

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G011
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Health, Safety and Environment Training Guidance	Issue	1
		Date	December 2015
		Page	1 of 5

1.0 INTRODUCTION

All employers have a specific obligation under the Health and Safety at Work Act 1974 to provide information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety of its employees.

In support of its strategic aims and objectives, the University aspires to the highest standards possible of health, safety and environmental management system. Staff training and development at all levels is a key contributor to a successful health, safety and environmental management system.

Providing and facilitating appropriate information, instruction and training will assist Faculties and Professional Service Departments to:

- Ensure that staff and students are capable of undertaking their duties in an effective and efficient manner in accordance with safety, health and environmental legislation;
- Develop a positive working environment, where safe and healthy working environments and working procedures contribute towards effective and efficient operational processes;
- Reduce the risk of staff, students and visitors etc. being injured or made ill as a result of University activities; and
- Meet the University's legal duty of care to protect the health and safety of our staff, students, visitors and anyone else who may be affected by the University's activities.

There is no legal definition of the term "information, instruction and training", however the three terms are linked and in practice:

- Information means providing factual material which tells people about potential hazards and risks, and appropriate health and safety measures;
- Instruction means telling people what they should do; and
- Training means providing individuals with the knowledge and skills to make informed decisions, by helping people to learn how to do something, telling people what they should (or should not do), or simply giving people instruction. Training should not be seen as limited to a classroom. Training within the workplace is equally valid, and on-the-job training should be considered as a perfectly viable alternative to classroom based training.

The Management of Health and Safety at Work Regulations expand the general duty under the Act by requiring that employees are provided with adequate health and safety training, including:

- On commencement of employment (i.e. induction);
- Where exposed to new, or increased risks to their health and safety (e.g. arising from new, or changed roles and responsibilities, the introduction of new technology, the introduction of new, or changes to existing work equipment, systems of work); and
- Maintaining and updating competence (i.e. refresher courses- when appropriate).

Individual Regulations such as Control of Substances Hazardous to Health and Display Screen Equipment also include general or specific requirements covering the provision of health and safety training. Further details of these specific training requirements are provided in the relevant policy standards.

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G011
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Health, Safety and Environment Training Guidance	Issue	1
		Date	December 2015
		Page	2 of 5

It is a legal requirement that all health and safety training must be provided during working hours and at no-cost to the employees receiving it.

2.0 BACKGROUND & GENERAL INFORMATION

The aim of health, safety and environment training is to ensure that all individuals in their roles and activities are provided with the appropriate training which delivers the information and knowledge combined with any necessary practical experience to enable them to work in a safe and healthy manner without risk to themselves or others.

Providing appropriate health, safety and environment training and information:

- Assists the University in fulfilling its statutory duties and common law duty of care;
- Reduces the likelihood of staff, students and others being injured or made ill from activities, facilities etc. for which the University has responsibility;
- Develops and maintains a positive health and safety culture, and helps ensure health and safety competence.

3.0 LEGAL REQUIREMENTS

The Health and Safety at Work Act 1974 places a duty upon employers to provide such information, instruction, training and supervision as is necessary to protect the health and safety at work of employees.

The Management of Health and Safety at Work Regulations state:

Every employer shall ensure that their employees are provided with adequate health and safety training:

- (a) *on their being recruited into the employer's undertaking; and*
- (b) *on their being exposed to new or increased risks because of:*
- (i) *their being transferred or given a change of responsibilities within the employers undertaking;*
 - (ii) *the introduction of new work equipment into or change in work equipment already in use within the employer's undertaking;*
 - (iii) *the introduction of new technology into the employer's undertaking, or*
 - (iv) *the introduction of a new system of work into or a change respecting a system of work already in use within the employer's undertaking.*

It also sets out that Health and Safety training shall –

- (a) *be repeated periodically where appropriate;*
- (b) *be adapted to take account of any new or changed risks to the health and safety of the employees concerned; and*
- (c) *take place during working hours.*

4.0 RESPONSIBILITIES

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G011
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Health, Safety and Environment Training Guidance	Issue	1
		Date	December 2015
		Page	3 of 5

It is the Faculty or Professional Service Department's responsibility to ensure that their staff have received, and continue to receive, sufficient and appropriate training to be able to undertake their work effectively and safely.

4.1 DUTIES OF PRO VICE-CHANCELLORS FOR FACULTY AND HEADS OF PROFESSIONAL SERVICES DEPARTMENTS

Pro Vice-Chancellors for Faculty and Heads of Professional Services Departments have a responsibility for the management of health and safety training and the provision of information in areas under their control.

They must ensure that all Staff, Visiting Academics, Guest Workers, Visitors and Contractors in their Faculty / Professional Service Department, particularly new and temporary employees, and Children visiting and / or undertaking work experience at the University are provided with the necessary instruction, information and/or training in health and safety matters.

Pro Vice-Chancellors for Faculty and Heads of Professional Services Departments must ensure that all Staff on appointment attend the University health and safety induction that is either provided as part of the University Staff Welcome Programme or provided to specific staff groups on request.

