Health and Safety Training

1. PURPOSE

1.1 The purpose of this Procedure is to detail how health and safety training is carried out within Ulster University. It will define how training is planned, delivered, recorded and the courses that should be untaken by all the staff of Ulster University.

2. SCOPE

2.1 This procedure applies from 1st August 2015 and provides a framework for the planning and delivery of health and safety training for all University staff.

3. DEFINITIONS

Training	Organised activity aimed at imparting information and/or instructions to improve the recipient's performance or to help him or her attain a required level of knowledge or skill. Training can be either instructor lead or online.

4. RESPONSIBILITIES

Vice- Chancellor

4.1 On behalf of the Council the Vice-Chancellor has executive responsibility to ensure, that the requirements of the health and safety legislation and the University health and safety policy are complied with. The Vice-Chancellor will ensure that responsibility for health and safety is properly assigned and accepted at all levels within the University.

Deans, Directors, Heads of Schools and Departments and Research Institute Directors

4.2 Responsible for ensuring that both they and their staff have received sufficient information, instruction and training to ensure that they are able to work in a safe and healthy way.

5. PROCEDURE

Duties under Health and Safety Law

5.1 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

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

Planning

5.3 Each manager shall create a training matrix for his / her staff. This matrix will include all the Health and Safety training required by post / person. Note:- the online Fire Safety and DSE courses must be completed by all staff.
Managers should use the appendices below as a starting point and along with their Health and Safety Advisor and H&S Coordinator agree the 'required' and 'encouraged' courses for their staff.

5.4 Appendix 1 outlines the recommended and encouraged training by staff group for higher risk and Appendix 2 for lower risk Schools / Departments. This should be used as a starting point for the training matrix; the matrix should also include other courses that may be required e.g. First Aid, Radiation Protection Supervisor, Gas Safety, etc.

5.5 Some courses require refresher training every three years e.g. First Aid and Fire Marshal, but it is recommended that all Health and Safety training be refreshed every three years and also first aiders should complete the Heartstart course every year to maintain their basic lifesaving knowledge and skills.

5.6 Each year, managers should assess the training requirement for their staff and in conjunction with Staff Development create a training plan.

Organisation and Delivery

5.7 Based on the training needs communicated to Staff Development, Health and Safety courses are organised including both instructor-lead and online courses.

Training Records

5.8 For courses organised by Staff Development attendance records should be returned to Staff Development for entry of details into the training database. Training reports will be created by Staff development for Campus Health and Safety committee meetings. Training records for safety courses organised by schools or departments should be kept by the employee's manager.

Audit

5.9 Training is assessed during the audits carried out by Health and Safety Services when the main elements will be:- training matrix, training plan, mandatory training, staff trained and refresher training.

REFERENCE DOCUMENTS

1. The Health and Safety at Work (Northern Ireland) Order (1978)

APPENDIX 1

Health and Safety Training Matrix for Higher Risk Schools / Departments

Staff group	Recommended training	Encouraged training
All staff	Online Fire Safety Awareness course Online Display Screen Equipment	Manual handling skills Heartstart Stress Awareness
Senior managers	Managing Health & Safety in the University for Senior Managers	Risk assessment
Staff with management responsibilities, e.g. Heads of School / Department or Research Institute Directors, Heads of Faculty Admin	Management of Health and Safety	Accident Investigation
	Stress Management	
	Advanced fire safety awareness	
	Risk Assessment	
Academics – Senior Lecturers, lecturers	Risk assessment - Awareness	Advanced fire safety awareness Accident Investigation
Health and Safety Co-ordinators	Management of Health and Safety	
	Risk assessment	
	Advanced fire safety awareness	
Technical Services Managers Chief Technicians	Management of Health and Safety	Advanced fire safety awareness Stress Management
	Risk Assessment	
	COSHH Assessment	
Technicians	Risk assessment	Fire specialist (nominated staff only) Gas Safety (nominated staff only)
	COSHH assessment	
Sport Services Staff	First Aid	Accident Investigation
Manual Staff	Manual handling skills	

Note:

- Risk Assessment and COSHH Assessment courses are only for those who write or review these assessments
- Training for Fire Marshals and First Aiders should be based on assessment of the need within an area

APPENDIX 2

Health and Safety Training Matrix for Lower Risk Schools / Departments

Staff group	Recommended training	Encouraged training
All staff	Online Fire Safety Awareness course Online Display Screen Equipment	Manual handling skills Heartstart Stress Awareness
Senior managers	Managing Health & Safety in the University for Senior Managers	
Staff with management responsibilities, e.g. Head of School / Department or Research Institute, Heads of Faculty Admin	Management of Health and Safety Stress Management Advanced fire safety awareness Risk Assessment - Awareness	
Health and Safety Co-ordinators	Management of Health and Safety Risk assessment - Awareness Advanced fire safety awareness	
Technical Services Managers Chief Technicians	Management of Health and Safety Advanced fire safety awareness Stress Management Risk assessment – Awareness	COSHH Assessment,

Note:

- Risk Assessment Awareness courses are only for those who write or review these assessments
- Training for Fire Marshals and First Aiders should be based on assessment of the need within an area