

Mandatory Health and Safety Training at QMUL - H&S Policy and Guidance

(Ref: QMUL_HS_075)

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1.0 Scope

This document sets out guidance for a structured and mandatory approach to health and safety training across Queen Mary University of London (QMUL) to implement the recommendations approved by Queen Mary Senior Executive (QMSE).

2.0 Guidance Notes – Definitions

2.1 Within this document the following terms are used:

“Head of Department” – This term covers Heads of Schools, Directors of Institutes and also Directors of Professional Services Directorates.

“Department” – This term refers to Schools and Institutes as well as to Professional Services Directorates.

“Staff” – This term includes all QMUL employees and others acting under direction and control of QMUL staff, but not contractors.

“Course” – This term includes a type of training or a course on a particular subject.

3.0 Background

3.1 In May 2012, QMSE approved a proposal to implement a structured and mandatory approach to health and safety training based on four principal recommendations. The aim is to make QMUL a safer environment in which to work, learn and stay in residences and set a baseline standard for health and safety training that meets the standards of best practice in the higher education sector. The outcome will also enable QMUL, when necessary, to demonstrate compliance with health and safety legislation.

3.2 QMSE approved the four recommendations set out for implementing the mandatory training:

Outline of recommendations

1. Implementation of a risk based, structured and mandatory approach to health and safety training.
2. Attendance of managers and supervisors below “School Head” on training in their health and safety management responsibilities.
3. Introduction of a training requirements matrix to assist managers in identifying training needs for their staff, based on their exposure to hazards and risks, based on a model provided by the Health and Safety Directorate (HSD).
4. All departments maintain health and safety training records for all members of staff.

4.0 The Mandatory Approach to Health and Safety Training

4.1 The purpose of the training initiative is to ensure that all members of staff have sufficient training to enable them to discharge their responsibilities and to work safely; whilst minimising the likelihood of the College or any individual incurring legal liability in relation to health and safety matters.

4.2 The approach involves some administration; put very broadly, there are three forms, a '**Training Requirements Matrix**', a '**Training Needs Assessment (Individual)**' and a '**Summary of Training Completed**'. The matrix and summary make up the training records for the organisation and sub-departments (if necessary); the training needs assessment is best described as a checklist for managers/supervisors to determine individual training needs for each person and for keeping local records. A flow chart of the key steps is identified in Appendix 3 below.

5.0 Training Requirements Matrix

5.1 The first stage is for each department to adopt a **health and safety training requirements matrix (Appendix 1)**, or to modify existing systems to incorporate the minimum level of training. The matrix is designed to assist with the health and safety training needs analysis within each department, it shows the basic health and safety training requirements that should also be used to populate the 'Summary of Training Completed' for the organisation. At present 17 core courses or types of training are displayed, including the 4 mandatory courses for all staff, with other training classified as mandatory or desirable where relevant to the role. Some courses are not relevant to a particular staff category.

5.2 The **types of training** are outlined on **Appendix 2**. Further health and safety training may be required for specific tasks, these should be identified through an assessment of the hazards and risks arising from the activities undertaken and added to the matrix. It is recommended that the types of training are **discussed at probation and appraisal meetings** and **identified in the relevant QMUL recording form** (e.g. QMUL probation form, e-appraisal). Equally, retraining may be required when there are changes to legislative requirements or QMUL procedures and types of training identified.

6.0 Training Needs Assessment (Individual)

6.1 The next phase is for managers and supervisors to utilise a **training needs assessment form**, which is very much a checklist (**Appendix 3**), to formally identify and record the training requirements for each person. The form is for use in conjunction with the current job description or other documents outlining the role of the individual, as part of the recruitment and induction process, annual appraisals and when undertaking or reviewing risk assessments. Currently, 43 courses are displayed to assist in achieving the 17 training requirements on the matrix. This is not a fully exhaustive list - particular training may be needed for specialist roles.

