

Health and Safety Training

Statement of purpose/objectives

Shropshire Council recognises that health and safety training is essential in developing positive attitudes to health and safety in the workplace (N.B. this applies in Schools). Training aims to develop the competency of everyone to ensure that people know how to work safely, without risks to their health. Shropshire Council seeks continual improvement in everything it does, this includes growing a robust health and safety culture. To meet this objective every employee is expected to be involved and contribute to the planning, participation and promotion of effective safety training in a way that helps people learn how to work safely.

Arrangements for securing the health, safety and welfare of employees

Management Responsibility

Headteachers/Managers must plan and organise health and safety training for all those employees under their control, so they are competent in working safely without risks to their health. This can be achieved by:

- Assessing the capabilities, knowledge and experience of their staff.
- Ensuring that the demands of the job do not exceed their ability to carry out their work without risk to themselves and others.
- Ensuring new employees receive local induction training into how to work safely, including arrangements for first aid, fire and evacuation.
- Ensure that all young employees or young persons on work experience receive training based on their needs and inexperience.
- Ensure all employees receive refresher training on job specific activities.

Health and Safety Training Courses

Job specific training for all employees should be identified by Headteachers/managers/supervisors through the Risk Assessment and Appraisal process based on the job requirements or on receipt of the employee receiving onsite induction training. A health and safety training matrix is available that gives guidance on what are considered essential health and safety training courses for job roles but risk assessing the tasks associated with the individual role is still required – the link for the matrix on Shropshire Learning Gateway is: <https://www.shropshirelq.net/services/occupational-health-and-safety/training/> health and safety training matrix V10

The courses which fall under the health and safety theme are:

- Asbestos Awareness
- Asbestos Awareness – Refresher
- Emergency First Aid/Appointed person
- COSHH & Personal Protective Equipment (PPE)

- Display screen equipment (DSE) (e-learning module)
- Fire Safety Awareness
- Fire Warden's Role
- First Aid 3-day (Full certificate course)
- First Aid 2-day (3-yearly Certificate renewal course)
- Emergency One Day First Aid course
- Paediatric First Aid training
- Paediatric/Emergency First Aid combined 2 day course training
- Public Access Defib & CPR
- Health and Safety Awareness
- Health and Safety for Senior Managers and Directors
- Health and Safety for Premise Managers
- Ladder Safety
- Lone Working and Personal Safety
- IOSH Managing Safely (an IOSH accredited 4-day course)
- Moving and Handling of Loads
- Resilience (Stress Awareness)
- Risk Assessment Awareness

The above courses are tutor run sessions that are planned into a timetable which covers a period from April to March of the following year. Schools/employees with access to Business World can see what is available. Click on a course title and a summary of the course together with scheduled dates will drop down. If you or Headteacher/Manager books you onto a course on Business World your place will be secured as soon as your Headteacher/Manager approves it. Please note you will **not** be sent a reminder you need to keep a record of the date and time. Also, on Shropshire Learning Gateway there is a list of the courses available use the following link. Go to:

<https://www.shropshirelq.net/services/occupational-health-and-safety/training/>

Other specific Health & Safety topics are available if required, e.g.

- Control of Legionella Bacteria in Water Systems
- Construction (Design and Management) Regulations (CDM)
- Discarded Hypodermic Needles (Safety Awareness)
- Risk Assessment (day service staff only)

On-site training can be arranged for school groups or teams of staff at locations away from Shirehall, Shrewsbury. Contact the Health and Safety Team 01743 252819 or email health.safety@shropshire.gov.uk for further advice.

e-Learning

On-line Health & Safety training modules can be accessed directly by Shropshire Council employees via the intranet using the homepage Quick Link to 'Leap into Learning'. School

staff may have access or can contact the Health and Safety Team to apply for a licence to use the e-learning training. The following topics are currently available:

- Asbestos Awareness
- Control of Substances Hazardous to Health (COSHH)
- Personal Safety
- RIDDOR 2013
- Working at Height
- Introduction to First Aid
- Fire Safety

Other relevant topics may be introduced when they become available. Managers can schedule these units as refresher training.

Recording

Managers must keep records of any training provided to employees:

- Evidence to support compliance with legal requirements.
- Ensure that training is up to date and relevant.
- Evidence to help to defend any civil claim alleging negligence.

Records should be kept of the following:

- Name of trainee.
- Date of training.
- Course details and results.
- Name of trainer.

Refresher training

Headteachers or departmental managers must plan for refresher training where:

- Employee's knowledge or skills need updating.
- There is a significant change to work procedures or equipment.
- There is reason to question the effectiveness of the original training.
- There is a change to UK Regulations or European Law.

Brief summary of the statutory duty that UK Law places on employers

The Health and Safety at Work, etc. Act 1974 (HASWA) requires the employer to provide information, instruction, training and supervision as is necessary to ensure, so far as reasonably practicable, the health and safety at work of their employees. This duty requires that appropriate training is given in all aspects of safety at the workplace and during any working activity. The extent of training will vary according to the size and type of the workplace and the potential severity of hazards associated with work activities.

The Management of Health and Safety at Work Regulations 1999;
Regulation 13, Capabilities and training.

This regulation places a direct liability upon the employer. It states:

'Every employer shall, in entrusting tasks to his employees, take into account their capabilities as regards to health and safety.'

'Every employer shall ensure that their employees are provided with adequate health and safety training'.

On joining Shropshire Council.

On being exposed to new or increased risk because of:

- Being transferred or given a change of responsibilities within the employer's undertaking.
- The introduction of new work equipment into a change respecting work equipment already in use within the employer's undertaking.
- The introduction of new technology into the employer's undertaking, or:
- The introduction of a new system of work into or a change respecting a system of work already in use within the employer's undertaking.

The training shall also be repeated periodically where appropriate, be adapted to account for any new or changed risks to the health and safety of the employees concerned and to take place during working hours.

The Management of Health and Safety at Work Regulations 1999,
Regulation 10, Information for employees.

Employees are provided with comprehensive and relevant information (and in its broadest sense includes training) is provided to employees and is relevant to the work and easy to understand by the recipient, the time and trouble invested to achieve this objective being appropriate to the trainee's needs and the risks involved.

Further references and information is available and can be found at:

- Health and safety training: A brief guide <http://www.hse.gov.uk/pubns/indg345.pdf>
- Effective health and safety training. A trainer's resource pack (HSE Books 2001 ISBN 978 0 7176 2109 5). This includes a series of practical activities that you can use to help train staff in:
 - Health and safety policies, cultures and systems;
 - Roles in health and safety;
 - Assessing and controlling risks; and
 - Managing change and improvement.
- Work experience for young people <http://www.hse.gov.uk/youngpeople/>
- How to control risks at work www.hse.gov.uk/pubns/books/hsg268.htm