**Individual health and safety training needs assessment**

Use this form to identify and record the health and safety, H&S, training your individual employees need. Do this as part of their annual Managing Individual Performance, GPC, objective-setting meeting. You should base your assessment on the corporate H&S training competency matrix and the results of your service risk assessments.

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| **Employee name** | **Job title**  |
| **Employee number** | **Job location** |
| **Date assessment completed** | **Manager’s name** |
| **Briefly describe key duties and tasks -** include any management or supervisory duties. |
| **List training needs to meet the requirements of the current H&S competency matrix.**  Remember to state if it’s initial or refresher training. |
| **Mandatory** | **Recommended** |
| **List occupational H&S training needs highlighted by risk assessments**For example, this may include training for working in confined spaces, at height, with medication or hazardous substances. |
| **Give details of any special requirements that need to be taken into account when arranging training** - such as shift working patterns, signers for deaf employees, alternative language formats or Braille / audio materials. |
| **Date sent to directorate training needs co-ordinator, where appropriate** |  |
| **Date included in:*** **GPC objectives / Personal Development Plan, PDP**
* **team development plan / training matrix.**
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| **Date copy to personal file** |  |