7.0 Summary of Training Completed

7.1 The final act in the administration is the introduction of a **summary of training completed** document (**Appendix 4**). This provides a central record within each department, including sub-departments where necessary, of health and safety training courses completed by each person. The document includes the 17 courses on the training needs matrix with the facility to add additional courses, identified as necessary in a risk assessment of the activities undertaken. The document will usually form the second section of the training needs matrix.

7.2 With the introduction (in 2015) of an electronic request and booking system for H&S Training within MyHR, senior managers can request departmental training requests, bookings and completed records for 'taught courses' from the QMUL IT Services via helpdesk@qmul.ac.uk or the ITS self-service portal. Details are noted in Appendix 4 and <http://www.its.qmul.ac.uk/services/catalogue/items/144307.html>.

7.3 Line Managers are also able to see their staff team member's training records for taught courses on MyHR (requests, bookings and completed records). Details for access are noted in Appendices 3 and 4 below.

8.0 Refresher & Additional Training

8.1 Mandatory health & safety training courses require all staff to undertake refresher training on a periodic basis. This training will usually be every two or three years, dependant on the agreed timescale for that course, determined by risk assessment & notified to delegates when undertaking the initial training.

8.2 Training may also be refreshed more frequently if an incident has occurred or there is significant changes in a work practise, procedure or work environment.

8.3 Where additional health & safety training needs have been identified at local institute / department level that area will be responsible for determining refresher training frequencies for their staff (at a minimum this must be every 3 years). Advice can be sought from HSD. All training must be recorded.

9.0 Implications for Departments

9.1 The mandatory training approach will enable each department to identify training requirements, provide a format for assessing individual training needs and a means of collating individual health and safety records.

9.2 To put the mandatory training into practice will require **control by Heads of Departments** to ensure that there is **commitment at all levels** to implement the structured approach. In some departments, the existing training identification and recording systems can be adapted to incorporate the new requirements.

9.3 The Health and Safety Directorate (HSD) will provide many of the 17 types of training outlined on the training matrix and some of the additional courses shown on the training need assessment; however, certain courses are outside the remit or competence of the HSD team to deliver the training. Consequently, such training will be the responsibility of the department concerned, although the HSD will provide advice and support in finding /facilitating external training providers.

9.4 Appendices 1, 2, 3 and 4 are provided in word format for departments to use or modify as necessary for their own systems. However, the mandatory training requirements should **not** be downgraded without consultation with HSD.

10.0 Outcomes of the Mandatory Training Approach and improved guidance on appropriate training

10.1 The relevant core principle of the QMUL Health, Safety and Well-being Policy Statement will have been addressed:-

The establishment of a culture that encourages employees and students to accept, and engage in achievement of, high standards of health, safety and well-being across Queen Mary, by ensuring that all work activities are undertaken by persons competent to carry out these tasks or by persons under appropriate and competent supervision

10.2 Implementing the mandatory training approach to health and safety training will improve health and safety performance, leading to a reduction in incidences of accidents and work-related ill health. Furthermore, there will be an increased level of assurance that appropriate health and safety training is both provided and attended. This will assist QMUL in the discharge of its' statutory obligations in health and safety matters.

Please note that web links noted in the document appendices may not be current therefore users should consult the HSD website for up to date links and training course descriptions.

Document Control

Initial Data

| | |
|----------------|--|
| Author: | John Kelleher |
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| |  |
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|-----------------------------------|--|---|---|
| V2 | 5 June 2015 | Logical progression of the H&S Training Standard retained. Updates throughout to reflect introduction of QMUL electronic appraisal and training request and record systems; updates to course provisions and details. | Mark Ariyanayagam (H&S Manager, HSD). Approved by Zarah Laing (Interim Director, HSD). |
| V3 | 28 th November 2018 | Updated to include refresher and additional training frequency (section8) & circumstances and re naming of 'standard' as 'policy' in line with HSD document naming | Rebecca Jones (Interim Head of HSD) |

