Health & Safety
Training & Competency Policy

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Authorised signature	S Hughes

[1] or earlier if change in legislation or on risk assessment

Amendment Control

Version	Date	Amendments
1.0	Aug 2015	S Hughes
1.1	Mar 2018	L Young
1.2	Jan 2019	L Young
1.3	Apr 2021	L Young
2.0	Nov 2023	S Hughes – full review

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Policy Contents

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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, or that of others, 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.

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3. Training Responsibilities

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 reviews 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 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. 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 is an important requirement to ensure a level of competence, i.e. if we ask someone to take on the role of School/Service 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.

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5. Health & Safety Induction

All new staff are required to complete the University's eLearning Health & Safety Induction package, Workstation and Fire Safety eLearning modules.

All newly appointed staff will also receive a local School/Service induction. First aid and emergency procedures should be covered on the first day.

6. eLearning

Essential Skillz are our online health and safety training provider.

The system informs staff of the mandatory training they are required to undertake via email. The automatically generated email will contain a link to the specific training. The system records completion dates and also actions where an assessment has been completed. Additional courses are also available and can be completed once identified via the training matrix what staff are required to complete.

Line managers are provided with access to reports and they also receive updates on staff completions on a monthly basis.

Frequency of completion of mandatory modules for all staff
Health & Safety Induction – once off completion
Workstation - annually
Fire Safety - every two years

The eLearning platform provides staff with the basics required, however, staff with specific roles will require to attend the more specific face to face health, safety and fire training run by the Health & Safety Team.

7. Face to Face Training

The University has in place for all staff a programme of health and safety training courses. 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.

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

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8. 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 in co-ordinating the most appropriate training solution(s).

School and Service health and safety management must:

   a) Ensure the arrangements are 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) Develop and maintain a School/Service 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 the annual school/service safety report 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.

External health and safety training is required to be recorded on HR Connect (Learning/My 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.

9. Health & Safety Training and Competency Matrix

To assist all staff, the Health & Safety Team have produced a health and safety training and competency matrix. **Appendix 1** provides guidance on how staff can achieve the required level of health and safety competence for their particular job role. **Appendix 2** provides guidance on type of training required based on job role/activity and **Appendix 3** is a blank matrix template for completion by the School/Service for all their staff.

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

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Appendix 1: Guidance – roles, responsibilities and areas of activity

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

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. [Further information on Health & Safety training](#).

Role, Responsibility or Area of Activity	Competence Requirement	Means of Achieving	Legislative or Policy Requirement
All employees	Understands own responsibilities for health and safety and who are the key people in their School/Service with specific responsibilities for health and safety. Knows how to report accidents, hazards and safety concerns. Knows first aid and emergency evacuation procedures. Managing stress and promoting positive health and wellbeing. Lead by example on health and safety matters through working in a safe manner at all times. Take personal action to stop or suspend any activity which is not in line with the University's policies or procedures. Take reasonable care for their own health and safety and that of any other person. Refrain from carrying out any activities/tasks for which they have not received appropriate training.	– Completion of health and safety induction eLearning modules and local health and safety induction. – Read University Health and Safety Policy as appropriate. – Attend University and school/service induction sessions. – Health and safety briefing at staff meetings. – Annual completion of eLearning workstation module. – Two-yearly completion of eLearning fire safety module. – Read relevant information on health and safety / occupational health pages of the University's website. – School/Service on the job or formal instruction/training. – Read and work to any risk assessments or safety procedures associated with your activities (e.g. workshops and laboratories). – 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 in oneself or others and direct as appropriate individuals' responsibilities and contributions to reducing risks. – Engagement with the University Health & Wellbeing plan.	Health and Safety at Work Act (HSAWA) Management of Health and Safety at Work Regulations Fire (Scotland) Act and Fire Safety (Scotland) Regulations University's specific health, safety and fire policies and procedures

Role, Responsibility or Area of Activity	Competence Requirement	Means of Achieving	Legislative or Policy Requirement

School/Service Safety Co-ordinator	Understands role in supporting School/Service on health and safety.
	
	Understands basic legal requirements and risks that impact on their School/Service and the University's arrangements for controlling them.
	
	In depth knowledge of legal requirements and risks relating to their School/Service activities and the principles of good health and safety management.
	
	Lead by example, be visible, strong, active and champion a positive health and safety culture throughout the University.
	
