assist QMUL in the discharge of its' statutory obligations in health and safety matters.

Document Control

Initial Data

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V2	5 June 2015	Logical progression of the H&S Training Standard retained. Updates throughout to reflect introduction of QMUL electronic appraisal and training request and record systems; updates to course provisions and details.	Mark Ariyanayagam (H&S Manager, OHSD). Approved by Zarah Laing (Interim Director, OHSD).

Appendix 1 – H&S Training Requirements Matrix

Health and Safety Training Requirements Matrix – QMUL School/Institute/Centre/Directorate

QMUL Staff, Postgraduate Students and Visitors (under direction and control of QMUL staff)

Mandatory Health and Safety Training – H&S Standard and Guidance Notes : http://www.ohsd.qmul.ac.uk/documents/standard/87926.pdf

See explanatory note on this form (below)

Staff Category	1 QMUL Induction	2 Local Induction	3 Fire Safety Induction & Training	4 Display Screen Safety	5 Building, CDM. Asbestos	6 COSHH / COSHH Risk Assessments	7 Electrical and Mechanical Safety	8 Fire Marshals	9 First Aid	10 Containment Level 3	11 IOSH Working Safely	12 Manual Handling	13 Radiation Protection	14 Safety Foundation/ Management	15 Stress Risk Assessment	16 Transport of Dangerous Goods	17 Working with Biological / GM Hazards
Heads of Schools, Directors Of Institute / Centre / Directorates Senior Administrators	M	M	M	M		D								D	D		D
Principal Investigators	M	M	M	M		MR	D			MR			MR	MR	MR	MR	D
Academic Staff / Researchers	M	M	M	M	MR	MR	MR	MR	MR	MR	MR	MR	MR	MR	MR	MR	MR
Technical Staff (inc. Project Managers, Estates Managers, and Maintenance staff)	M	M	M	M	M	MR	M	MR	MR	MR	MR	MR	MR	MR	MR	MR	MR
Administrative Staff	M	M	M	M	MR	MR	MR	MR	MR		MR	MR		MR	MR	MR	
Support Staff (e.g. security, cleaners, residences, etc.)	M	M	M	M	MR	MR	MR	MR	MR		MR	MR		MR	MR	MR	
PG - Students / Visitors	M	M	M	M	MR	MR	MR	MR	MR	MR	D	MR	MR		MR	MR	MR
Safety Coordinators	M	M	M	M	MR	M	MR	MR	MR	MR	M	M	MR	M	M	MR	MR

	Mandatory		Mandatory where relevant to role		Desirable where relevant to role

Explanatory Note

This matrix is designed to assist with the health and safety training needs analysis within each QMUL department (School / Institute / Directorate). It shows the basic training requirements that should be used to populate this **'Training Requirements Matrix' and the 'Summary of Health & Safety Training Records',** Appendix 4. Risk assessments, reviews or legislative changes may identify additional training needs, in such cases; these should be added to the matrix for the area concerned. Further advice is available from the Occupational Health & Safety Directorate.

Further Information on the type of training is outlined on Appendix 2

Booking Details and Further Information

Booking Details and Further Information

1. **Mandatory Health and Safety Mandatory Training at QMUL – H&S Standard and Guidance Notes:**

    http://www.ohsd.qmul.ac.uk/documents/standard/87926.pdf

2. **REQUEST / BOOK Occupational Health and Safety Directorate (OHSD) provided taught courses:**

http://www.hr.qmul.ac.uk/myhr/ **= upcoming OHSD Training Courses details and timetable; request and book OHSD provided taught courses.**

http://www.ohsd.qmul.ac.uk/training/index.html   = Description of OHSD provided H&S training courses and online training.

