

Health & Safety, Edinburgh Napier University

Health and Safety Competency and Training Policy

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1. Introduction

The competency and training of staff, including any part-time, temporary or agency staff, in health and safety matters is essential in ensuring that they are aware of the risks to health and safety generated by their work and to enable them to take appropriate action to minimise such risks.

This policy explains the provision of health and safety competency and training and the arrangements which Edinburgh Napier University and our managers will put in place to ensure competence and that appropriate training is delivered. This policy clarifies the legal framework for the provision of health and safety competency and training and the arrangements to be in place within schools and support services to ensure appropriate and effective health and safety training is delivered.

Providing appropriate and effective health and safety competency and training: -

- assists the university in fulfilling its statutory and common law duties of care
- reduces the likelihood of staff, students and others being injured or made ill from activities, facilities etc. for which the university has responsibility
- develops and maintains a positive health and safety culture and ensures health and safety competence

2. Legislative requirements

- a) Primary duty is within the Health and Safety at Work Act to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety of employees.
- b) The Management of Health and Safety at Work Regulations expand the general duty under the Act by requiring employees are provided with adequate health and safety training, including:
 - i. on commencement of employment (i.e. induction)
 - ii. where exposed to new or increased risks to their health and safety (e.g. arising from new or changed roles and responsibilities, the introduction of new or changes to existing work equipment, systems of work)
 - iii. maintaining and updating competence (i.e. refresher) - required continuing professional development for job role
- c) Individual regulations (e.g. Display Screen Equipment, Control of Substances Hazardous to Health) include general or specific requirements covering the provision of health and safety training.
- d) Training must be provided during working hours and at no cost to the employees receiving it.

3. Training responsibilities – university's overall health and safety policy

The University [Health and Safety Policy](#) confirms that the University will provide information, instruction, training and supervision in respect of health and safety. The Policy on Health & Safety Training will underpin this by developing health and safety competence through a proactive approach to training. Training and re-training requirements in respect of health and safety will be carried out through the assessment of training needs using job descriptions, personnel specifications, staff development review and changes to role and activities, rather than simply as a result of reactive factors e.g. learning from an accident.

Deans of School and Directors of Service have responsibility for ensuring the necessary information, instruction, training and supervision is given to their staff. The University Health & Safety Policy places a general duty on all managers to ensure that persons reporting to them have received the necessary training to carry out their duties competently and safely. They can be assisted and advised in this by the Health & Safety Team.

Where training has been identified as necessary to minimise risks through a risk assessment process (e.g. working at height) then the manager must ensure that the training is provided and that staff attending the training have understood its content. The risk assessment and staff development plan should identify re-training/refresher training within a suitable period (normally of no more than 3 years).

Individual members of staff are responsible for ensuring they undertake activities and use facilities in accordance with health and safety information, instruction and training they have received.

4. Health and Safety induction

All new staff are required to complete the University Induction programme which includes a briefing on the health, safety and fire safety essentials.

All newly appointed staff will also receive a local School/Service induction. First aid and emergency procedures should be covered on the first day and the remaining parts of the checklist within two weeks of working at the University. The inductee and the line manager will sign the checklist when complete and keep a copy as confirmation.

5. eLearning

Essential Skillz is replacing Cardinus for all online safety training. This will provide additional online courses and improved reporting tools.

1. The system will be able to inform staff of the training they require to undertake via email. The email will contain a link that will take you to the training specific to your role.
2. Designated training for staff with specific training needs.
3. Single sign on for wired PC and MAC users. Users will require to log in if they use a tablet or mobile device.

4. Will be able to give line managers access to reports to see what staff have undertaken the training.
5. The system will record completion and also actions where an assessment is required to take place.
6. Additional courses are available and will only be completed once notified via the training matrix what staff are required to complete.
7. Line managers will be provided with access to reports and will also receive updates on staff completions on a monthly basis.
8. Please note that this will provide staff with the basics required, however, staff with specific roles will require to attend the more specific health, safety and fire training run by the Health & Safety Team.

