**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 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.