

## Relevant Legislation

*Management of Health and Safety at Work Regulations 1999*

*Safety Representatives and Safety Committees Regulations 1977*

## General

If all employees are to make a meaningful contribution to health and safety, there must be proper arrangements in place to ensure that they are competent. This means more than simply training them. Experience of applying skills and knowledge is another important ingredient and this needs to be gained under adequate supervision. Managers need to be aware of relevant legislation and how to manage health and safety effectively.

Employees are to be provided with adequate health and safety training:

- on recruitment (usually in the form of induction)
- during both routine and non-routine activities
- on exposure to new or increased risks due to the:
  - transfer or change of responsibility
  - introduction of new equipment or a significant change therein
  - introduction of new technology
  - introduction of a new system or work
  - organisational changes.

The training is to:

- be repeated periodically, where appropriate (including refresher training)
- be adapted to take account of any new or increased risks
- take place during working hours.

It is accepted that safety training taking place outside normal working hours should be regarded as an extension of time at work. It is not permitted for employees to be requested to pay for their own health and safety training.

## Identification of Training Needs

In conjunction with risk assessment, the following checklist can be used to help determine the health and safety training requirements for each person or for an

occupational group. It is possible that some of the training requirements may fall into more than one of these categories:

Category	Examples of Training
Statutory requirements	<ul style="list-style-type: none"><li>• Chainsaw</li><li>• Pesticide Use</li><li>• HGV driver</li><li>• First aid</li><li>• Scaffold</li><li>• COSHH</li></ul>
Policy requirements	<ul style="list-style-type: none"><li>• Line manager's health and safety</li><li>• Foundation food hygiene (or higher qualification)</li><li>• Outdoor activity training and assessment courses, including Leader training for educational visits</li><li>• Training to comply with national vocational standards</li><li>• Control and restraint</li><li>• Minibus driver</li><li>• Fire warden</li><li>• First aid</li></ul>
Needs arising from analysis of job descriptions (role mapping) and examining the nature of work activities in practice. This will involve gathering information from employees about how work is done.	<ul style="list-style-type: none"><li>• Swimming pool plant operators</li><li>• Working at height (including ladder safety and the use of tower scaffolds)</li><li>• Breathing apparatus</li><li>• Confined spaces</li><li>• Highways safety</li><li>• Woodworking equipment</li><li>• Food hygiene</li></ul>
Needs arising from risk assessment. This may involve examining ill health and incident records.	<ul style="list-style-type: none"><li>• Violence at work/breakaway</li><li>• Manual handling</li><li>• Stress awareness</li><li>• CDM and HSC1 (Minor Works)</li><li>• Risk assessment</li><li>• Electrical awareness</li><li>• DSE assessor</li><li>• Asbestos awareness</li><li>• Personal protective equipment</li><li>• Lone worker</li><li>• Traffic management</li></ul>

Needs arising from individual employees' circumstances.	<ul style="list-style-type: none"> <li>• On the job training for safe systems of work in specific circumstances (for example, for an employee with a disability)</li> <li>• Training provision in different languages</li> <li>• Return to work familiarisation programmes</li> <li>• Responses to employees' self identified training needs</li> <li>• Health and safety for Heads and safety coordinators</li> <li>• Duke of Edinburgh Award Unit Leader</li> </ul>
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Training helps people acquire the skills, knowledge and attitudes to make them competent in the health and safety aspects of their work. It includes formal off the job training, instruction to individuals and groups and on-the job coaching and counselling.

A summary of likely types of training which will be required for Northumberland County Council's employees is detailed below:

Type of training:	Achieved by:	Provider:
<p>1. Initial familiarisation with safety elements of the immediate working environment on recruitment, for example emergency evacuation procedures in the case of fire.</p> <p>General awareness-raising about the organisation's health and safety policy and the philosophy underlying it.</p>	<p>Directorate-based induction programme.</p> <p>NCC induction programme</p>	<p>Line manager.</p> <p>Other in-house specialists included, as appropriate.</p> <p>Line Manager</p>
<p>2. Management training needs, for example training for senior executives, training for line managers.</p>	<p>Off the job training to allow managers to become familiar with techniques of health and safety management.</p>	<p>Learning &amp; Organisation Development.</p>

3.	Formalised coverage of safe systems of work in operation within the function, for example procedures for use of low/medium risk equipment, such as catering equipment.	Programmed on the job sessions.	Local management arrangement or specialist provider.
4.	Specific safety training to recognised standards, for example control and restraint training.	Recognised operationally-based training courses.	External Specialist provider or in-house assessor.
5.	Specific health and safety courses to allow activities to be carried out giving due regard to specific risks, for example manual handling training.	Recognised health and safety training courses.	Specialist provider.
6.	Health and Safety training courses enabling teams or establishments to comply with requirements, for example first aid training.	Recognised health and safety training courses.	Specialist provider

The timing of health and safety training is also an important consideration; it will not be appropriate to carry out some activities at all until suitable training has been undertaken.