6. The role of the School/Service

Local arrangements for ensuring provision of necessary health and safety competence and training

The School/Service line managers are responsible for individual or group health and safety training needs in accordance with their local development plan. Each manager should support any individual in meeting these needs and, if required, liaise with the Health & Safety Team and/or HR&D in co-ordinating the most appropriate training solution(s).

School and Support Service health and safety management must:

- a) include the arrangements in place to ensure health and safety competence and training relevant to their area of responsibility
- b) implement risk assessment processes to ensure health and safety training and competence is considered as a measure to minimise and control risks and is implemented where identified as required
- c) identify all new members of their staff to ensure they receive a School/Service health and safety induction on commencing employment and key information (e.g. emergency procedures) is conveyed on their first day of employment
- d) development and maintenance of a school health and safety training needs matrix establishing areas of training required against categories of occupation or health and safety role. **Appendix 1** provides guidance on the areas of health and safety training relevant to particular roles, responsibilities and areas of activity. **Appendix 2** provides an example matrix and guidance for schools/services.
- e) complete annual health and safety reports including the review of, and planning for, health and safety training
- f) ensure completion of staff “My Development” scheme and the identification of areas of support, training and development
- g) ensure the implementation of a health and safety training need where identified as a remedial measure following a Health & Safety Team accident/incident investigation

7. Staff training provision and records

Health & Safety have developed and deliver a cost effective, comprehensive health and safety training programme across the University for staff and students, much of which is a statutory requirement. Other specialised health and safety training must be sourced, funded and recorded in HR Connect by the school/service, where required.

It should be noted that all health and safety training and information is mandatory (not optional) and is required by health and safety regulations. It is an important requirement to ensure a level of competence, i.e. if we ask someone to take on the role of School/Service Health & Safety Co-ordinator, COSHH Assessor, Risk Assessor or Fire Warden. In addition, it is a requirement to provide refresher health and safety training and for all new staff to receive a health and safety induction to ensure the maintenance of health and safety compliance across the University. Health and safety training is the cornerstone of the University's health and safety management system and health and safety information and training plans are a requirement of the University School/Service health and safety audits.

As part of this Policy, the University will have in place and publish for all staff a programme of available health and safety training courses as well as available training solutions such as online and self-assessment training where appropriate. The range of courses and training solutions will be kept under review and will be added to, as will any specific hazard or specialist training.

External health and safety training is required to be recorded on HR Connect (Career & Development/Learning Activities/+Personal Learning). The records should identify the training course details, dates attended, the person delivering the training and the date for refresher repeat training as required.

Training developed and provided by the Health & Safety Team can be found on the [website](#).

8. Health and Safety training and competency matrix

To assist all staff, the Health & Safety Team have produced a health and safety training competency matrix which will provide examples of the range of ways (including training and experience) for individuals to achieve the required level of health and safety competence for their particular job role.

Recommended frequency of training:

eLearning Essential Skillz Workstation - annually or on change of location

eLearning Essential Skillz Fire Safety - every two years

Face to face training - every 3 years

IOSH Working and Managing Safely – every 3 to 5 years

This policy will be periodically reviewed to ensure it remains appropriate to the requirements of University, the University Community and its activities.

Health & Safety Competency and Training Matrix

Please note that the “Means of Achieving” are examples of a range of ways an employee may achieve competence. The employee and/or their manager should choose the most appropriate method(s), taking account of the individual’s needs. For example online training is unlikely to be appropriate for employees who do not usually have access to a computer for their work. Information on the University’s health and safety Induction and training resources can be found by following the link at <https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/training/Pages/EventsListing.aspx> and on HR Connect.