	Monitoring, reviewing and discussing health, safety and welfare performance issues on a regular basis with School/Service as well as the Health and Safety Team where required.
		– Training/coaching in:
		  • 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).
		– Attend where applicable the school/service committees regularly
			Health and Safety at Work Act (HSAWA)
			
			Management of Health and Safety at Work Regulations
			
			Fire (Scotland) Act and Fire Safety (Scotland) Regulations
			
			University's specific health, safety and fire policies and procedures

Role, Responsibility or Area of Activity	Competence Requirement	Means of Achieving	Legislative or Policy Requirement

All Line Managers	Knows own responsibilities for managing health and safety under law and the University's Health & Safety Policy.
	
	Understands risks associated with the work they are responsible for and what they need to do to control them.
	
	Knows what they need to do to ensure the competence and capability of employees under their control.
	
	Knows what they need to do to monitor health and safety in their area of responsibility.
	
	Knows how to support employees with long term sickness absence to return to work.
	
	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.
	
	Lead by example, be visible, strong, active and champion a positive health and safety culture throughout the University.
	
	Monitoring, reviewing and discussing health, safety and welfare performance issues on a regular basis with staff.
		– Read or given instruction/training in School/Service safety and risk assessment procedures.
		– Read Health and Safety Policy and other University documentation.
		– Read Policies and standards relevant to risks in their area of responsibility.
		– Read relevant information on University's Health and Safety website.
		– Training in
		  ▪ 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
		  ▪ Attend IOSH Managing Safely training
		– 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.
		– Sign-off on all concerns raised by staff in the ErgoWize workstation assessments
			Health and Safety at Work Act (HSAWA)
			
			Management of Health and Safety at Work Regulations
			
			University's specific management of work-related stress policy
			
			Fire (Scotland) Act and Fire Safety (Scotland) Regulations
			
			University's specific health, safety and fire policies and procedures

Role, Responsibility or Area of Activity	Competence Requirement	Means of Achieving	Legislative or Policy Requirement
Those with strategic health and safety responsibilities (Principal, Vice Principal, Deans of School/Directors of Service, H&S Team, etc.)	Knows own responsibilities for the strategic management of health and safety under law and the University's Health & Safety Policy. Understands and demonstrates good health and safety leadership. Understands key health and safety risks that impact on the university. Health and safety statutory and common law duties of care. Legal and policy specific responsibilities. Roles in proactive and reactive health and safety management. Managing stress and promoting positive health and wellbeing. Role as health and safety influencer. Lead by example, be visible, strong, active and champion a positive health and safety culture throughout the University. Monitoring, reviewing and discussing health, safety and welfare performance issues on a regular basis.	– 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 USHA "Leadership and management of health and safety in higher education institutions". – Policies and standards relevant to risks in their area of responsibility. – Read IOD/USHA guidance on Leading Health & Safety at Work. – Inductions/briefing/coaching by Head of Health & Safety / Occupational Health. – Attend IOSH Leading Safely training / senior management training. – Stress management. – Engagement with the university Health & Wellbeing Plan.	Health and Safety at Work Act (HSAWA) Management of Health and Safety at Work Regulations Fire (Scotland) Act and Fire Safety (Scotland) Regulations University's specific health, safety and fire policies and procedures

Role, Responsibility or Area of Activity	Competence Requirement	Means of Achieving	Legislative or Policy Requirement
Deans of School Directors of Service	Knows own responsibilities for managing health and safety in their School/Service under law and the university's Health & Safety Policy. Understands risks profile of their School/Service and how they are controlled. Health and safety statutory and common law duties of care. Legal and policy specific responsibilities. Managing stress and promoting positive health and wellbeing. Roles in proactive and reactive health and safety management. Role as health and safety "influencers". Lead by example, be visible, strong, active and champion a positive health and safety culture throughout the University. Monitoring, reviewing and discussing health, safety and welfare performance issues on a regular basis.	– 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 & Wellbeing Plan.	Health and Safety at Work Act (HSAWA) Management of Health and Safety at Work Regulations Fire (Scotland) Act and Fire Safety (Scotland) Regulations University's specific health, safety and fire policies and procedures
COSHH	All staff who work with hazardous substances have suitable and sufficient competence in working with hazardous substances.	– Complete Essential Skillz COSHH eLearning package. – Carry out suitable and sufficient COSHH assessments and put in place the required control measures. – Attend face to face COSHH training, where applicable.	Health and Safety at Work Act (HSAWA) Management of Health and Safety at Work Regulations COSHH Regulations

