

# Health & Safety Training Policy

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## 1. Introduction

The Health and Safety at Work etc Act 1974 (HSWA) places a general duty on the University to provide information, instruction, training, and supervision to ensure employees can perform their tasks safely and without endangering other people.

This general duty extends to training 'persons', typically students, temporary staff, visiting lecturers and contractors, to operate and use work equipment and substances supplied by the University in a safe manner. Safety training is an integral component in professional development training; and is not a substitute for skill training.

- This must be repeated periodically, where appropriate.
- Be adapted to take account of any new or changed risks.
- Take place during work hours.

In addition to the above, there are training requirements set out in other specific regulations.

## 2. Scope

This policy contains guidance on safety induction and training requirements and provisions. [CPED](#) can provide information and advice on any aspect of other/non-safety related aspect of organisational training.

## 3. Definitions

- **Competence:** Competence can be described as **the combination of training, skills, experience, and knowledge that a person has and their ability to apply them to perform a task safely**. Other factors, such as individual attitude, can also affect someone's competence.
- **External providers:** suppliers engaged to deliver training as per the requirements identified in the safety training matrix
- **Information:** knowledge obtained from investigation, study, or instruction.
- **Instruction:** Written procedures may be supported with verbal explanation and demonstration.
- **Training:** Showing a person the correct method of doing a task and making sure that they can carry out the task correctly and safely.
- **Staff:** contract/permanent, full-time, part-time, and/or casual employees of the University
- **Visitors:** students, external suppliers, visiting lecturers and other person's visiting the University
- **Contractors:** maintenance, infrastructure and other contractors

## 4. Roles and Responsibilities

#### **4.1. Deans ~~and Heads~~ of Schools/Directors of Departments**

- a) Ensure health and safety arrangements, including provision of H&S training, within their respective areas are implemented.
- b) Ensure the development and implementation of the H&S training matrix, as per section 7 of this Policy.

#### **4.2. Line Managers/Supervisors**

- a) Ensure that every new member of staff is taken through the [induction checklist](#) when they first join their school/ department.
- b) Ensure that their staff complete local H&S induction. This should be conducted by the Line Manager or DSLO and can be delegated to other experienced members of the team. See section 6.1 for more details.
- c) Ensure staff complete assigned safety training in a timely manner. Mandatory eLearning has to be completed within first 6 months of the employment and refreshed every 2 years.

#### **4.3. Department Safety Liaison Officers (DSLOs)**

- a) Give new staff members local health and safety induction, if applicable.
- b) Record and store induction checklists.
- c) Review and monitor completion of safety training.
- d) Monitor that this policy is being implemented consistently in their School or Department.

#### **4.4. Safety Team**

- a) Development and updating of the University H&S training matrix.
- b) Delivery of in-house training where applicable. List of offered training is available on [Health and Safety web page](#).
- c) Monitor compliance with this policy.

#### **4.5. CPED**

- a) Overall responsibility for the provision of a suitable and sufficient Health and Safety training programme.
- b) Coordination of external training providers (including for e-learning).

### **5. Local Safety Induction**

The aim of induction training is to familiarise new employees with their workplace safety and welfare provisions. Every employee, including temporary staff, should be

made aware of the emergency evacuation procedure, safety arrangements pertinent to their workplace and key contacts at the earliest opportunity upon commencement.

Staff are to be informed of risks and control measures including any restricted areas which may not be apparent to them. The safety induction must, as a minimum, impart understanding of:

1. The nature of workplace hazard(s), how to identify hazards and their potential risk and alarm signals.
2. The precautions to be taken during the course of normal working; how to use safety equipment, devices, use and maintenance of Personal Protective Equipment (PPE) etc.
3. The actions to follow in an emergency, how to raise the alarm and use emergency equipment, including emergency switches/isolators, stop controls and fire extinguishers where appropriate.
4. The procedure to summon assistance and for reporting dangerous or potentially unsafe conditions or actions.
5. The duty to co-operate in effecting safety arrangements and to work with due regard for their own safety and that of others.

Safety training is intended to complement professional development training. The aim is to ensure every person understands the nature of any hazard which may be inherent to their work related activities or the equipment and substances they are given to use at work, or to which they might become exposed to in the course of their employment.

Training must take account of each individual's capability. Young and inexperienced workers require greater attention than experienced or skilled adults.

Peripatetic workers and those who work alone must have a completed risk assessment of their working location and specified controls regarding the conditions under which they may work alone.

## **6. Induction Process**

### **6.1. Induction for new staff**

Induction of new staff begins at the employment stage. The link to [One Day Onsite Safety Induction](#) is provided to all employees together with their employment contract and links to other essential policies and procedures.

On the first day of employment, the new staff member must receive information about emergency procedures (i.e.. the action to take on discovering a fire and on hearing the alarm, and what to do in the event of an accident). These local health and safety inductions must be carried out within the first week or at the earliest practicable time after employment. As a general rule, no employee should work unaccompanied until they have completed an induction tour undertaken by their Line Manager or DSLO.