Appendix 1: Guidance on the areas of health and safety training relevant to particular roles, responsibilities and areas of activity

Role, Responsibility or Area of Activity	Competence Requirement	Means of Achieving	Legislative or Policy Requirement
All employees	<p>Understands own responsibilities for health and safety and who are the key people in their School/Service with specific responsibilities for health and safety.</p> <p>Knows how to report accidents, hazards and safety concerns.</p> <p>Knows first aid and emergency evacuation procedures.</p> <p>Managing stress and promoting positive health and wellbeing.</p>	<ul style="list-style-type: none"> – Completion of health and safety induction checklist with line manager. – Read University Health and Safety Policy as appropriate. – Health and safety briefing at staff meeting. – Complete Essential Skillz online workstation training. – Complete Essential Skillz online fire safety training. – Attend University and school/service induction sessions. – Read relevant information on health and safety/occupational health pages of the University’s website: http://staff.napier.ac.uk/has . – School/service on the job or formal instruction/training. – Read risk assessments or safety procedures associated with work. (e.g. office and low risk areas). – Read safety literature relating to work (e.g. manufacturers’ guidance, industry codes of practice). – Manager to check understanding through supervision and questioning (e.g. as part of normal supervision or “tool box talk”). – Recognising sources and symptoms of stress. – Individuals’ responsibilities and contributions to reducing risks. – Engagement with the University wellbeing plan. 	<p>Health and Safety at Work Act (HSAWA)</p> <p>Management of Health and Safety at Work Regulations</p> <p>Fire (Scotland) Act and Fire Safety (Scotland) Regulations</p> <p>University’s specific fire safety policies and procedures</p>

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Role, Responsibility or Area of Activity	Competence Requirement	Means of Achieving	Legislative or Policy Requirement
School/Service Health & Safety Co-ordinator	<p>Understands role in supporting School/Service on health and safety.</p> <p>Understands basic legal requirements and risks that impact on their School/Service and the University's arrangements for controlling them.</p> <p>In depth knowledge of legal requirements and risks relating to their School/Service activities and the principles of good health and safety management.</p>	<ul style="list-style-type: none"> - Training/coaching in: <ul style="list-style-type: none"> • Managing health and safety at Edinburgh Napier University • Other specific subjects according to needs (see all employees) • IOSH Managing Safely • Risk Assessment Workshop - Read Health & Safety Policy and other University Policies and standards relevant to risks in their area of responsibility. - Apply management guidance of health and safety for Schools/Services. - Coaching/induction from Health & Safety. - Appropriate professional qualification/higher level H&S qualification (optional). 	<p>Health and Safety at Work Act (HSAWA)</p> <p>Management of Health and Safety at Work Regulations</p> <p>Fire (Scotland) Act and Fire Safety (Scotland) Regulations</p> <p>University's specific fire safety policies and procedures</p>

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All Line Managers	<p>Knows own responsibilities for managing health and safety under law and the University's Health & Safety Policy.</p> <p>Understands risks associated with the work they are responsible for and what they need to do to control them.</p> <p>Knows what they need to do to ensure the competence and capability of employees under their control.</p> <p>Knows what they need to do to monitor health and safety in their area of responsibility.</p> <p>Knows how to support employees with long term sickness absence to return to work.</p> <p>Has an understanding of the impact of work on health and health on work, and knows how to support staff health and wellbeing at work.</p>	<ul style="list-style-type: none"> - Read or given instruction/training in school /service safety/risk assessment procedures. - Read Health and Safety Policy and other University documentation. - Policies and standards relevant to risks in their area of responsibility. - Read relevant information on University's Health and Safety website. - Training in <ul style="list-style-type: none"> ▪ Managing health and safety ▪ Managing work related stress/resilience ▪ Managing absence and return to work ▪ Awareness training in understanding common health issues that impact on work (e.g. mental health conditions, alcohol and drugs) - For managers of areas where risks are potentially high/complex <ul style="list-style-type: none"> ▪ IOSH Managing Safely ▪ Training in: Risk assessment process ; Risks associated with work (see list under all employees); where relevant, training in risk assessment for manual handling or hazardous substances. 	<p>Health and Safety at Work Act (HSAWA)</p> <p>Management of Health and Safety at Work Regulations</p> <p>University's specific management of work-related stress policy</p> <p>Fire (Scotland) Act and Fire Safety (Scotland) Regulations</p> <p>University's specific fire safety policies and procedures</p>

