

**Corporate Health and Safety Training Policy**

Document control:

|  |  |
| --- | --- |
| Original Implementation date | 23rd July 2019 CHSC approved  |
| Author | Corporate Health and Safety Team |
| Equality impact assessment | 23rd July 2019 CHSC approved |
| Version control | Version 2  |
| Review required | Review of e-learning offerManager training review based on hazard and risks in service. Reference to updated leadership accountabilities and expectations  |
| Review date: | 24/01/2023 |
| CHSC ratification  | 02/02/2023 |

**Introduction**

Effective health and safety training and information is essential to make sure everyone has the necessary skills, knowledge and information to do their jobs safely. By providing this it helps us to:

* ensure that colleagues know how to work safely and without risks to health
* develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone
* meet our legal duty to protect the health and safety of our employees.
* will contribute towards making your employees competent in health and safety
* can help avoid the distress that accidents and ill health cause
* can help avoid the financial costs of accidents and occupational ill health

**Policy application:**

1. This policy applies to:
* all employees – including agency employees
* volunteers
* school governors and councillors

**Policy aims:**

1. This policy aims to:
* ensure the Council meets its legal obligations under the Health and Safety at Work Act 1974 etc, the Management of Health and Safety at Work Regulations 1999 and other associated health and safety regulations.
* assist managers to meet their responsibilities under the Council’s Health and Safety Policy Statement and the requirements of associated health and safety policies.
* assist employees to work safely, to reduce accidents and ill-health and to promote a positive health and safety culture.
* ensure that there is a process whereby all health and safety related training is consistently identified, delivered and recorded.

**Who needs Health and Safety Training?**

Health and safety (H&S) training is required by all colleagues, however, the level and type of training required will vary greatly dependant on the individual’s role, hazards and risks and level of responsibility.

The training policy sets minimum standards that all must meet. To achieve these minimum standards the Corporate Health and Safety Team (CHST) provides a suite of health and safety courses as detailed in the Health and Safety Training Matrix (HSTM) found at appendix 1.

The matrix identifies courses that are mandatory for all managers to attend and details courses specific to particular roles and hazards that managers must attend if this is subject is significant to their service area or role such as lone working and working at height.

Mandatory courses must be completed within **12 months** of being in post. Refresher training must be completed within timescales detailed in appendix 1.

**Training Arrangements**

1. All face-to-face health and safety courses will be delivered by the CHST and/or subject experts. For Council colleagues, the training programme can be found on MiDerby or by visiting our [training page](https://iderby.derby.gov.uk/occupational-health-and-safety/training/)
2. For school colleagues, visit our [training page](https://schoolsportal.derby.gov.uk/ohs/training/#page-1) on Schools Information Portal (SIP)
3. The HSTM will be reviewed by the CHST on an annual basis or more frequently to meet the needs of the Council.
4. Priority will be given to managers (tiers 3 – 5). Mandatory courses will also be available for other colleagues who, for example, have delegated health and safety duties or have H&S development needs.
5. All training courses detailed in the HSTM are free of charge to non-schools Derby City Council colleagues.
6. Schools who buy back our H&S sold services package are entitled to three free places on each mandatory training course. Schools who have not bought back the package can purchase individual delegate places.
7. Further courses may be added to the H&S training programme to meet specific service needs.
8. Managers must book onto courses via the MiPeople self-service portal.
9. External delegates must complete the [health and safety training course booking form](https://schoolsportal.derby.gov.uk/media/schoolsinformationportal/contentassets/documents/healthandsafety/health-safety-training-course-booking-form.pdf)
10. Please let us know if you need any help or support to take part in our courses and access our course materials, such as BSL interpreter, or documents in another format. Let us know as soon as you book please so we can make arrangements in time for the course. enabling us to prepare, provide and support with the required adjustments prior to the running of the course.
11. Directorates may need to provide specific H&S training to meet their operational and industry needs as well as regulatory requirements. To do this, directorates may need to source training from external providers. They should be from an accredited body and/or recognised list. If unsure managers should initially ask CHST for advice and approval.
12. Managers are required to develop a H&S training matrix for their team and service activities. A suggested template can be found at appendix 2. The health and safety training matrix must include:
* Corporate mandatory courses (**m**) plus recommended courses (**r**) if deemed appropriate to job roles.)
* Task and role-specific training as detailed in various health and safety policies.
* Specified service needs.
* Training identified via the risk assessment process and/or as a result of accidents, incidents, near misses and ill-health.
1. Each service should develop an annual training plan to ensure requirements of the training matrix are met within timescales.
2. The CHST may develop and deliver new and/or bespoke training at the request of managers. This could be related to changes in health and safety legislation and guidance. It could be as a result of risk assessment review and/or as a result of accidents, incidents and near misses being reported. If this is the case, email the CHST employee.healthandsafety@derby.gov.uk
3. Course attendance will be logged against individual MiPeople records. Training data will form part of the CHST report presented at Joint Consultative Committees (JCCs), Corporate Health and Safety Committee (CHSC) and Senior Leadership Team (SLT) on a quarterly basis.
4. Training organised by services must be recorded by managers in a form which is easily accessible and retrievable for audit purposes and any investigation into accidents or incidents that has occurred.

