Health, Safety and Wellbeing Training Policy

The purpose of this policy is to detail how health, safety and wellbeing training is carried out within Ulster University.

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This document can be made available on request, in alternative formats and in minority languages to meet the needs of those who are not fluent in English.

Health Safety and Wellbeing Training Policy

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1. Purpose

The purpose of this policy is to detail how health, safety and wellbeing ("HSW") training is carried out within Ulster University.

2. Scope and Commencement

This policy applies to all areas of operation within the University, with effect from September 2026. It applies across all of the University's campuses.

3. Background

The purpose of this policy is to detail how HSW training is carried out within Ulster University. It will define how training is planned, delivered, recorded and the courses that should be undertaken by all staff of Ulster University.

4. Definitions

Training	Organised activity aimed at imparting information and/or instructions to improve the recipient's performance or to help them attain a required level of knowledge or skill. Training can be either instructor-led or online.
HSW Compulsory Compliance Training ("CCT")	HSW Training modules that all staff are required to complete.
HSW Induction Training	This is a structured, shared-responsibility process designed to help new employees settle in, understand their role, and become familiar with University HSW procedures.
Role Specific	This is HSW training required to carry out the specific tasks of the role.
Development/Enhancement Training	This is HSW training that may be undertaken as self-development.

5. Key Legal Requirements

Health and safety training is covered by the:

- Health and Safety at Work (Northern Ireland) Order 1978;

- Management of Health and Safety at Work Regulations (Northern Ireland) 2000; and the
- Safety Representatives and Safety Committee Regulations (Northern Ireland) 1979.

6. Responsibilities

Please refer to the main Health, Safety and Wellbeing Policy on the University's website for further details on roles and levels of responsibility.

7. Procedure

Duties under Health and Safety Law

The University has a duty to ensure that all staff are "competent" to undertake their duties. Competency is usually assessed through the provision of adequate information, instruction, training and supervision, plus relevant experience. It should be noted that competency cannot be achieved by experience alone.

Induction

HSW training must be part of Ulster University's induction training and managers should also include HSW in the school/department induction.

Planning

Each manager shall create a training matrix for their staff. This matrix will include all the HSW training required by post / person. The online Fire Safety and DSE courses must be completed by all staff as CCT. Managers should use the template Training Matrix available here as a starting point and along with their Director of Faculty Operations ("DFO"), Heads of School, Technical Development and Planning Manager, Health and Safety Coordinator and Health and Safety Partner agree the HSW training needs for their staff.

The template Training Matrix outlines the CCT, role specific and development/enhancement training courses by staff group from the University Safety and Health Association ("USHA") Management Standards. This should be used as a starting point in the development of the training matrix; the matrix should also include other courses that

may be required, for example First Aid, Radiation Protection Supervisor, Gas Safety.

Some specific courses require refresher training every three years, for example, First Aid and Fire Marshal, but it is recommended that all HSW training be refreshed every three years.

Each year, managers should assess the training requirements of their staff and can avail of assistance, if required, from the HSW Team to create a training plan. Managers can also contact the HSW Team if they are considering specialised training courses.

Organisation and Delivery

Based on the training needs communicated to the HSW Team, HSW courses are organised including both instructor-led and online courses.

Training Records

For courses organised by the manager/HSW Team, attendance records should be returned to the People Development Team for entry of details into the Learning platform

Audit

As part of Health and Safety Management Audit Profile ("HASMAP") Audits carried out by the HSW Team, the main elements of training will be reviewed to include: training matrix, training plan, mandatory training, staff trained and refresher training.

8. Resources

- USHA Leadership and Management of Health and Safety in Higher Education Institutions Management Standard.