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<p>Those with strategic health and safety responsibilities</p>	<p>Knows own responsibilities for the strategic management of health and safety under law and the University's Health & Safety Policy.</p> <p>Understands and demonstrates good health and safety leadership.</p> <p>Understands key health and safety risks that impact on the university.</p> <p>Health and safety statutory and common law duties of care.</p> <p>Legal and policy specific responsibilities.</p> <p>Roles in proactive and reactive health and safety management.</p> <p>Managing stress and promoting positive health and wellbeing.</p> <p>Role as health and safety influencer.</p>	<ul style="list-style-type: none"> – Appoint and have access to competent health and safety advice. – Read Health and Safety Policy and other University documentation. – Adopt the health and safety management for Deans of School/Directors of Service guidance and the UCEA "Leadership and management of health and safety in higher education institutions". – Policies and standards relevant to risks in their area of responsibility. – Read HSE/UCEA/USHA guidance on Leading Health & Safety at Work. – Inductions/briefing/coaching by Head of Health & Safety/Occupational Health. – IOSH Leading Safely. – Senior management training. – Stress management. – Engagement with the university Health & Wellbeing Plan. 	<p>Health and Safety at Work Act (HSAWA)</p> <p>Management of Health and Safety at Work Regulations</p> <p>Fire (Scotland) Act and Fire Safety (Scotland) Regulations</p> <p>University's specific fire safety policies and procedures</p>

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Deans of School Directors of Service	<p>Knows own responsibilities for managing health and safety in their School/Service under law and the university's Health & Safety Policy.</p> <p>Understands risks profile of their School/Service and how they are controlled.</p> <p>Health and safety statutory and common law duties of care.</p> <p>Legal and policy specific responsibilities.</p> <p>Managing stress and promoting positive health and wellbeing.</p> <p>Roles in proactive and reactive health and safety management.</p> <p>Role as health and safety "influencers".</p>	<ul style="list-style-type: none"> – Read Health and Safety Policy and other University documentation relevant to risks in their area of responsibility. – Adopt the health and safety management for Deans of School/Directors of Service guidance and the UCEA "Leadership and management of health and safety in higher education institutions". – Dean of School/Director of Service induction. – Handover/coaching from previous Dean of School/Director of Service. – Support from the Health & Safety Team. – Other training as detailed under all line managers. – Read HSE/UCEA/USHA guidance on Leading Health & Safety at Work. – Stress management – Engagement with the university health and wellbeing plan. 	<p>Health and Safety at Work Act (HSAWA)</p> <p>Management of Health and Safety at Work Regulations</p> <p>Fire (Scotland) Act and Fire Safety (Scotland) Regulations</p> <p>University's specific fire safety policies and procedures</p>
COSHH	<p>All staff who work with hazardous substances have suitable and sufficient competence in working with hazardous substances.</p>	<ul style="list-style-type: none"> – Complete EssentialSkillz COSHH eLearning package. – Carry out suitable and sufficient COSHH assessments and put in place the required control measures. – Attend external COSHH training, where applicable. 	<p>Health and Safety at Work Act (HSAWA)</p> <p>Management of Health and Safety at Work Regulations</p> <p>COSHH Regulations</p>

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All users of DSE	<p>University's DSE assessment process – EssentialSkillz training and risk assessment.</p> <p>Risks to health associated with working at DSE.</p> <p>User's role in reducing risks to health.</p>	<ul style="list-style-type: none"> – Be aware of university policies and procedures on DSE and handheld devices. – Ensure completion of Essential Skillz eLearning Workstation annually or whenever their room or workstation changes and put in place the required control measures. 	<p>DSE Regulations</p> <p>University's specific DSE policy</p>
Risk Assessors	<p>Processes to carry out suitable and sufficient risk assessments.</p> <p>Hierarchy of risk management measures.</p> <p>Review and revision.</p> <p>Practical application to specific areas of risk.</p>	<ul style="list-style-type: none"> – Must attend University Risk Assessment Workshop. – Risk assessment guidance. – Essential Skillz eLearning risk assessment package. 	<p>Management of Health and Safety at Work Regulations</p> <p>University's Health & Safety Policy</p>
Manual Handling – office based and similar environments	<p>Awareness of manual handling hazards and control measures.</p>	<ul style="list-style-type: none"> – How manual handling injuries can occur. – Measures to reduce risk of injury and individual's role. – Essential Skillz eLearning manual handling package. 	<p>Manual Handling Regulations</p>
Manual Handling – substantial loads integral to daily tasks	<p>Awareness of manual handling hazards and control measures.</p> <p>Manual handling assessments.</p>	<ul style="list-style-type: none"> – How manual handling injuries can occur. – Measures to reduce risk of injury and individual's role. – Practical application to specific areas of manual handling activity. – Manual Handling Workshops. – Essential Skillz eLearning manual handling package. 	<p>Manual Handling Regulations</p>