3. **Centre for Academic and Professional Development (CAPD) courses:**

http://capd.qmul.ac.uk/bookings/

Appendix 2 - Outline of courses or types of training - Training Requirements Matrix

1. QMUL Induction - Organised centrally by CAPD
Introductory training course for all staff newly recruited to QMUL, the general programme includes a short session outlining accepted best practice in UK University sector health and safety management and an introduction to the Health and Safety at Work *etc* Act 1974. *Access details and bookings at http://capd.qmul.ac.uk/what-we-offer/induction/*

2. Local H&S Induction – Organised at QMUL School / Institute – Centre / Directorate level
A mandatory training session organised within the School, Institute (Centre) or Directorate for all newly recruited staff, includes health and safety training by QMUL safety co-ordinators, supervisors and managers. *Baseline QMUL H&S Induction checklist and guidance at http://www.ohsd.qmul.ac.uk/forms/index.html*

3. Fire Safety Training (Online Learning Module - OHSD provided) **and Local Induction (Familiarisation) (**Organised at QMUL School / Institute – Centre / Directorate level)
Mandatory fire safety training for all staff, available online, with additional training provided or organised at local level and delivered by the OHSD. *Access link at http://www.ohsd.qmul.ac.uk/training/online%20learning/index.html*
A Fire Safety local induction and familiarisation checklist and guidance is provided at *http://www.ohsd.qmul.ac.uk/documents/standard/firesafety/73485.pdf* for use by QMUL safety co-ordinators, supervisors and managers for new staff, students and visitors / contractors.

4. Display Screen Equipment Safety – (Online Learning Module - OHSD provided)
A mandatory training course for all staff using Display Screen Equipment - available online, includes a short training session with an online risk assessment of the individuals' workstation. *Access link at http://www.ohsd.qmul.ac.uk/training/online%20learning/index.html*

5. Building, CDM and Asbestos – (Building, CDM, Asbestos provided / facilitated by OHSD and/or Directorate / School / Institute concerned).
The training is for staff working on building maintenance or any project where construction work is involved or intended, in particular where specific knowledge is required to ensure that all work is planned and carried out safely. The asbestos awareness training provided / facilitated by OHSD will complement the professional and trades skills provided by the Directorate / School or Institute.

6. COSHH (Chemical) Risk Assessment – OHSD provided
The course is to train staff on how to identify and control the hazards and risks associated with hazardous chemical substances, there is an option of two types of courses depending on roles - laboratory and non-laboratory. The laboratory based courses include related topics relevant to a research laboratory (e.g. Explosive Atmospheres, Hazardous Chemical Waste Disposal, Gas Cylinders, Liquid Nitrogen, Nano-materials, Local Exhaust Ventilation, Selection of Laboratory PPE).

7. Electrical and Mechanical Safety – Organised at Directorate / School / Institute level and/or OHSD provided
For all members of staff working with electrical and mechanical equipment and who require the necessary safety awareness and skills for working in environments with electrical and/or mechanical equipment.

8. Fire Marshals – OHSD provided
A course for all persons nominated by their School / Institute / Directorate to assist in the evacuation of buildings during fire alarm activations or other emergency; includes training on other fire related duties commensurate with the role.

9. First Aid – OHSD provided
First aid courses are provided to ensure that anyone who becomes ill or injured receives care from a qualified first aider. Training will be provided where a need has been defined in a job description or identified in a risk assessment or to support the QMUL arrangements for first aid.

10. Containment Level 3 – OHSD provided
For research, technical and teaching staff, including postgraduate students, working at ACDP Containment Level 3; other staff closely involved with facility operation and high biological containment laboratory staff requiring a 'refresher' session. This course includes safe handling of both wild type pathogens (human and animal) and Genetically Modified Organisms in a high containment facility.

11. IOSH Working Safely – OHSD provided
A basic grounding in health and safety suitable for all staff, the course incorporates the 'office safety', 'basic H&S risk assessment' and 'accident investigation' topics. The training is accredited by the Institution of Occupation Safety and Health (IOSH).

12. Manual Handling – OHSD provided
Training for all staff involved in lifting and carrying activities in the workplace

13. Radiation Protection – OHSD provided
Training for all staff and post graduate students required to work with ionising radioactive sources and as a refresher course for existing users. Detailed training is also provided for radiation protection supervisors. Non-ionising radiation safety and laser safety courses are under development.

14. Safety Management Foundation Training – OHSD provided
All managers at grade 6 and above should undertake 'foundation training' in safety management, appropriate courses are under development for different roles at QMUL.
A comprehensive health and safety management training course is available for all QMUL operational managers and others with specific health and safety responsibilities (e.g. Safety Coordinators, Safety Officers) e.g. the IOSH 'Managing Safely' course.

15. Stress Risk Assessment – OHSD provided
Introduction to HSE Management Standards for Work-Related Stress (WRS) and WRS Risk Assessment principles. Suitable for all line managers and supervisors.

