

# **POLICY FOR HEALTH, SAFETY AND WELFARE**

## **PART C - ARRANGEMENTS**

### **Section 2**

#### **HEALTH AND SAFETY TRAINING**

## SECTION 2

### HEALTH AND SAFETY TRAINING

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## SECTION 2

### HEALTH AND SAFETY TRAINING

#### 1. REFERENCES

- A: Health and Safety at Work etc Act 1974
- B: Management of Health and Safety at Work Regulations 1999
- C: Corporate Learning and Development Programme

#### 2. INTRODUCTION:

Training is seen as being essential to the overall policy of Health, Safety and Welfare within the Council's service.

The Health and Safety at Work etc. Act 1974 places a general duty on the Council to provide staff with health and safety information and training. The Management of Health and Safety at Work Regulations 1999 focuses this requirement by stating training is to be given on recruitment and when new or increased risks are introduced. Refresher training is also to be provided.

All employees have a duty to work safely, however, the carrying out of such a duty requires that a reasonable and appropriate level of training be given, to ensure a level of competency amongst employees that will lead to safer working practices.

#### 3. TYPES OF TRAINING.

What is a reasonable and appropriate level of training depends to a great extent on the experience of the employees requiring training, coupled with the workplace risks, which should have been identified in the risk assessment process. Health and safety training within the Council's service is divided as follows:-

##### 3.1 Corporate Induction Training.

DU Directors are to ensure all new employees attend a Corporate Induction Seminar. These seminars arranged by the H R development group have a health and safety content as follows:

- (i) *Health and Safety Legislation*
- (ii) *Council Policy for Health, Safety and Welfare*
- (iii) *Responsibility of managers and staff*
- (iv) *Accident and Hazard Reporting*

*(v) Fire Precautions*

*(vi) First Aid arrangements*

Instruction on these subjects is to be given by the Health and Safety Unit. These seminars do not replace the need for Delivery Units to provide induction training to staff.

### **3.2 Delivery Unit Induction Training.**

All new employees are to receive health and safety induction training, from a competent person, as part of their general induction into the workplace. This training is to be conducted within the Delivery Unit, and is to include:-

*(i) Fire procedures;*

*(ii) Other emergency procedures e.g. gas leaks, bomb alerts, flooding, etc.;*

*(iii) First Aid arrangements;*

*(iv) Accident, Disease and Dangerous Occurrence reporting;*

*(v) Workplace hazards and risks;*

*(vi) Specialist equipment required to be used;*

*(vii) Protective clothing and equipment to be used.*

The above training is to be undertaken as soon as possible after commencement of employment, not later than the end of the first day. Attached at Appendix A is a Safety Induction Proforma which is recommended for this purpose.

Delivery Unit procedures will detail induction training to be given. The procedures should also identify how training will be provided e.g. on a one to one basis or as a group of staff. The actual mode of delivery will depend upon the managers and employees preferences, the size of the group and the past experiences of the employee.

Details and procedures which will need to be discussed with, or communicated to, the employee within the proceeding month will be for example:-

*(i) The Corporate and Delivery Unit Health, Safety and Welfare Policies;*

*(ii) Specific rules and procedures for the workplace i.e. how to apply for inclusion on a training course;*

*(iii) Use of specialist equipment;*

*(iv) Specific Regulations and Approved Codes of Practices related to the work*

*activity;*

*(v) As the results of risk assessments.*

It is recommended that appendix B is used and that line managers are encouraged to make any addition to the list appropriate for the area of work.

### **3.3 General Training.**

DU Directors have an overall responsibility for ensuring their staffs receives adequate information and training to enable them to work safely. Where a need for health and safety training is identified, the relevant Training Commissioner is to be contacted to arrange for the training to be carried out. Training may be in house (on a one to one, section, Delivery Unit or Corporate basis) or externally provided.

Systems should be established to enable monitoring of the health and safety Training Courses effectiveness.

