**Health and Safety Training Competency Matrix 2023 -2024 Appendix 1**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **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 Managers  and 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.