

# Health & Safety Training

## Health & Safety Management Standard

### Issue 3 (October 2019)

#### Introduction

---

This document contains corporate standards and guidance on the provision of health and safety training for managers and their staff. It is the responsibility of managers to ensure that the arrangements for providing health and safety training are managed in line with this document (and any other guidance referred to herein) in any area/premises under their control.

#### Managers' Checklist – Health & Safety Training

---

The checklist given below identifies key actions involved in ensuring that both Managers and staff are provided with appropriate health and safety training in order to carry out their work safely. Further information on each of these points is contained in this document.

1. Have you completed a training needs analysis for all staff under your control and have you produced a training matrix and/or schedule to ensure that training is organised and delivered?
2. Have all staff received a suitable health and safety induction?
3. Have staff been provided with appropriate information, instruction and training, including the safe use of plant and equipment, in order to carry out their work in a competent manner and without risk to themselves and others?
4. Have you attended all health and safety training courses that are relevant to your role as Manager, including those courses which have been designated as mandatory by senior management?
5. Have you or those staff delegated to undertake risk assessments on your behalf received suitable training to ensure those assessments are suitable and sufficient?
6. Have all staff attended suitable health and safety training courses to increase their awareness of significant risks associated with their role?
7. Have relevant Employee Information Sheets been provided to staff?
8. Do you or your staff need to attend refresher training at regular intervals?
9. Do you know how to book places on health and safety training courses?
10. Are records of all health and safety training kept?

## Training Needs Analysis

---

The Health and Safety at Work, etc. Act 1974 sets down general requirements for the provision of such information, instruction and training as is necessary to ensure the health and safety of all employees. This requirement has been extended and clarified by more specific health and safety regulations and by Leicester City Council's policy and procedures set down in Health and Safety Management Standards, which can be found in the Corporate Safety Manual on Interface or schools Extranet.

Managers must complete a training needs analysis for all roles and individuals under their control in order for their team to work effectively and this must include the identification of any health and safety training necessary to ensure staff can work safely without risk to themselves or others. Training needs may be identified through a combination of supervision, appraisals and monitoring of staff and should take account of both present and future needs. Managers must then compare the outcome of the needs analysis with any training already provided and produce a schedule for the shortfall.

This is not a one-off exercise as staff learning is a continuous process throughout their career and the acquisition of new skills is an essential part of their development.

In order to keep suitable records of this process, managers must maintain some form of training matrix, either paper or electronic, which should be reviewed on a regular basis, i.e. at least annually. An example of a training matrix in spreadsheet format may be found within the Health & Safety Training section of the Corporate Safety Manual.

## Health & Safety Induction

---

Training to ensure the health and safety of employees begins with their induction when they start working for the Council and continues throughout their working life.

Health and Safety Induction involves two interlinked elements:

- Information provided given at a local level by managers or supervisors to familiarise new employees with their working environments and the hazards and risks associated with their role. This should include the significant findings of all relevant risk assessments and any necessary controls or safe systems of work, emergency procedures, arrangements for first aid, accident and incident reporting procedure, Leicester City Council's Health and Safety Policy and all employee responsibilities therein, any requirements for the use of Personal Protective Equipment (PPE) and the location of welfare facilities.
- The 'Introduction to Health and Safety' e-learning course to ensure that all employees are aware of common hazards and reporting systems. This includes an overview of health and safety law, employer and employee responsibilities, fire safety, accidents in the workplace, risk assessment, common hazards in the workplace (including housekeeping, electrical safety, asbestos, hazardous substances, manual handling, driving at work and PPE), using display screen equipment, stress and other health issues and information and training.

## Operational Training

---

Most employees will require some form of operational, or job specific, training, i.e. that required to enable them to carry out their work or supervise others in a safe manner. This training will usually be provided by managers or supervisors and occasionally by external agencies. It will include practical skills and elements of health and safety specific to the role that will not be covered by attending training courses provided through the Corporate Health and Safety Team.

Examples of roles where there are significant health and safety implications would include:

- The safe operation of plant & equipment;
- Working with potentially violent or aggressive people;
- The safe use and maintenance of hand tools and power tools;
- Driving Council vehicles including lorries, buses, tractors, excavators, lawnmowers, bicycles, etc;
- The safe coupling and towing of trailers;
- The safe use, handling and storage of specific hazardous substances;
- The safe erecting and dismantling of structures like tower scaffolds, gazebos, marquees, stages, etc;

Managers must keep suitable records of all training provided, including operational health and safety training.

## Health & Safety Training - Manager

---

Leicester City Council's Corporate Safety Manual and the various Health and Safety Management Standards therein clearly state that managers are responsible for the health and safety of staff in areas under their control.

There are some health and safety training courses provided for managers which are designated as mandatory for that role. At present these courses include:

- Health and Safety for Senior Executives (Directors & Heads of Service);
- Identifying and Assessing Operational Risks (All Managers and designated risk assessors). N.B. This course is delivered by Risk Management and Insurance Services, and risk assessment training more focused on health and safety risks is provided by the Corporate Health and Safety Team.