Health and safety training is likely to be required:-

- (i) For systems of work where there are foreseeable risks / potential hazards in order to prevent accidents or ill health i.e., Manual Handling.*
- (ii) For operators of specialist or complex machinery / equipment.*
- (iii) When new systems of work / machinery are to be introduced.*
- (iv) For employees requiring specialist knowledge / skills i.e. First Aid, Fire Wardens.*
- (v) For managers and supervisors, in order that they are aware of their responsibilities (see also item 3.4).*
- (vi) Where new Regulations require new systems, procedures, risk assessments, etc. to be carried out.*
- (vii) Where employees transfer from one establishment / premises to another.*

**Note:** Training of Health and Safety Representatives will be undertaken by their respective Trade Unions through attendance of TUC organised courses. However, there may be situations where Health and Safety Representatives may wish to attend Council organised courses.

### **3.4 Management Training.**

The CSG Head of Learning and Development together with the Head of Safety, Health and Wellbeing organise the corporate health and safety management training. This training covers areas essential to enable managers to manage health and safety within their areas of responsibility.

All Managers with responsibilities for managing staff must complete this training. Existing managers are required to attend this course as soon as practicable. All newly appointed managers must attend this course no later than one month following commencement of employment.

### **3.5 Premises manager Training.**

Premises Managers play a vital role in ensuring the health and safety of premises under their control and to carry this duty out it is important that they are given appropriate instruction and information.

The CSG Head of Learning and Development together with the Head of Safety, Health and Wellbeing organise the corporate health and safety premises management which cover areas including:-

All Premises managers are required to attend this training as soon as practicable as and anyway no later than one month following their appointment.

### **3.6 Risk Assessment Training.**

Risk Assessments are required by the Management of Health and Safety at Work Regulations and also by other regulations covering subjects such as Display Screen Equipment, Substances that are Hazardous to Health etc.

DU Directors are responsible for ensuring that Risk Assessments are carried out within their areas of responsibility. Delivery Units may nominate competent members of staff as risk assessors although this does not take away their responsibility to ensure the assessments are carried out.

To assist managers and risk assessors to carry out these duties they are required to complete the corporate risk assessment training which includes:-

Other courses are also run on individual subjects where there is specific legislation i.e. Display Screens, Manual Handling etc.. Where assessors are nominated for these types of assessments they must complete the appropriate course.

### **3.7 Re-qualification and Refresher Training.**

The Management of Health and Safety at Work Regulations requires the Council to provide refresher training, also some specific Legislation requires Re- qualification training. DU Directors must ensure that a system is in place for:-

*(i) The identification of this training and the periods between training*

- (ii) *Ensuring that the training is carried out within any time limits specified i.e. First Aid at Work re - qualification, within 3 years of last qualification.*

It is recommended that Delivery Units follow time limits for:-

- (i) *First Aid: Qualified First Aiders at Work should take their refresher course 18 months after qualifying.*
- (ii) *Fire Wardens: Fire Wardens should take a refresher course 2 years after qualifying.*

#### **4. KEEPING OF RECORDS.**

Records are to be kept within Delivery Units of health and safety training conducted as follows:-

- (i) *A general record of training undertaken - title of courses, numbers attending, syllabus, certificates issued and examinations passed;*
- (ii) *On employees personal file:-*
  - (a) *The title of the course / event;*
  - (b) *The date;*
  - (c) *The duration of the training;*
  - (d) *The result, if applicable, and the validity of such a result (i.e. First Aid - 3 year duration)*
- (iii) *A copy of the Induction Proforma (Appendix A), when completed, should be placed on the individuals personal file. Delivery Units may wish to give the employee a copy, this should be identified within Delivery Unit procedures;*
- (iv) *Line managers will need to ensure that they keep their own records of the training which they give to employees and ensure that this is recorded on their personal file.*

**FIRST DAY HEALTH AND SAFETY INDUCTION PROFORMA**

DELIVERY UNIT: \_\_\_\_\_ PROFORMA NO.: \_\_\_\_\_

***TO BE READ BEFORE COMPLETION***

1. The purpose of this proforma is to ensure that the new employee received adequate instructions on those Health and Safety matters applicable to his/her post. The responsibility for ensuring that this training is given rests with the DU Directors and Line Manager. However, the actual task may be delegated to a competent person.
2. The proforma is to be completed on the new employee's first day of employment and signed by both the Manager completing the form and the employee.
3. The proforma is to be completed in duplicate. The new employee is to be given the original.

|                   |                      |
|-------------------|----------------------|
| Name: .....       | Job Title: .....     |
| Section: .....    | Delivery Unit: ..... |
|                   | Work Address: .....  |
| Start Date: ..... | .....                |