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In-house inspection and testing of portable electrical appliances	Knowledge and competence of portable appliance testing.	**Centrally managed by Property & Facilities personnel <ul style="list-style-type: none"> – Determining appropriate inspection and testing frequencies. – Inspection and testing – what’s involved and practical exercises. – Relevant portable appliance testing. 	Electricity at Work Regulations
Recognised University first aiders	First Aid at Work Certificate	<ul style="list-style-type: none"> – Attendance at 3 day First Aid at Work course – Attendance at 2 day First Aid at Work course refresher (every 3 years) <i>(Requires agreement of Dean/Director that there is the requirement for first aider in that area and that department will fund the monthly payment made to first aiders.)</i>	Health and Safety (First Aid) Regulations University’s specific First Aid Policy
Fire wardens and Senior Fire Coordinators	Fire safety – activities and areas with significantly increased risk in event of fire (e.g. workshops, kitchens, labs).	<ul style="list-style-type: none"> – Attend training and annual forums – Risks to health and safety presented by fire. – Individuals’ actions to reduce risk, including in an emergency. – Practical use of fire extinguisher equipment. 	Fire (Scotland) Act and Fire Safety (Scotland) Regulations University’s specific fire safety policies and procedures
DSEAR Assessors	Dangerous Substances and Explosive Atmospheres – activities and areas with significantly increased risk (e.g. confined areas, workshops, labs, external chemical stores)	<ul style="list-style-type: none"> – Carry out DSEAR assessments associated with specific areas and activities and measures within their area to ensure health and safety. – Ensure competency by attendance at DSEAR assessment training and refresher training as required. 	Dangerous Substances and Explosive Atmospheres Regulations
Evacuation procedures		<ul style="list-style-type: none"> – Individual’s role in evacuation procedures. – All staff fire training./awareness university fire evacuation procedures – Building specific aspects. 	Fire (Scotland) Act and Fire Safety (Scotland) Regulations University’s specific fire safety policies and procedures

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Rescue Team		<p>**Managed by Property & Facilities security team</p> <ul style="list-style-type: none"> – Attend University rescue team training as required. – University procedures in evacuation chairs/other equipment. – University fire safety training. 	<p>Fire (Scotland) Act and Fire Safety (Scotland) Regulations</p> <p>University's specific fire safety policies and procedures</p>
<p>Management of work related stress</p> <p>Mental health and wellbeing</p>	Managing stress and promoting positive mental health and wellbeing	<ul style="list-style-type: none"> – Stress management . – Engagement with the university health and wellbeing plan. – Risk assessment based approach to work related stress. – Essential Skillz eLearning stress package. – University workshops i.e. stress management, resilience, Scotland's Mental Health First Aid. 	<p>Health and Safety at Work Act (HSAWA)</p> <p>Management of Health and Safety at Work Regulations</p>
<p>Stress awareness</p> <p>Mental health and wellbeing</p>	Managing stress and promoting positive mental health and wellbeing	<ul style="list-style-type: none"> – Stress management . – Engagement with the university health and wellbeing plan. – Essential Skillz eLearning stress package. – University workshops i.e. stress management, resilience, Scotland's Mental Health First Aid. 	<p>Health and Safety at Work Act (HSAWA)</p> <p>Management of Health and Safety at Work Regulations</p>
<p>Specific health and safety aspects – e.g. work with hazardous substances, use of work equipment, work at height</p>		<ul style="list-style-type: none"> – The risks to health and safety arising from activities etc. – Measures in place to reduce the risks, including individual's roles. 	<p>Management of Health and Safety at Work Regulations</p> <p>University's Health and Safety Policy</p>