The [Staff induction checklist](#) should be used for staff induction, it is recommended to refer to the [Day One Onsite Safety Induction](#) for onsite workers. The information may need to be supplemented with procedures and documents such as emergency evacuation plans, procedures, and risk assessments.

In most cases, the induction checklist should be sufficient for staff induction. However, for staff coming into more hazardous areas, e.g.. engineering workshops, laboratories etc. a more comprehensive induction should be arranged and completed by the DSLO, or relevant Manager, to ensure that specialist knowledge of hazards, risks, procedures and processes are covered.

## **6.2. Induction for new students**

New undergraduate, postgraduate and research students will receive adequate health and safety induction information and training within the first month of the start of their course.

It is the responsibility of the Course Leader/Supervisor to ensure and/or deliver the induction to new starters, and they may engage the assistance of their DSLO for the H&S induction component. New students may or may not be familiar with the University and therefore those carrying out the induction may need to tailor the information and training appropriately.

The DSLO for the School must ensure that arrangements are in place so that undergraduate, postgraduate and research students receive timely information and, if necessary, training in risk assessments, procedures and reporting arrangements covering fire, accident, and ill-health emergencies.

The instruction and training may be given collectively to the new cohort of students at the start of the academic year. H&S team provides a [presentation template](#) to be used for H&S student induction which can be easily tailored to fit a particular School.

## **6.2 Induction process for visitors/contractors**

Visitors/Visiting Lecturers will be provided with an induction by the relevant Line Manager or person hosting them onsite. Contractors will receive adequate health and safety induction and information from their hosting Department or School. The content of such induction should be appropriate to the purpose of the visit or tasks to be undertaken. The induction process should be a two-way communication process to ensure that the information is clear and confirm that the required information has been assimilated. Unless a visitor or a contractor received a H&S induction, they must be accompanied at all times by a member of staff who has received H&S induction. Induction records must be kept by the Line manager or a responsible person from the hosting School/Department.

## **7. Training Needs Analysis and Review**

The majority of safety related training courses include some level of assessment to ensure learning has taken place and measure the attainment of course objectives.

It is the responsibility of line managers and employees to determine their training needs. A suitable and sufficient Risk Assessment of the activities undertaken in the role, developed with proper consultation, is crucial in order to achieve this.

The University's Training Matrix (Appendix A) is a guide which provides information on the required and advisory training depending on the staff role in the organisation.

Schools/ Departments should then use this information to develop their own Training Matrix which denotes mandatory, recommended safety training per role/ function and the status of its completion.

Additional safety related training needs must be identified from general and specific risk assessments or after particular events, such as following accidents, the purchase of new equipment or the introduction of new work processes.

Deans and Heads of School/Department, Line Managers and DSLOs must develop and review the Safety Training Matrix (this can be part of a wider training matrix) to ensure their staff complete relevant training as required. The Departmental/ School training matrix should denote the required health and safety training courses, target audience and frequency of training for the staff in their school or department.

Training needs and requirements must be reviewed annually and may form part of the staff appraisal process [My Review](#). Training plans should form a part of the Department/School KPIs. Progress with the training plan should be monitored at an appropriate local committee. The Dean/Head of School/Department has the overall responsibility for ensuring that the training plan is being implemented.

### **7.1 Time**

All staff are entitled to be provided with sufficient time during work hours to undertake relevant safety training. It is the responsibility of relevant Deans and Heads of Schools/Departments to ensure that staff in their areas complete safety training assigned in a timely manner. For new starters, the H&S induction should be completed within a month, or on the first day on site; mandatory training is expected to be completed in the first 6 months and the specialised training – before undertaking relevant task/activity. There are separate deadlines set for refresher training.

### **7.2. Training for temporary and part-time staff**

The University provides appropriate mandatory and specialised training for member of staff at London Met, including any temporary and part-time member of staff. Those workers contracted for over 90 hours annually can be requested to engage with mandatory training. Undertaking the mandatory training is a mutually agreed expectation as a part of their role at London Met.

Any workers completed mandatory or specialised training (specialised training must be agreed with the Line Manager during training needs assessment and approved by the Head of School/Department) will be paid up to 14 hours per annum once training has been completed. This is paid in tranches of hours, up to twice a year.

Heads of School/Department are responsible to ensure this information is passed on the relevant staff.

## **8. External Providers**

Whilst the Safety Team will endeavour to periodically deliver health and safety training (e.g. briefing, courses, mentoring, etc.) tailored to the specific needs of the areas, it will sometimes be necessary or mandatory to engage external suppliers.

If there are any topics for which you would like specific training, please speak with CPED colleagues. If your training need is common to other areas, we may be interested in advertising it centrally so that staff from other schools/ departments can attend.

## **9. Training Records**

Local H&S induction checklists act as a record once it has been signed and dated by both the person carrying out the induction and the inductee.

The completed checklist and any other relevant health and safety training certificates/documents should be retained in the relevant team.



## Appendix A University H&S Training Matrix

The Health and Safety Training matrix identifies best practice and areas where individual training health and safety should or must be provided. Refer to: [Training and Skills Matrix v6.xlsx](#) (you will need London Met log in to access it)