16. Transport of Dangerous Goods – OHSD provided

Training for research and technical staff involved with the transport / carriage of infectious substances and diagnostic / patient specimens, taught (invited attendees only) and online courses.

17. Working with Biological Hazards and Genetically Modified Organisms – OHSD provided
Courses for Laboratory research, technical and teaching staff working/intending to work with clinical, biological, human/animal pathogens and genetically modified agents – aimed at Containment Level 1 and 2, in particular people working / assisting in a biological hazards laboratory for the first time. Detailed courses in Decontamination and Sterilisation, Selection of Laboratory PPE and Hazardous / Clinical Waste disposal are also provided.
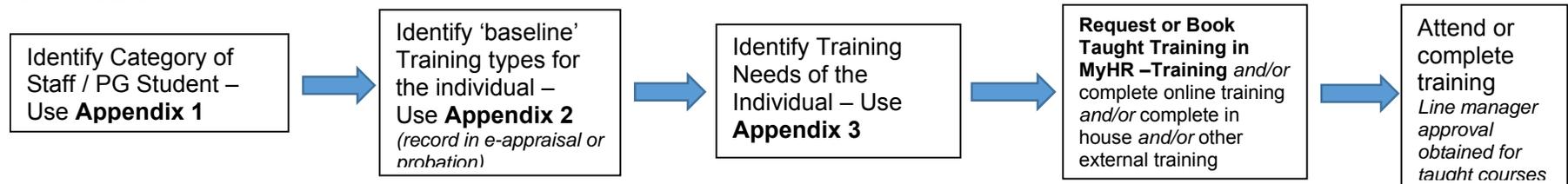
	Health Safety and Wellbeing Training Needs Assessment For QMUL Staff (Academic and non-Academic, Support), Postgraduate Students, Temporary Workers and Visitors (under the direction or control of QMUL staff)

Queen Mary University of London

Identification and assessment of an Individual's Health Safety and Wellbeing training needs by Managers and Supervisors (Academic Supervisors / Managers, Non-Academic / Support Directorate Managers)

Introduction

1. To be used in conjunction with a current job description when assessing Health Safety and Wellbeing (HSW) training needs, e.g. during recruitment, induction, appraisal and when carrying out risk assessments.
2. **For QMUL staff appraisals** – Most of the detail of this form is accessible within the QMUL MyHR system (http://www.hr.qmul.ac.uk/myhr/ – Training) and is 'signposted to' within the QMUL e-appraisal system (http://www.hr.qmul.ac.uk/procedures/appraisal/index.html). This form is also linked from the MyHR training page for reference.

Procedure:

Identify Category of Staff / PG Student – Use **Appendix 1**	→	Identify 'baseline' Training types for the individual – Use **Appendix 2** *(record in e-appraisal or probation)*	→	Identify Training Needs of the Individual – Use **Appendix 3**	→	**Request or Book Taught Training in MyHR –Training** *and/or* complete online training *and/or* complete in house *and/or* other external training	→	Attend or complete training *Line manager approval obtained for taught courses*

1. The QMUL Mandatory HSW Training Standard identifies 17 types of HSW training with detail in the '**Training Requirements Matrix - Appendices 1 and 2**' and sets the **baseline** standard for mandatory HSW training for QMUL staff. Access the QMUL Mandatory HSW Training Standard and the Appendices at http://www.ohsd.qmul.ac.uk/documents/standard/87926.pdf or from MyHR (http://www.hr.qmul.ac.uk/myhr/ – Training)
2. Identify which 'category' the individual comes under.
3. Identify the baseline **'mandatory'**, **'mandatory where relevant to role'** or **'desirable'** types of training for the individual.

4. In the form below (**Training Needs Assessment - Appendix 3**) or within MyHR, select the suitable training course/s that should in many cases meet the requirements of the mandatory training approach. *Access to places on certain courses may be restricted to particular job positions, grades or roles.*

5. HSW Training courses (taught, online or 'event' based - currently 44) are grouped into 7 topics for ease of access – Mandatory, Physical and Infrastructure Hazards, Fire Safety, First Aid, Laboratories (including fieldwork), Occupational Health, Health & Safety Management and Risk Assessment.

6. Further details of the course provider (OHSD, external, other internal), the time length of the course and website / online links are noted. Full details of the courses are available in MyHR and the OHSD website.