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Role, Responsibility or Area of Activity	Competence Requirement	Means of Achieving	Legislative or Policy Requirement
All users of DSE	University's DSE assessment process – Essential Skillz training and risk assessment. Risks to health associated with working at DSE. User's role in reducing risks to health.	– Be aware of university policies and procedures on DSE and handheld devices. – Ensure completion annually of Essential Skillz eLearning Workstation module and ErgoWize assessment and put in place the required control measures. – Ensure you set up workstation in same way every time you use it.	DSE Regulations University's specific DSE policy
Risk Assessors	Processes to carry out suitable and sufficient risk assessments. Hierarchy of risk management measures. Review and revision. Practical application to specific areas of risk.	– Ensure completion of Essential Skillz eLearning risk assessment package. – Must attend University Risk Assessment Workshop. – Risk assessment guidance. – Ensure all assessments are available to all who require them.	Management of Health and Safety at Work Regulations University's specific Risk Assessment Policy
Manual Handling – office based and similar environments	Awareness of manual handling hazards and control measures.	– Be aware of how manual handling injuries can occur. – Measures to reduce risk of injury and individual's role. – Essential Skillz eLearning manual handling module. – Ensure all assessments are available to all who require them.	Manual Handling Regulations
Manual Handling – substantial loads integral to daily tasks	Awareness of manual handling hazards and control measures. Manual handling assessments.	– Be aware of 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. – Completion of Essential Skillz eLearning manual handling package. – Attend face to face Manual Handling Workshop.	Manual Handling Regulations University's specific Manual Handling Policy
In-house inspection and testing of portable electrical appliances	Knowledge and competence of portable appliance testing.	****Centrally managed by Property & Facilities** – Determining appropriate inspection and testing frequencies. – Inspection and testing – what's involved and practical exercises. – Relevant portable appliance testing.	Electricity at Work Regulations University's specific PAT Policy

Role, Responsibility or Area of Activity	Competence Requirement	Means of Achieving	Legislative or Policy Requirement
Recognised University first aiders	First Aid at Work Certificate	– Attendance at 3 day First Aid at Work course. – Attendance at 2 day First Aid at Work course refresher (every 3 years). *(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)*	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).	– Attend training and annual forums. – Awareness of risks to health and safety presented by fire. – Individuals' actions to reduce risk, including in an emergency.	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)	– 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 University's specific DSEAR Policy
Evacuation procedures		– 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
Rescue Team		**Managed by Property & Facilities security team – Attend University rescue team training as required. – University procedures in evacuation chairs/other equipment. – University fire safety training.	Fire (Scotland) Act and Fire Safety (Scotland) Regulations University's specific Fire Safety policies and procedures

Role, Responsibility or Area of Activity	Competence Requirement	Means of Achieving	Legislative or Policy Requirement
Management of work related stress **Mental health and wellbeing**	Managing stress and promoting positive mental health and wellbeing	– Stress management. – Engagement with the university Health & 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.	Health and Safety at Work Act (HSAWA) Management of Health and Safety at Work Regulations University's specific Stress Policy and guidance
Specific health and safety aspects – e.g. work with hazardous substances, use of work equipment, work at height		– Be aware of the risks to health and safety arising from activities etc. – Measures in place to reduce the risks, including individual's roles. – Information, instruction and training provided relevant to the topic. – Depending upon the activity, plant and equipment certification may be required.	Management of Health and Safety at Work Regulations University's specific health, safety and fire policies and procedures
Employees responsible for projects	Know how to risk assess activities, events or projects (including research projects) they are responsible for.	– Read or given instruction/training in School/Service safety/risk assessment procedures. – Read university guidance on Events, Exhibitions & Filming. – 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.	Health and Safety at Work Act (HSAWA) Management of Health and Safety at Work Regulations University's specific health, safety and fire policies and procedures
School/Service Managers	Understands role in supporting School/Service on health and safety. Understanding of legal requirements and risks relating to their School/Service activities and the principles of good health and safety management. Managing stress and promoting positive health and wellbeing.	– Training: IOSH Managing Safely / IOSH Working Safely. – Coaching / briefings from Health and Safety Team. – Stress management. – Engagement with the university Health & Wellbeing Plan.	Health and Safety at Work Act (HSAWA) Management of Health and Safety at Work Regulations University's specific health, safety and fire policies and procedures

Role, Responsibility or Area of Activity	Competence Requirement	Means of Achieving	Legislative or Policy Requirement
Ionising Radiation	**Radiation Protection Adviser**: Must meet competency requirements under IRR17. Must be experienced and competent in the University's use of Ionising Radiation **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	Certificate of Competence to be RPA: Qualification recognised by HSE (NVQ 4 or equivalent). Continuing professional development requiring submission of examples of work. 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.	Ionising Radiation Regulations
Biological Safety	**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. **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.	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. 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.	Health and Safety at Work Act (HSAWA) Management of Health and Safety at Work Regulations
Research	Know all risks associated with their work and what they need to do to protect themselves and others affected by their work. Risk assessment process.	– 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.	Health and Safety at Work Act (HSAWA) Management of Health and Safety at Work Regulations