## Training Plans

Having completed the initial analysis, an internal procedure will be required to identify outstanding health and safety training needs for the staff currently employed within each establishment. The staff appraisal system is often used to record formally the training needs of the individual.

The next stage is to feed all the outstanding requirements into a training plan specific to the establishment and to carry out an evaluation exercise to identify the most important priorities.

Any managers who require help in devising health and safety training plans for their staff should contact the Learning & Organisation Development or their lead contact Health and Safety Adviser.

## Additional Considerations

### Funding Training

It is essential to consider specific health and safety related training requirements when developing the establishment's budget plan. The provision of safety training should be given equal priority to other training needs.

### Training Records

Accurate records of all training and instruction that employees receive should be kept for reference purposes. A record should be kept confirming participation at both off the job training courses and supervisory training sessions (including induction).

### The Relationship between Health and Safety Training and Competence

A thorough analysis of health and safety training needs will not only identify formal training course requirements, it will draw out the essential competencies required in order to carry out a task. In order to demonstrate that the person is actually competent the initial training specification must be adequately detailed and there should be some way of validating the final learning outcomes.

Some training courses currently provided do not achieve these aims because they are more about raising awareness than developing skills. Skills-based training courses should be specifically designed to demonstrate competency. In these cases, there will be an ongoing need to monitor the performance of staff and the application of the training in a structured way in order to demonstrate competency in the longer term.

It should be explicitly stated in the objectives of the training whether the session is skills-based training or awareness training.

### Monitoring and Review

A mechanism for ensuring that the training plan is maintained and training needs are met must be in place as part of the employee performance and appraisal process.

### Competencies of Training Providers

All in-house trainers and assessors should have received suitable training and be competent to carry out these roles. External providers should also be vetted to ensure

that they are suitably qualified and experienced to carry out training on behalf of the establishment.

## Definitions

<b>Learning &amp; Organisation Development</b>	NCC employed staff who hold relevant qualification and experience and provide formal learning and off the job training across the authority including HR/OD, Fire and Rescue Training Team, Learning & Development Unit, IS Training Team ect.
In-house assessors	Staff who have taken on a role for staff training as part of other duties.
External providers	Consultants brought in to provide a training course or instruction session.

## Employees' Duties

Every employee has a duty to:

- use any equipment or process in accordance with the training and instructions received from the employer
- inform the employer (in practice, the line manager) of any:
  - work situation which a person with their training and instruction would reasonably consider to be a serious and immediate danger to health and safety
  - matter which a person with their training and instruction would reasonably consider to be a shortcoming in the employer's protection arrangements for health and safety.

## Arrangements within Each Directorate

Within sections there are a wide range of staff each of whom will have individual training needs depending on the type of work they undertake.

A copy of the training needs analysis for each post within the Directorate is available from the Health & Safety Group Divisional Representative.

Action	Responsibility
To ensure that all employees undertake essential health and safety training, including induction training.	Line Manager
Copies of induction training records are to be kept in the employee's personal file/electronic file of each person.	Employee and Line Manager
Health and Safety Training Needs Analysis is maintained within the Directorate which sets down specifically the training required to be undertaken by each post holder and the period for training renewal. New or changed posts will require a new training needs analysis to be produced.	Chair of H&S Group All Managers
The Training Needs Analysis is made available to all managers and supervisors with responsibility for carrying out performance and development reviews.	Chair of H&S Group
Identified health and safety training needs should then be considered alongside other training requirements as part of the Directorate Training Plan. Appropriate priority should be afforded to H&S needs.	Director and DMT
Each Member of staff should have a copy of the health and safety Training Needs Analysis for their own post and this should be kept on record. Records of all training received should also be retained.	All Managers and Staff

At each staff appraisal, the health and safety training requirements should be reviewed against the analysis for each post. A six monthly review should take place.	All Managers
Outstanding training needs should be identified during appraisal and place the requirements placed in the Directorate training plan.	Line Manager
Directorate Leadership Teams must identify any staff movement resulting in new or amended training requirements for specialist H&S roles, such as First Aider or Fire Warden duties.	LMT