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Employees responsible for projects	Know how to risk assess activities, events or projects (including research projects) they are responsible for.	<ul style="list-style-type: none"> – Read or given instruction/training in School/Service safety/risk assessment procedures. – Read university guidance on organising events. – Instruction/training in risk assessment process. – Where relevant, training/instruction on completing written schemes of work (e.g. biological or radiation hazards). – Where relevant, specific training in risk assessment for manual handling, hazardous substances etc. – Where relevant, read university guidance on field trips. 	<p>Health and Safety at Work Act (HSAWA)</p> <p>Management of Health and Safety at Work Regulations</p>
School/Service Managers	<p>Understands role in supporting School/Service on health and safety.</p> <p>Understanding of legal requirements and risks relating to their School/Service activities and the principles of good health and safety management.</p> <p>Managing stress and promoting positive health and wellbeing.</p>	<ul style="list-style-type: none"> – Training: Managing Health and Safety. – IOSH Working Safely. – Coaching / briefings from Health and Safety Team. – Stress management . – Engagement with the university health and wellbeing plan. 	<p>Health and Safety at Work Act (HSAWA)</p> <p>Management of Health and Safety at Work Regulations</p>
University Health & Safety Team	<p>Competent advice.</p> <p>In depth knowledge of health and safety legislation and principles of managing health and safety.</p> <p>Able to carry out risk assessments.</p>	<p>Chartered member of Institution of Occupational Safety and Health (CMIOSH) or equivalent.</p> <p>Continuing professional development.</p> <p>For Edinburgh Napier requirement was a degree in Science, Engineering or Construction plus Health and Safety qualifications and experience.</p>	<p>Under the Management of Health and Safety Regulations, the University must have access to competent advice</p>

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Fire Safety Officer	<p>Working knowledge of fire safety and Fire & Rescue Service practices.</p> <p>In depth knowledge of fire safety legislation and standards.</p> <p>Able to carry out fire risk assessments.</p> <p>Able to deliver training in fire safety.</p>	Fire safety qualifications. Continuing professional development.	University must have access to competent advice
Occupational Health Advisers	In depth knowledge of occupational health and legal requirements relating to occupational health.	Occupational Health degree or diploma, qualified registered nurse. Continuing professional development.	University must have access to competent advice
Ionising Radiation	<p>Radiation Protection Adviser: Must meet competency requirements under IRR17. Must be experienced and competent in the University's use of Ionising Radiation</p> <p>School Radiation protection Supervisors: Good understanding of legislation relating to ionising radiation and the University's local rules. See: HSE Guidance on Radiation Protection Supervisors: www.hse.gov.uk/pubns/irp6.pdf</p>	<p>Certificate of Competence to be RPA: Qualification recognised by HSE (NVQ 4 or equivalent). Continuing professional development requiring submission of examples of work.</p> <p>Formal RPS course. See also HSE Guidance on Radiation Protection Supervisors: www.hse.gov.uk/pubns/irp6.pdf . Refresher training will be required at least every 5 years.</p>	Ionising Radiation Regulations

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Biological Safety	<p>University Biological Safety Adviser : A thorough understanding of the legislation, guidance, procedures and best practice relating to the management of the risks arising from biological agents and genetic modification. Knowledge of all relevant sets of Local Rules.</p> <p>School Biological Safety Officer: Must have a good understanding of the legislation, guidance, procedures and best practice relating to the management of the risks arising from biological agents. Knowledge of all relevant sets of Local Rules.</p>	<p>Formal Biological Safety Officer training (MRC Biological Safety Officer course or ISTR-accredited Bio-safety level 1 or 2 course), BSO network, conferences and workshops, continuing professional development.</p> <p>Formal Biological Safety Officer training (MRC Biological Safety Officer course or ISTR-accredited Bio-safety level 1) or sufficient recent experience in an appropriate area of work.</p>	<p>Health and Safety at Work Act (HSAWA)</p> <p>Management of Health and Safety at Work Regulations</p>
Research	<p>Know all risks associated with their work and what they need to do to protect themselves and others affected by their work.</p> <p>Risk assessment process.</p>	<ul style="list-style-type: none"> – Research induction training – Risk Assessment training – Ensure risk assessments and controls are in place for all research work – Read safety literature relating to work (e.g. manufacturers guidance, industry codes of practice) – Read the University guidance. 	<p>Health and Safety at Work Act (HSAWA)</p> <p>Management of Health and Safety at Work Regulations</p>

Applies to the wide-ranging risks associated with school, support service-specific activities and the management of these. Topic-specific training may be deemed appropriate, e.g. COSHH assessment, managing work at height.