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

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Appendix 2: Guidance – H&S Training & Competency Matrix

Type of development	Induction (local)	On-line eLearning (Essential Skillz)									Face to Face Training													
	Induction (local)	Induction	Fire safety / evacuation	Workstation / hand held devices	Stress awareness	Risk Assessment	Manual Handling	COSHH	Home working	Driving EN leased / hired vehicles	Risk Assessment	Manual Handling	IOSH Working Safely	IOSH Managing Safely	IOSH Leading Safely	First aid / defib / EpiPen	Mental health first aid	Fire warden	DSEAR	Radiation Supervisor	COSHH	Evacuation Chair	Food Hygiene	Other specialist (appropriate to job role)
Staff to attend																								
All staff	M	M	M	M	R				M^1															
ULT/SLT	M	M	M	M	R				M^1						M									
School/Service Safety Co-ordinators	M	M	M	M	R	M	R		M^1		M			M			R							
Security	M	M	M	M	R	M	M	R	M^1	M						M	M	M				M		
Catering staff	M	M	M		R		R																M	
Catering supervisor	M	M	M	M	R	M	M					M											M	
Cleaning staff	M	M	M		R	R	M	M													M			
Cleaning supervisors	M	M	M	M	R	M	M	M				M									M			

Type of development	Induction (local)	On-line eLearning (Essential Skillz)									Face to Face Training													
		Induction	Fire safety / evacuation	Workstation / hand held devices	Stress awareness	Risk Assessment	Manual Handling	COSHH	Home working	Driving EN leased / hired vehicles	Risk Assessment	Manual Handling	IOSH Working Safely	IOSH Managing Safely	IOSH Leading Safely	First aid / defib / EpiPen	Mental health first aid	Fire warden	DSEAR	Radiation Supervisor	COSHH	Evacuation Chair	Food Hygiene	Other specialist (appropriate to job role)
Laboratory based staff	M	M	M	M	R	M	R	M	M[1]		R		R								R[2]			
Recognised university first aiders	M	M	M	M	R	R	R		M[1]							M								
Risk assessors	M	M	M	M	R	M	R		M[1]		M													
COSHH Assessors	M	M	M	M	R	R	M	M	M[1]												M			
DSEAR assessors	M	M	M	M	R	M	R	M	M[1]		M								M		M			
University drivers	M	M	M	M	R	R	R		M[1]	M														
Radiation Protection supervisor	M	M	M	M	R	M			M[1]		M									M				
Manual handling – integral to daily tasks	M	M	M	M	R	M	M		M[1]		M	M												

Type of development	Induction (local)	Induction	Fire safety / evacuation	Workstation / hand held devices	Stress awareness	Risk Assessment	Manual Handling	COSHH	Home working	Driving EN leased / hired vehicles	Risk Assessment	Manual Handling	IOSH Working Safely	IOSH Managing Safely	IOSH Leading Safely	First aid / defib / EpiPen	Mental health first aid	Fire warden	DSEAR	Radiation Supervisor	COSHH	Evacuation Chair	Food Hygiene	Other specialist (appropriate to job role)
		On-line eLearning (Essential Skillz)									Face to Face Training													
Specialised job role – PLEASE SPECIFY (Relevant to job role, amend as appropriate)	M	M	M	M	R																			

Key:

Local Induction	On-line eLearning (Essential Skillz)	Instructor- led training

M = Mandatory   R = Recommended

Notes
1 Mandatory for all staff working from home or hybrid working
2 Depending on nature of work activity

Appendix 3: H&S Blank Training & Competency Matrix [Word version of form]

Name of School/Service: ……………………………………………………………………………………

Type of development	Induction (local)	Induction	Fire safety / evacuation	Workstation / hand held devices	Stress awareness	Risk Assessment	Manual Handling	COSHH	Home working (hybrid working)	Driving EN leased /hired vehicles	Risk Assessment	Manual Handling	IOSH Working Safely	IOSH Managing Safely	IOSH Leading Safely	First aid / defib / EpiPen	Mental health first aid	Fire warden	DSEAR	Radiation Supervisor	COSHH	Evacuation Chair	Food Hygiene	Other specialist (appropriate to job role)
		On-line eLearning (Essential Skillz)									Face to Face Training													
Staff Name																								

Key:

Local Induction	On-line eLearning (Essential Skillz)	Instructor- led training

M = Mandatory   R = Recommended