Numerous additional health and safety training courses are recommended for managers as they are responsible for the completion of suitable and sufficient risk assessments and the implementation of any necessary control measures in several areas of health and safety. Training courses are available to assist in the completion of the following:

- Risk Assessment Registers;
- COSHH Risk Assessments;
- Manual Handling Risk Assessments;
- DSE Risk Assessments;
- Stress Action Plans.

Whilst managers are responsible for the completion of all the above (and other subjects and forms) they may decide to delegate the role of completing risk assessments to members of their staff.

Whoever completes the risk assessments, whether the manager or a delegated risk assessor, they must be competent to fulfill that role and this should be evidenced. Training courses are available in all the above subjects and places may be booked via [healthandsafetytraining@leicester.gov.uk](mailto:healthandsafetytraining@leicester.gov.uk) or telephone 454 (37) 3210.

A table of all the training courses currently provided by the Corporate Health and Safety team together with recommendations as to who should attend each course may be found within the Health & Safety Training section of the Corporate Safety Manual.

## **Health & Safety Training - Staff**

---

Leicester City Council's Health and Safety Management Standards occasionally detail where specific health and safety training should be provided to staff.

There are some health and safety training courses which are designated as mandatory. New employees are required to complete one of the following health and safety induction courses, the content of which is summarised above:

- Introduction to Health and Safety;
  - This e-learning course is aimed primarily at office based, catering, cleaning and social care roles, etc;
- Health and Safety Induction for Apprentices
  - This course is aimed primarily at Housing craft apprentices and includes both general health and safety and the safe use of portable power tools.

The Moving and Handling People training course is also designated as mandatory for specific roles such as those working in Domiciliary Care and Day Centre staff together with a requirement for annual refresher training.

The training needs analysis may have identified additional health and safety training requirements for staff. At present the type of health and safety training courses provided by the Corporate Health and Safety team to meet those needs include:

- Manual Handling (Inanimate Objects);
- Moving and Handling People;
- Work at Height/Ladders and Stepladders;
- Building Responsible Officer;
- Stress Awareness.

There is also a range of e-learning courses on Leicester Learning Pool, including:

- Fire Safety and Fire Appliances;
- Personal Safety and Lone Working;
- COSHH Awareness;
- Asbestos Awareness;

A table of all the training courses currently provided by Health and Safety Services together with recommendations as to who should attend each course may be found within the Health & Safety Training section of the Corporate Safety Manual.

## Employee Information Sheets

---

Leicester City Council's Safety Manual includes Employee Information Sheets which contain general information and guidance on a variety of health and safety topics. These may be issued or drawn to the attention of staff in addition to attending formal health and safety training, or to those staff who managers consider do not need to attend training.

Topics for which Employee Information Sheets are available include:

- Asbestos in LCC Workplaces;
- Display Screen Equipment;
- Homeworking;
- Noise at Work;
- Visual Inspection of Portable Electrical Equipment;
- Stress at Work;
- Vibration at Work;
- Work at Height.

Copies of all the above may be downloaded from the Corporate Safety Manual.

## Refresher Training

---

At present there are only a few health and safety training courses for which mandatory refresher training is required. These courses are:

- First Aid – requalification every 3 years (statutory requirement);
- Moving and Handling People – annual refresher training;
- Design & Technology Association specialist extension courses – requalification every 5 years.

For all other areas of health and safety training it is the responsibility of the manager to determine whether their staff are required to attend refresher training and, if so, what the frequency of that training should be as part of their Training Needs Analysis (see above).

It may also be appropriate to send a member of staff on refresher training following an incident or failure where it is possible that they have not worked in accordance with their previous training or instructions.

## How to Book Training Courses

---

A summary of the content health and safety training courses may be found within the Health & Safety Training section of the Corporate Safety Manual.

If you require further guidance on the suitability of these training courses, you should contact the Corporate Health and Safety Team.

Places may be booked via [healthandsafetytraining@leicester.gov.uk](mailto:healthandsafetytraining@leicester.gov.uk) or telephone 454 (37) 3210.

N.B. An expenditure code is required when booking health and safety training.

Most health and safety training courses are free unless specified. However there will be a charge where a delegate fails to attend without prior notification.

## Health & Safety Training Records

---

Managers must maintain suitable records of all health and safety training completed by themselves and their staff, including both operational training and attendance at formal health and safety training courses. These records should also include the issue of Employee Information Sheets and may be in the form of a training matrix, either paper or electronic, as per the example contained within the Health & Safety Training section of the Corporate Safety Manual.

It is essential to maintain records that are easily retrievable in order to facilitate the regular review and updating of the training needs analysis and to provide evidence to external agencies when required to defend the Council against potential legal proceedings and enforcement action.

If the training has been delivered by an external provider, it may be appropriate to maintain copies of completion certificates as evidence of attendance and/or achievement.

## VERSION CONTROL SUMMARY

<b>Document:</b>	<b>Health &amp; Safety Training – Health &amp; Safety Management Standard</b>		
<b>Issue Number:</b>	<b>3</b>	<b>Date of Issue:</b>	<b>October 2019</b>

Summary details of amendments made at this review.

<b>Page</b>	<b>Section / Paragraph</b>	<b>Amendment</b>
1-6	Whole document	Review to include updated Corporate procedures and terminology.