Appendix 2: Health & Safety Competency and Training Matrix – Guidance

Type of development	Induction (local)	Induction	Fire safety / evacuation devices	Workstation / hand held	Stress awareness	Risk Assessment	Manual Handling	COSHH	Home working	Driving	Risk Assessment	Manual Handling	IOSH Working Safely	IOSH Managing Safely	First aid / defib / epipen	Mental health first aid	Fire warden	DSEAR	Radiation Supervisor	Senior Leadership	Stress Management	Evacuation Chair	Food Hygiene	Other specialist (appropriate to job role)	
		On-line eLearning (EssentialSkillz)										Instructor-led training													
Staff to attend																									
All staff	M	M	M	M	R	R	R																		
School/Service Safety Co-ordinators	M	M	M	M	M	M	R				M			M		R									
ULT/SSG	M	M	M	M	R	R	R													M	M				
Deans/Directors	M	M	M	M	M	M	R							R						M	M				
COSHH Assessors	M	M	M	M	M	R	R	M			M														
Security officers	M	M	M	M	M	R	R			M	R		R	R	M	M							M		
Risk assessors	M	M	M	M	M	M	R				M														
Manual handling – integral to daily tasks	M	M	M	M	M	R	R				M	M													
Recognised university first aiders	M	M	M	M	M	R	R								M	R									
Senior Fire Co-ordinators	M	M	M	M	M	R	R										M								
Fire wardens	M	M	M	M	M	R	R										M								

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Author: Health and Safety Office, Edinburgh Napier University

Type of development	Induction (local)	Induction	Fire safety / evacuation devices	Workstation / hand held	Stress awareness	Risk Assessment	Manual Handling	COSHH	Home working	Driving	Risk Assessment	Manual Handling	IOSH Working Safely	IOSH Managing Safely	First aid / defib / epipen	Mental health first aid	Fire warden	DSEAR	Radiation Supervisor	Senior Leadership	Stress Management	Evacuation Chair	Food Hygiene	Other specialist (appropriate to job role)	
		On-line eLearning (EssentialSkillz)										Instructor- led training													
DSEAR assessors	M	M	M	M	M	R	R	M			M							M							
Mental health first aiders	M	M	M	M	M	R	R									M									
Research staff	M	M	M	M	M	M	R				M		M	R											
Principal investigators / supervisors	M	M	M	M	M	M	R				M			M											
Catering staff	M	M	M	-	M	R	R																M		
Cleaning staff	M	M	M	-	M	R	R	M																	
Radiation supervisor	M	M	M	M	M	R	R				M									M					
University drivers	M	M	M	M	M	R	R			M															
Specialised job role – PLEASE SPECIFY (Relevant to job role, amend as appropriate)	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M

Key: M=Mandatory R=Recommended

Local Induction	On-line eLearning (EssentialSkillz)	Instructor- led training
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Type of development	Induction (local)	On-line eLearning (EssentialSkillz)								Instructor- led training										Food Hygiene	Other specialist (appropriate to job role)					
		Induction	Fire safety / evacuation devices	Workstation / hand held	Stress awareness	Risk Assessment	Manual Handling	COSHH	Home working	Driving	Risk Assessment	Manual Handling	IOSH Working Safely	IOSH Managing Safely	First aid / defib / epi pen	Mental health first aid	Fire warden	DSEAR	Radiation Supervisor	Senior Leadership	Stress Management	Evacuation Chair				

Key:

Local Induction	On-line eLearning (EssentialSkillz)	Instructor- led training
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M = Mandatory
R = Recommended