7. Further training needs for HSW may become apparent due to the specialist and/or technical nature of the role; in such cases the training (e.g. other internal / external courses, supervision, mentoring) should be identified and recorded on this form (see numbers 44-47) or within the e-appraisal 'training and development' box.

8. Where not retained electronically (e.g. within the QMUL e-appraisal system), the hard copy of this completed form should be retained as a local training record by the individual and their line manager / supervisor.

9. The individual should then book and attend the identified taught courses via the 'Training' section of my-HR – accessible at http://www.hr.qmul.ac.uk/myhr/ or login for the online training at the specified web link below or if noted, QMPlus http://qmplus.qmul.ac.uk/ *(MyHR, QMPlus links are also accessible via http://www.its.qmul.ac.uk/services/staff/index.html).*

10. The Line Manager's approval is required on MyHR **before** a place is confirmed on an OHSD provided 'taught' training course (see guidance for line managers at http://www.hr.qmul.ac.uk/docs/e-HR/155142.pdf or within the Guidance page of http://www.hr.qmul.ac.uk/myhr/). Line Managers are able to see their staff team members training records on MyHR.

11. Attendances on taught courses will be noted on MyHR by the OHSD system administrator.

12. Senior School / Institute / Directorate Managers can request a record of 'taught course' requests and attendances recorded on the myHR system for their areas from the QMUL ITS via helpdesk@qmul.ac.uk or the ITS self-service portal http://www.its.qmul.ac.uk/services/catalogue/items/144307.html

13. Records of the completion of online HSW training for a School / Institute / Directorate can be obtained from OHSD (for numbers 4, 5, 31 in Appendix 3) or from your QMPlus Administrator (for number 38 in Appendix 3).

INDIVIDUAL'S TRAINING NEEDS ASSESSMENT

Staff / PG-Student's / Temp, Visitor's name: QMUL Employee or Student No.:

School / Institute / Directorate:

Email address:

Start date: Finish date (if known):

Indicate worker's employment status   Staff ☐   Visitor / Volunteer ☐   PG-Student ☐   other:☐   Temps:☐

Name of Manager / Supervisor completing form: Date:

Health Safety and Wellbeing Training required	Training Provider (QMUL or external providers)	Mandatory	Desirable	Date to be attended / completed by	Date attended / completed
MANDATORY					
1. QMUL Staff / PG Induction Event *Access at http://capd.qmul.ac.uk/what-we-offer/induction/*	QMUL (CAPD)	☐	☐		
2. Health, Safety, Fire and Wellbeing Induction *(local manager / Safety Coordinator – School / Institute – Center / Directorate). Baseline QMUL H&S Induction checklist and guidance at http://www.ohsd.qmul.ac.uk/forms/index.html*	School / Institute / Directorate	☐	☐		
3. Fire Safety and Familiarisation for local area *(local manager / Safety Coordinator – School / Institute – Center / Directorate). Use http://www.ohsd.qmul.ac.uk/documents/standard/firesafety/73485.pdf*	School / Institute / Directorate	☐	☐		
4. Display Screen Equipment Safety Awareness – online module *Access link at http://www.ohsd.qmul.ac.uk/training/online%20learning/index.html*	OHSD – *access via website link*	☐	☐		

Health Safety and Wellbeing Training required	Training Provider (QMUL or external providers)	Mandatory	Desirable	Date to be attended / completed by	Date attended / completed
5. Fire Safety Awareness – online module *Access link at* *http://www.ohsd.qmul.ac.uk/training/online%20learning/index.html*	OHSD – *access via website link*	☐	☐		
PHYSICAL AND INFRASTRUCTURE HAZARDS					
6. Asbestos Awareness *(to be advised)*	External Provider – *contact OHSD for details –* HS018	☐	☐		
7. Construction (Design and Management) Regulations *(to be advised)*	External Provider – *contact OHSD for details –* HS007	☐	☐		
8. Manual Handling and Lifting (2 hr)	OHSD – HS004	☐	☐		
9. Working at Height (2-3 hr) *(to be advised)*	OHSD – *to be provided -* HS008	☐	☐		
10. Electrical Safety *(to be advised)*	School / Institute / Directorate or OHSD*(discuss requirements with OHSD) –* HS009	☐	☐		
11. Mechanical Safety *(to be advised)*	School / Institute / Directorate or	☐	☐		

Health Safety and Wellbeing Training required	Training Provider (QMUL or external providers)	Mandatory	Desirable	Date to be attended / completed by	Date attended / completed
	OHSD *(discuss requirements with OHSD)* – HS010				
FIRE					
12. Evacuation chair use *(to be advised)*	OHSD – *on demand* – HS011	☐	☐		
13. Fire Marshal (full day with practical elements)	OHSD – HS016	☐	☐		
14. Fire Safety Awareness Training *(to be advised)*	OHSD - *on demand* - HS012	☐	☐		
15. Fire Extinguishers *(to be advised)*	OHSD - *on demand* – HS013	☐	☐		
FIRST AID					
16. First Aid at Work (3 day)	OHSD - *course code to be issued*)	☐	☐		
17. Emergency First Aid at Work (1day)	OHSD – *course code to be issued*)	☐	☐		

Health Safety and Wellbeing Training required	Training Provider (QMUL or external providers)	Mandatory	Desirable	Date to be attended / completed by	Date attended / completed
18. First Aid Requalification (3 year mandatory re-qualification) (2 day course)	OHSD - *course code to be issued*)	☐	☐		
19. First Aid Skills Update for all Qualified First Aiders (1 day)	OHSD - HS014	☐	☐		
20. Specialist First Aid Topics (e.g. for fieldwork, handling of toxic chemicals) *(to be advised)*	School / Institute / Directorate *in consultation with OHSD*	☐	☐		
LABORATORIES (including fieldwork)					
21. Containment level 3 - Principles and Practices (1 day)	OHSD – HS019	☐	☐		
22. COSHH Risk Assessment in Laboratories (Chemical safety and includes DSEAR) (3 hr)	OHSD – HS005	☐	☐		
23. REFRESHER - COSHH / DSEAR Risk Assessment (1.5 hr)	OHSD – *to be provided* – HS015	☐	☐		
24. GM and Biosafety for Clinical Trials Staff (2 hr)	OHSD – HS025	☐	☐		
25. GM Risk Assessment and Notification (2 hr)	OHSD – HS029	☐	☐		
26. Safe Management of Laboratory Hazardous Waste (2 hr)	OHSD - HS024	☐	☐		
27. Field Work Risk Assessment (2.5 hr)	OHSD – HS017	☐	☐		
28. Laboratory safety for non-Research Staff (2.5 hr)	OHSD – HS018	☐	☐		

Health Safety and Wellbeing Training required	Training Provider (QMUL or external providers)	Mandatory	Desirable	Date to be attended / completed by	Date attended / completed
29. Selection of Laboratory Personal Protective Equipment (PPE) (2 hr)	OHSD – HS023	☐	☐		
30. Decontamination and Sterilisation (2 hr)	OHSD – HS026	☐	☐		
31. Transport of Dangerous Goods- Infectious Agents and related materials – online (IATA accredited) *Details and bookings http://www.ohsd.qmul.ac.uk/training/online%20learning/index.html*	OHSD	☐	☐		
32. Working Safely with Biological Hazards (3 hr)	OHSD – HS020	☐	☐		
33. REFRESHER - Working Safely with Biological Hazards and GM Agents (1.5 hr)	OHSD – HS030	☐	☐		
34. Working Safely with Ionising Radiation (3 hr)	OHSD – HS006	☐	☐		
35. Working with Non-Ionising Radiation *(to be advised)*	OHSD – *to be provided –* HS021	☐	☐		
36. Laser Safety Management (full day)	External Provider – *arranged in conjunction with OHSD* – HS022	☐	☐		
37. Local Exhaust Ventilation (LEV) Workshop (half a day)	OHSD – *arranged once or twice a year dependent on demand* – HS023	☐	☐		