**Individual training needs assessment**

1. Managers must specify individual H&S training requirements when undertaking Great Performance Conversations (GPC) with colleagues. This will include specific role-related H&S training that may be provided within the service, alongside training detailed in the CH&S training matrix.
2. Managers must review individual H&S training needs on an annual basis and/or when colleagues take on additional responsibilities and duties.

**Induction training**

1. Managers must ensure an adequate H&S induction programme, linked to roles and responsibilities, is in place. All new colleagues, including agency workers and volunteers, must receive H&S induction training. As a minimum this must include:
* H&S Policy Statement e-learning course
* how to work safely - include arrangements for first aid, fire and evacuation.
* safe use and care of personal protective equipment.
* welfare arrangements.

**Toolbox talks**

1. H&S toolbox talks (TBT) are short talks and/or briefings (10 – 15 minutes) given to employees to provide continued and up to date H&S information. TBT are an important element of H&S training programmes and can be used to remind employees of the H&S issues they face on a regular basis.
2. Managers and supervisors should introduce and deliver a programme of TBT and include them in their annual training plans. Records of the TBT must be maintained for audit and investigation purposes.

**Equalities**

1. In all cases managers must consider the individual needs and make any reasonable adjustments allowing colleagues to complete training in a safe and timely manner.

**Roles and responsibilities**

1. Appendix 3 details roles and responsibilities under this policy.

**Support and Further information**

1. Details of course content, venues and timings are detailed in the H&S training booklet, which can be found on MiDerby on our [H&S training page](https://iderby.derby.gov.uk/occupational-health-and-safety/training/). Access to the suite of e-learning courses can be gained on [MiDerby](https://iderby.derby.gov.uk/occupational-health-and-safety/training/mandatorytraining/). Go to the My Development tab, corporate e-learning [e-learning portal](https://iderby.derby.gov.uk/my-development/e-learning/)
2. All documents and templates relating to the H&S training policy can be found on the Health and Safety pages on [iDerby](https://iderby.derby.gov.uk/https%3A/iderby.derby.gov.uk/occupational-health-and-safety/training/) and the [Schools Information Portal.](https://schoolsportal.derby.gov.uk/ohs/training/#page-1)
3. The CHST provide advice on training. Contact the CHST by:
* Calling 01332 640748 or emailing [employee.healthandsafety@derby.gov.uk](file:///C%3A%5CUsers%5Ctomlins1%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CH5XDENMG%5Cemployee.healthandsafety%40derby.gov.uk)