Ensuring staff are competent to undertake their duties will be the responsibility of each Pro Vice-Chancellor for Faculty or Heads of Professional Services Departments. This includes ensuring that managers and supervisors understand their legal responsibility when allocating work to staff to ensure they have taken into account employee's capabilities and relevant training with regards to health and safety.

Specific responsibilities will include ensuring that:

- mandatory training requirements for each staff member (and where applicable students) are identified through the undertaking of a training needs analysis, and agreed;
- local training requirements in line with risk assessment are identified and agreed;
- staff attend and are up to date with mandatory training and enabled to undertake training as required;
- specified refresher training is undertaken within designated timeframes;
- all staff receive local induction which includes the completion of all units within the Health and Safety Essentials E-learning training course;
- staff are encouraged to attend recommended training where appropriate;
- all health, safety and environment training is recorded and reported for monitoring purposes.

4.2 THE HEALTH, SAFETY AND ENVIRONMENT TEAM

The Health, Safety and Environment Team provide support and advice to Faculties and Professional Services Departments to assist them in meeting their responsibilities in relation to health, safety and environment training.

The team will also implement arrangements to routinely monitor and audit Faculty or Professional Service Department training needs and records.

Details of courses to be offered internally by the Health, Safety and Environment Team are available at: <https://www.aber.ac.uk/en/hse/training/>.

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G011
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Health, Safety and Environment Training Guidance	Issue	1
		Date	December 2015
		Page	4 of 5

The courses offered by the Health, Safety and Environment Team are not extensive and will not be inclusive of all health, safety and environment training required for every job role, and other role- or department-specific training may need to be considered and identified by Faculties/Professional Service Departments in their training needs analysis. In instances where training is required from external training providers, Faculties and Professional Service Departments must ensure adherence to the University's Financial and Procurement Regulations.

4.3 DUTIES OF ALL STAFF

It is the legal duty of all staff whilst at work at the University and whilst away from the University on University business or related activities to participate in appropriate health and safety training as required.

4.4 RESPONSIBILITIES OF CONTRACTORS, VISITING ACADEMICS, GUEST WORKERS AND VISITORS

Contractors must comply with relevant statutory and health and safety requirements and follow any information and guidance as provided by the University.

Visiting Academics, guest workers and visitors must comply with relevant statutory and health and safety requirements, undertake any training and follow any information and guidance as provided by the University.

5.0 RECORD KEEPING

Training may be arranged and provided centrally through the Health, Safety and Environment Team or arranged and provided locally through Faculties / Professional Services Departments. Those arranging and providing the training must ensure that training records and evidence (i.e. certificates) are kept and maintained.

The Health, Safety and Environment Team will keep training records for any centrally provided training courses, which will include attendance, course title, and training provider(s).

The Faculties and Professional Service Services Departments must keep training records that detail attendance at training, the name of the training provider and the content of the courses as a minimum.

6.0 REVIEW, MONITORING AND AUDIT PROCEDURES

The Health, Safety and Environment Team will carry out general and periodic audits to ensure compliance against the legislation as part of its Health, Safety and Environment Internal Audit Programme.

Faculties / Professional Service Departments must periodically review their own procedures to ensure that the recommendations of this guidance are implemented, suitable and effective.

In addition, the University's Governance and Compliance Committee may from time to time review the effectiveness of the University's system for the management of health and safety training in the workplace.

Each Faculty and Professional Service Department will be responsible for monitoring the appropriateness and effectiveness of the training provided to its staff. The University Governance and Compliance Committee and Health, Safety and Environment Team will review annually the central provision of health, safety and environmental training to identify any additional requirements that can be offered internally.

7.0 FURTHER INFORMATION & PRACTICAL GUIDANCE

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G011
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Health, Safety and Environment Training Guidance	Issue	1
		Date	December 2015
		Page	5 of 5

Further details of specific training requirements are provided in the relevant Policy Standards.

Additional information and a list of available courses can be found on the Aberystwyth University Health, Safety and Environment Team Webpage (https://stafftraining.bis.aber.ac.uk/hs/list_courses.php), and the Centre for the Development of Staff and Academic Practice webpage (https://stafftraining.bis.aber.ac.uk/sd/list_courses.php).

Faculty/Professional Service Departments may wish to utilise the following additional sources of information to support their identification and recording of local training requirements.

The Health, Safety and Environment Training Matrix provides guidance relating to the basic health, safety and environment training requirements for members of staff dependant on the role or position held within the Faculty/Department. This matrix should be considered a rough guide, with consideration also given to local training requirements for specialist or bespoke processes where applicable. The Health, Safety and Environment Training Matrix is available at: <https://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/Health,-Safety-and-Environment-Training-Matrix.pdf>.

Faculty / Professional Service Departments are also invited to utilise the Health, Safety and Environment Training Records Spreadsheet, which is available on the Health, Safety and Environment Team website. The spreadsheet allows Faculties/Departments to record all Health, Safety and Environment training undertaken by their members of staff, which is formatted to provide colour coded requirements for refresher training.