Health Safety and Wellbeing Training required	Training Provider (QMUL or external providers)	Mandatory	Desirable	Date to be attended / completed by	Date attended / completed
38. Microbiological Safety Cabinets – online training course (**Access to be confirmed** once operational on QMPlus http://qmplus.qmul.ac.uk/)	Accessible on QMPlus (provided by OHSD)	☐	☐		
OCCUPATIONAL HEALTH					
39. Face Fit Testing (Quantitative methodology- for Respiratory Protective Equipment) – approx 30-45 min. Contact occ-health@qmul.ac.uk for appointments	OHSD test, fit and training – contact Occ Health Unit	☐	☐		
40. Stress Risk Assessment (2-3 hr)	OHSD – to be provided – HS003	☐	☐		
HEALTH AND SAFETY RISK MANAGEMENT AND ASSESSMENT					
41. IOSH Working Safely (covers the principles and practical features of hazard, risk and risk assessment in the workplace, 1 day course)	OHSD – HS031	☐	☐		
42. IOSH Managing Safely (covers the management of health and safety in the workplace, 4 full day course, aimed at Managers / Supervisors)	OHSD – HS032	☐	☐		
43. Accident and Incident Investigation for Managers / Supervisors (2 hr)	OHSD – to be provided – HS002	☐	☐		
44. Risk Assessment (general) (2 hr)	OHSD – to be provided – HS001	☐	☐		

Health Safety and Wellbeing Training required	Training Provider (QMUL or external providers)	Mandatory	Desirable	Date to be attended / completed by	Date attended / completed
OTHER TRAINING FOR HSW TOPICS	School / Institute / Directorate *(consult OHSD as required)*				
45. In-house Training for HSW topics Specify:		☐	☐		
46. Supervision for HSW topics Specify:		☐	☐		
47. Mentoring for HSW topics Specify:		☐	☐		
48. External courses / events for HSW topics Specify:		☐	☐		

Appendix 4 – Summary of Training Completed

Queen Mary University of London	**Summary of Health and Safety Training Completed - For School, Institute or Directorate (including Sub-departments)**

School, Institute, Directorate:	**Lead:**

H&S Standard and Guidance Notes - Health and Safety Mandatory Training for QMUL:
http://www.ohsd.qmul.ac.uk/documents/standard/87926.pdf

Optional - This form can be used by Departments to maintain a record below for each named member of staff/student/visitor (for attended courses, online training and internal / external training).

Alternatively, For a record of OHSD provided course attendances, senior QMUL School / Institute / Directorate Managers can request a record of 'taught course' requests and attendances recorded on the MyHR system for their areas from the QMUL ITS via helpdesk@qmul.ac.uk or the ITS self-service portal http://www.its.qmul.ac.uk/services/catalogue/items/144307.html

Records of the completion of online HSW training for a School / Institute / Directorate can be obtained from OHSD (Appendix 3 - numbers 4, 5, 31) or from your QMPlus Administrator (Appendix 3 - number 38).

		Staff Member / Student Name & Date Training Completed									
QMUL H&S Training											
1	QMUL Induction										
2	Local induction										
3	Fire Safety										
4	Display Screen Safety										
5	Building, Project, CDM , Asbestos										
6	COSHH / COSHH Risk Assessment										
7	Electrical and Mechanical Safety										
8	Fire Marshals										
9	First Aid										
10	Containment Level 3										
11	IOSH Working Safely Course										

12	Manual Handling										
13	Radiation Protection										
14	Safety Foundation / Management										
15	Stress Awareness / Management										
16	Transport of Dangerous Goods										
17	Working with Biological /GM Hazards										
Specific Training Courses **(In House, Supervision, External Courses)**											

Explanatory Note

Further Information on the type of training is outlined on Appendix 2 - access to places on certain courses may be restricted to particular grades or roles.

Courses 1-4 are mandatory for all staff - The 17 types of training on this form sets the baseline standard for the mandatory approach to health and safety training as displayed on the 'Training Requirements Matrix', Appendix 1.

Further training needs may become apparent due to the specialist or technical nature of the role, in such cases, the courses should be added to the 'Training Requirements Matrix' and this form.

Booking Details and Further Information

4. **Mandatory Health and Safety Mandatory Training at QMUL – H&S Standard and Guidance Notes:**

    http://www.ohsd.qmul.ac.uk/documents/standard/87926.pdf

5. **REQUEST / BOOK Occupational Health and Safety Directorate (OHSD) provided taught courses:**

myhr http://www.hr.qmul.ac.uk/myhr/ **= upcoming OHSD Training Courses details and timetable; request and book OHSD provided taught courses.**

http://www.ohsd.qmul.ac.uk/training/index.html   = Description of OHSD provided H&S training courses and online training.

6. **Centre for Academic and Professional Development (CAPD) courses:**

http://capd.qmul.ac.uk/bookings/