**Health and Safety Training Competency Matrix Appendix 1**

|  |  |  |
| --- | --- | --- |
| **Health and Safety Training Competency Matrix**  |   |   |
| **Who should attend** | Cabinet Members | CEO, Strategic Directors | Service Directors | Head of Service | Managers | Building Duty Holders | Site/activity responsible person | Employees | Schools | School Leadership Team | School Business Managersand Facility Managers | Caretakers | Teachers and teaching assistants |
| **Name of course** |
| Safety for Executives and Directors | R | M | M | R |   |   |   |   |   |   |   |   |   |
| **All managers to attend**  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Management of health and safety and risk assessment | R | R | R | M | M | M | R |   |   | M | M |   |   |
| Accident investigation and reporting  |   |   | R | M | M | M | R |   |   | M | M |   |   |
| Stress risk assessment for managers | R | M | M | M | M |   |   |   |   | M | M |   |   |
| **Significant hazards with your service \*** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Managing asbestos and control of legionella |   |   | R | R | R\* | M | M |   |   | R | M | M |   |
| Building management  |   |   |   | R |  R | M | M |   |   | R | M | R |   |
| Construction (design and management)  |   |   |   | R\* | R\* | M | R |   |   | M | M |   |   |
| Management of work at height activities |   |   |   | M\* | M\* | M | M |   |   | M | M | M |   |
| Management of contractors |   |   |   | M\* | M\* | M | R |   |   | M | M | R |   |
| Managing manual handling (risk assessment)  |   |   |   |   | M\* |   | M |   |   |   | M | R |   |
| Managing lone workers |   |   |   | R\* | M\* |   |   |   |   |   | M |   |   |
| Managing COSHH  |   |   |   |   | M\* | M | R |   |   |   | M | R |   |
| Fire evacuation using Evac+™ Chair operator  |   |   | R | R | R | M | M | R |   | R | R | R | R |
| Fire evacuation using Evac+™ Chair operator refresher\* |   |   | \* | \* | \* | \* | \* | \* |   | \* | \* | \* | \* |
| Trips and adventurous activities - EVOLVE™- Educational Visits Coordinator  |   |   |   |   |   |   |   |   |   | R | R | R | R |
| Trips and adventurous activities - EVOLVE™- Visit Leader training |  |  |  |  |  |  |  |  |  | R | R | R | R |
| **ELearning policies annually** |  |  |   |   |   |   |   |   |   |   |   |   |   |
| Health and Safety Policy  | M | M | M | M | M | M | M | M |  | M | M | M | M |
| **ELearning courses refreshed annually**  |  |  |   |   |   |   |   |   |   |   |   |   |   |
| Fire safety and evacuation\* | M | M | M | M | M | M | M | M |  | M | M | M | M |
| Safer manual handling \* | R | R | R | R | M | M | M | M |  | R | M | M | M |
| Lone working \* | M | M | M | M | M | M | M | M |  | M | M | M | M |
| Handling Violence and aggression \* | M | M | M | M | M | M | M | M |  | M | M | M | M |
| Introduction to risk assessment  | R | R | R | M | M | M | M | M |  | M | M | M | M |
| **ELearning courses to be refreshed annually** |  |  |   |   |   |   |   |   |   |   |   |   |   |
| Display Screen Equipment fixed\* | M | M | M | M | M | M | M | M |  | M | M | M | M |
| Display Screen Equipment remote\* | M | M | M | M | M | M | M | M |  | M | M | M | M |

**M** = mandatory. Courses must be completed within 12 months of starting and for existing staff must be refreshed every 3 years.

**R** = recommended. If undertaken refresh every 3 years.

\*Managers to attend if the hazard is significant and relevant to your service.

\* refresher courses for those who have completed the Evac+Chair operator course

Some colleagues may fit into more than one category on the matrix. Some colleagues are also required to complete service specific H&S training. Therefore, colleagues may need to combine CHST mandatory/recommended training requirements with that service specific training. This will be identified through GPCs and the service training matrix. Details of course content can be found in the H&S course programme on MiDerby.

**E-Learning:**

\* = mandatory, unless you do not receive face-to-face training on this subject. To be refreshed annually.

\* = Mandatory if deemed a ‘user’ of DSE equipment. To be refreshed annually.

**Appendix 2**

**Team Health and Safety training matrix template**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Directorate** | **Service** | **Team** | **Manager** | **Year** |
|  |  |  |  |  |

|  |  |
| --- | --- |
|  | **Employee names and date completed** |
|  |  |  |  |  |  |  |  |  |  |
| **Mandatory H&S training**  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Role-specific training** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **E-learning** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**Guidance on completing your training matrix:**

1. Add team details, manager responsible, year the matrix relates to and date completed/reviewed. Don’t forget to archive your previous matrix.
2. Add employees within the team – separate according to your team structure if required. For example add Manager, Team Leader, and Receptionist.
3. Add in the code ‘m’ mandatory and ‘r’ recommended and those mandatory courses marked with an asterix from the H&S training matrix.
4. Add in any role - specific hazards H&S training derived from job descriptions, service risk assessments and individual H&S needs assessments
5. Recommended courses should be added if subjects form a substantial part of an employee’s role and/or for employee development purposes.
6. Add in e-learning training courses – employees only need to undertake these courses if subjects form an integral part of their work. For example, a refuse collector would not need to undertake the Display Screen Equipment e-learning course.
7. Add in the date each course is completed by each employee.
8. Use N/A or highlight to indicate any courses that aren’t relevant to an employee or group of employees.