(A)

| Conducted Tour of Workplace Location of:       | Date | Line Manager (Initials) | Employee (Initials) |
|--|------|-------------------------|---------------------|
| Fire Alarm (method of operating fire alarm)    |      |                         |                     |
| Emergency Exits                                |      |                         |                     |
| Emergency phones                               |      |                         |                     |
| Escape Routes                                  |      |                         |                     |
| Assembly Areas                                 |      |                         |                     |
| Out of Bounds Areas                            |      |                         |                     |
| First Aid Box and facilities                   |      |                         |                     |
| First Aider, plus name and contact number      |      |                         |                     |
| Safety Representative, name and contact number |      |                         |                     |
| Smoking Policy                                 |      |                         |                     |

(B)

| Emergency Procedure  | Date | Line Manager (Initials) | Employee (Initials) |
|--|------|-------------------------|---------------------|
| Action on discovering a fire, on hearing the fire or bomb alarm              |      |                         |                     |
| Method of summoning assistance   |      |                         |                     |
| Action when a bomb warning is received or a suspicious package is identified |      |                         |                     |
| Other emergency procedures applicable to the employees work                  |      |                         |                     |

(C)

| Miscellaneous  | Date | Line Manager (Initials) | Employee (Initials) |
|--|------|-------------------------|---------------------|
| Specific and general workplace risks and hazards                           |      |                         |                     |
| Who should be told of an accident or hazard                                |      |                         |                     |
| Any protective clothing and equipment they may be required to use or issue |      |                         |                     |
| Any specialist equipment the employee may be required to use               |      |                         |                     |

Any notes on information given (e.g. details of specialist equipment covered, other matters discussed, etc.).

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Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**TOPICS TO BE COVERED BY POST  
FIRST DAY HEALTH AND SAFETY INDUCTION**

|                   |                              |
|-------------------|------------------------------|
| Name: .....       | Job Title: .....             |
| Section: .....    | Delivery Unit: .....         |
| Start Date: ..... | Work Address: .....<br>..... |

Below is a list of topics which a new employee in any Delivery Unit should be given instruction on following their First Day Health and Safety Induction Training.

|   | Date | Line Manager<br>(Initials) | Employee<br>(Initials) |
|---|------|----------------------------|------------------------|
| Corporate and Service Safety Policies   |      |                            |                        |
| The importance of Fire/Smoke Doors (rules about wedging open, obstructing etc.)   |      |                            |                        |
| The Fire Action Plan for the Site (in and out of normal working hours).   |      |                            |                        |
| Fire Wardens (where applicable)   |      |                            |                        |
| Fire Appliances   |      |                            |                        |
| Duties of Employer and Employee under the Health and Safety at Work etc. Act 1974 (Sections 2,3,4,7 and 8)                      |      |                            |                        |
| Safety Committee Structure  |      |                            |                        |
| Safety Liaison Officer (SLO) for Delivery Unit  |      |                            |                        |
| Health and Safety Training (courses available and how to apply)   |      |                            |                        |
| List of First Aiders and Appointed Persons for establishments   |      |                            |                        |
| Specialist equipment not covered on first day induction (e.g. abrasive wheels)  |      |                            |                        |
| Protective clothing/equipment not covered on first day induction  |      |                            |                        |
| Applicable Local Codes of Practice, e.g. COSHH, electricity use etc.  |      |                            |                        |
| Other applicable Safety Regulations and methods of work   |      |                            |                        |
| Accident and Dangerous Occurrences Reporting Procedures (how to complete forms and books etc.)                                  |      |                            |                        |
| Security Procedures for the establishment   |      |                            |                        |
| Policy on Smoking   |      |                            |                        |
| Policy on Drugs and Alcohol   |      |                            |                        |
| Policy on Stress  |      |                            |                        |
| Policy on Violence (Verbal and Physical)  |      |                            |                        |
| Housekeeping and Storage  |      |                            |                        |
| List of Health and Safety Contacts (e.g. Health and Safety Unit, Occupational Health Unit etc.)                                 |      |                            |                        |
| Where Health and Safety Documentation is kept in the establishment (e.g. Risk Assessment, COSHH Assessment Reference Book etc.) |      |                            |                        |
| Appointments of, and introduction to, the local Safety Representative   |      |                            |                        |

Employee's Signature:

Date: