

Mandatory Health and Safety Training – Guidance Notes

(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 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 Support Services.

“Department” – This term refers to Schools and Institutes as well as to Professional Support Services functions.

“Staff” – This term includes all Queen Mary employees and others acting under direction and control of College 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 Queen Mary 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 the College, 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.

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. Equally, retraining may be required when there are changes to legislative requirements or College procedures.

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. On introduction, 29 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.

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 external training providers.
- 8.4 Appendices 1, 3 and 4 will be provided in word format for departments to use or modify as necessary for their own systems.

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

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

<http://qm-web.ohsd.qmul.ac.uk/>

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 the College in the discharge of its' statutory obligations in health and safety matters.



Document Control

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Appendix 1 – Training Requirements Matrix



Health and Safety Training Requirements Matrix - School/Institute/Centre/Directorate

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

Mandatory Health and Safety Training – Guidance Notes : <http://qm-web.ohsd.qmul.ac.uk/documents/standard/87926.pdf>

See explanatory note on this form

Staff Category	1 College Induction	2 Local Induction	3 Fire Safety	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 Awareness / Management	16 Transport of Dangerous Goods	17 Working with Biological / GM Hazards
Heads of Schools, Directors Of Institute / Centre / Directorates Senior Administrators																	
Principal Investigators																	
Academic Staff / Researchers																	
Technical Staff (inc. Project Managers, Estates Managers, and maintenance staff)																	
Administrative Staff																	
Support Staff (e.g. security, cleaners, residences, etc.)																	
PG- Students /Visitors																	
Dept. Safety Coordinators																	
	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 department. 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

Mandatory Health and Safety Mandatory Training - Guidance Notes:

<http://qm-web.ohsd.qmul.ac.uk/documents/standard/87926.pdf>

Occupational Health and Safety Directorate (Safety Team) courses:

<http://qm-web.ohsd.qmul.ac.uk/training/H&S%20course%20timetable/index.html> = upcoming Training Courses timetable on OHSD

<http://qm-web.ohsd.qmul.ac.uk/training/index.html> = all training courses and description (no dates)

The Learning Institute courses:

<http://www.esd.qmul.ac.uk/>



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

1. College Induction - Organised centrally

Introductory training course for all staff newly recruited to Queen Mary, the general programme includes a short session outlining accepted best practice in university health and safety management and an introduction to the Health and Safety at Work Act 1974.

2. Local Induction – Organised at departmental level

A mandatory training course organised within the school, institute or directorate for all newly recruited staff, includes health and safety training by safety co-ordinators, supervisors and managers.

3. Fire Safety and Familiarisation – Occupational Health and Safety Directorate (OHSD provided)

Mandatory fire safety training for all staff, available online, with additional training provided or organised at local level and delivered by the OHSD.

4. Display Screen Equipment – (E Learning OHSD provided)

A mandatory training course for all staff - available on line, includes a short training session with an online risk assessment of the individuals' workstation.

5. Building, CDM and Asbestos – (Building, CDM provided by Department – Asbestos provided by OHSD.

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 by OHSD will complement the professional and trades skills provided by the department.

6. COSHH / Risk Assessments – OHSD provided

The course is to train staff on how to identify and control the hazards and risks associated with hazardous substances, there is an option of two courses depending on roles - laboratory and non- laboratory.

7. Electrical and Mechanical Safety – Organised at departmental level

All members of staff working with electrical and mechanical equipment require the necessary awareness and skills for working in particular environments or with such equipment.

8. Fire Marshals – OHSD provided

A course for all persons nominated by their department 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 only be provided where a need has been clearly defined in a job description, identified in a risk assessment or to support the College 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.

11. IOSH Working Safely – OHSD provided

A basic grounding in health and safety suitable for all staff, the course replaces the traditional office safety and basic risk assessment courses. 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 required to work with ionising radioactive sources and as a refresher course for existing users.

14. Safety Foundation/Management – OHSD provided

All managers at grade 6 and above should undertake ‘foundation training’ in safety management, suitable courses are under development. Additional health and safety management training is available for all operational managers and others with specific health and safety responsibilities, e.g. the IOSH ‘Managing Safely’ course.

15. Stress Awareness / Management – OHSD provided

Awareness for managers, supervisors – initially courses will be restricted to manager and supervisors at grade 6 and below. Appropriate training is being sourced for staff above grade 6. Both courses are under development.

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 and online courses (invited attendees only).

17. Working with Biological Hazards and GM Hazards– OHSD provided

A course 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 in a biological laboratory for the first time.



Appendix 3 – Training Needs Assessment



Health and Safety Training Needs Assessment
College Staff, PG-Students and Visitors (under direction and control of College staff)

School/Institute/Department

Identification and assessment of individuals training needs by Managers and Supervisors

A checklist for managers and supervisors

To be used in conjunction with a current job description when assessing training needs, e.g. recruitment, induction, appraisal and when carrying out risk assessments.

Identified training should be included under the appropriate Staff Category on the organisation’s training requirements matrix and recorded on the summary of training section.

The form is to be retained as a local training record by the supervisory staff.

See Explanatory Note on this form, or follow the web link below for full guidance:

Mandatory Health and Safety Training - Guidance Notes: <http://qm-web.ohsd.qmul.ac.uk/documents/standard/87926.pdf>

Staff/PG-Student’s name:

Employee or Student No.:

Email address:

Start date:

Finish date (if known):

Indicate worker’s employment status

Staff

Volunteer

PG-Student

other:

Temps:

Name of Manager completing form:

Date:



Training required (internal and external providers)	Mandatory	Desirable	Date to be attended by	Date attended
MANDATORY				
Safety Induction (College)	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
Safety Induction (local)	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
Fire Safety and Familiarisation	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
Display Screen Equipment	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
COSHH (Non laboratory / research)				
Principles of COSHH	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
ESTATES and FACILITIES RELATED				
Asbestos Awareness	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
Construction (Design and Management) Regulations 2007	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
Laboratory Safety for Non – Academic Staff	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
Working at Height and Ladder Safety	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
FIELD WORK				
Field Work Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
FIRE				
Evacuation chair use	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
Fire Marshal	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
Fire Training for Residential Stewards	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
Fire Prevention and Fire Safety at Work	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████



Training required (internal and external providers)	Mandatory	Desirable	Date to be attended by	Date attended
FIRST AID				
First Aid at Work (3 day)	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
Emergency First Aid at Work (1day)	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
First Aid Requalification (3 year mandatory re-qualification)	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
First Aid Skills Update for all Qualified First Aiders	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
LABORATORIES				
Containment level 3 Principles and Practices	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
COSHH Risk Assessment in Laboratories	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
GM and Biosafety for Clinical Trials Staff	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
Decontamination and Sterilisation	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
Safe Management of Laboratory Hazardous Waste	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
Selection of Laboratory Personal Protective Equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
Transport of Dangerous Goods (Invited attendees only)	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
Working Safely with Biological Hazards and GM Agents	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
MANUAL HANDLING				
Manual Handling and Lifting	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████
OFFICE SAFETY				
IOSH Working Safely (covers office safety and basic risk assessment)	<input type="checkbox"/>	<input type="checkbox"/>	██████	██████



Training required (internal and external providers)	Mandatory	Desirable	Date to be attended by	Date attended
STRESS Awareness/Management				
Stress Awareness / Management for all Staff	<input type="checkbox"/>	<input type="checkbox"/>		
OTHER courses /topics that need to be addressed e.g. In-house, Supervision, Mentoring, External Courses				
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

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 displayed on the Departmental 'Training Requirements Matrix', **Appendix 1**, set the baseline standard for mandatory training. The 29 courses on this form will assist managers and supervisors to identify suitable training courses that should in many cases meet the requirements of the mandatory training approach. 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 the 'Summary of Training Completed' (**Appendix 4**).

Booking Details and Further Information

Mandatory Health and Safety Training - Guidance Notes:

<http://qm-web.ohsd.qmul.ac.uk/documents/standard/87926.pdf>

Occupational Health and Safety Directorate (Safety Team) courses:

<http://qm-web.ohsd.qmul.ac.uk/training/H&S%20course%20timetable/index.html> = upcoming Training Courses timetable on OHSD

<http://qm-web.ohsd.qmul.ac.uk/training/index.html> = training courses and description (no dates)

The Learning Institute courses:

<http://www.esd.qmul.ac.uk/>



Appendix 4 – Summary of Training Completed



Summary of Health and Safety Training Completed - For Schools, Institute or Directorate (including Sub-departments)

School, Institute, Directorate:

Lead:

The date each course or training is completed should be entered into the record below for each named member of staff/student/visitor.

Guidance Notes for Health and Safety Mandatory Training: <http://qm-web.ohsd.qmul.ac.uk/documents/standard/87926.pdf>

		Staff Member / Student Name & Date Training Completed									
College H&S Training											
1	College 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 Departmental ‘ 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

Mandatory Health and Safety Training - Guidance Notes:

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