**Appendix 3**

**ROLES AND RESPONSIBILITIES – HEALTH AND SAFETY TRAINING POLICY**

**Chief Executive Officer (CEO)**

1. The CEO will:
* fulfil relevant leadership accountabilities and expectations in relation to statutory health and safety duties by ensuring the Corporate Health and Safety (CH&S) training policy is implemented consistently across the Council.
* attend training detailed in the Corporate Health and Safety Training Matrix (CHSTM).

**Strategic Directors, Service Directors and Heads of Service**

1. Directors and Heads of Service must:
* complies with leadership accountabilities and expectations in relation to risk management.
* attend training detailed in the HSTM and other health and safety briefings organised to meet strategic needs of the Council.
* oversee the development and implementation of directorate H&S training needs and monitor departmental training matrixes and training plans.
* ensure their commitment to the corporate training programme by ensuring all managers have completed the mandatory H&S courses detailed in the HSTM.
* include H&S training in the business planning process, ensuring adequate resources are prioritised.

**Managers**

1. Managers must:
* comply with their leadership accountabilities and expectations in relation to risk management.
* attend all mandatory training detailed in the CHSTM and within the prescribed timescales.
* attend refresher training within prescribed timescales.
* in consultation with the CHST, identify health and safety competency requirements for all jobs within their service areas.
* ensure a HSTM and training plan is developed for the services they manage and that they review these on an annual basis.
* actively monitor and manage the attendance of colleagues on corporate and additional service specific training.
* book onto mandatory courses using the MiPeople self-service portal or if a school by using the course application form.
* allow colleagues time off to attend mandatory health and safety training and other training considered essential for specific service, operational and regulatory needs.
* carry out individual training needs assessments as part of GPC
* ensure a H&S induction programme, linked to roles and responsibilities is in place for new colleagues (including agency workers) or those moving to new roles.
* ensure long-term storage arrangements are in place for training records and training plans.
* seek advice and/or approval for external H&S training outside the CHSTM and e-learning programme.
* ensure equality issues are considered in all training programmes.
* Comply with their leadership accountabilities and expectations in relation to risk management.

**Employees:**

1. Must:
* attend and actively participate in H&S training required for their roles and responsibilities.
* follow information and training delivered to help them work safely.

**Employees with specific roles:**

1. Those who procure goods (including personal protective equipment) and/or commission and specify work may have additional and more detailed training needs which relate to specific H&S legislation. Examples could include detailed knowledge of:
* The Health and Safety (Display Screen Equipment) Regulations 1992 if duties include specifying office furniture and chairs or those undertaking workstation assessments.
* The Personal Protective Equipment at Work Regulations 1992 if duties include specifying and providing personal protective equipment.
* The Construction (Design and Management) Regulations 2015 if duties include designing, specifying, planning and supervising construction work.
1. Those with premises-related responsibilities such as procuring building work, maintaining premises records, reporting maintenance issues, helping to monitor contractors and implementing site safety procedures, must attend the Building Management Course.

**Corporate Health and Safety Team:**

1. CHST will:
* lead the development and delivery of effective H&S training.
* review the HSTM annually.
* plan, develop and monitor health and safety training strategies and programmes for managers, employees and others.
* evaluate the effectiveness of training programmes and make recommendations.
* deliver face to face CH&S training as detailed in the HSTM.
* develop new and bespoke H&S training courses dependant on the risks of the council and/or specific needs of managers.
* consider equalities issues when developing and delivering training.
* periodically audit department H&S training arrangements.
* report compliance with the H&S training policy to the Corporate Leadership Team on a quarterly basis.
* provide advice on all aspects of H&S training and give approval on externally sourced H&S training.
* consult with Trade Unions and Employee Health and Safety Representatives about the content and planned changes to the H&S training policy.

**Subject specialists**

1. Subject specialists will:
* deliver and participate in subject specific training at the request of the CHST.
* participate in the development of new and/or service specific CH&S training.
* give advice on the suitability of subject specific training sourced externally.

**Trade Union Health and Safety Representatives (HSR’s)**

1. HSR’s have legal rights in the workplace. These include the right to:
* inspect documents or records linked to H&S in the workplace, including those related to H&S training.
* be consulted about changes to H&S training that could affect their members.
* review H&S training policy and directorate arrangements.
* investigate their members’ complaints about H&S training.
* attend and comment on new H&S training courses or programmes.