Appendix 1 – H&S Training Requirements Matrix



Health and Safety Training Requirements Matrix – QMUL School/Institute/Centre/Directorate QMUL Staff, Postgraduate Students and Visitors (under direction and control of QMUL staff)

Mandatory Health and Safety Training – H&S Policy and Guidance: http://www.hsd.qmul.ac.uk/media/hsd/documents/standards-and-guidance/QMUL_HS_075_HS-Standard-for-Mandatory-HS-Training-and-Guidance_V2_June-2015.docx

See explanatory note on this form (below)

| Staff Category | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
|--|----------------|-----------------|----------------------------------|-----------------------|----------------------------------|--------------------------------|----------------------------------|---------------|-----------|---------------------|---------------------|-----------------|----------------------------------|-------------------------------|------------------------|------------------------------|--------------------------------------|
| | QMUL Induction | Local Induction | Fire Safety Induction & Training | Display Screen Safety | Building, CDM, Asbestos | COSHH / COSHH Risk Assessments | Electrical and Mechanical Safety | Fire Marshals | First Aid | Containment Level 3 | IOSH Working Safely | Manual Handling | Radiation Protection | Safety Foundation/ Management | Stress Risk Assessment | Transport of Dangerous Goods | Working with Biological / GM Hazards |
| Heads of Schools, Directors Of Institute / Centre / Directorates Senior Administrators | | | | | | | | | | | | | | | | | |
| Principal Investigators | | | | | | | | | | | | | | | | | |
| Academic Staff / Researchers | | | | | | | | | | | | | | | | | |
| Technical Staff (inc. Project Managers, Estates Managers, and Maintenance staff) | | | | | | | | | | | | | | | | | |
| Administrative Staff | | | | | | | | | | | | | | | | | |
| Support Staff (e.g. security, cleaners, residences, etc.) | | | | | | | | | | | | | | | | | |
| PG - Students / Visitors | | | | | | | | | | | | | | | | | |
| Safety Coordinators | | | | | | | | | | | | | | | | | |
| | Mandatory | | | | Mandatory where relevant to role | | | | | | | | Desirable where relevant to role | | | | |

Explanatory Note

This matrix is designed to assist with the health and safety training needs analysis within each QMUL department (School / Institute / Directorate). It shows the basic training requirements that should be used to populate this '**Training Requirements Matrix**' and the '**Summary of Health & Safety Training Records**', Appendix 4. Risk assessments, reviews or legislative changes may identify additional training needs, in such cases; these should be added to the matrix for the area concerned. Further advice is available from the Occupational Health & Safety Directorate.

Further Information on the type of training is outlined on Appendix 2

Booking Details and Further Information

Booking Details and Further Information

1. Mandatory Health and Safety Mandatory Training at QMUL – H&S Policy and Guidance:

http://www.hsd.qmul.ac.uk/media/hsd/documents/standards-and-guidance/QMUL_HS_075_HS-Standard-for-Mandatory-HS-Training-and-Guidance_V2_June-2015.docx

2. REQUEST / BOOK Health and Safety Directorate (HSD) provided taught courses:



<http://www.hr.qmul.ac.uk/myhr/> = upcoming HSD Training Courses details and timetable; request and book HSD provided taught courses.

<http://www.hsd.qmul.ac.uk/training/index.html> = Description of HSD provided H&S training courses and online training.

3. (CPD) courses:

<https://www.esdcourses.org.uk/userlistcourse.php>



Appendix 2 - Outline of courses or types of training - Training Requirements Matrix

1. QMUL Induction - Organised centrally by Prof Dev (HR)

Introductory training course for all staff newly recruited to QMUL, the general programme includes a short session outlining accepted best practice in UK University sector health and safety management and an introduction to the Health and Safety at Work etc Act 1974. *Access details and bookings at <http://www.profdev.qmul.ac.uk/what-we-offer/types-of-training/induction/>*

2. Local H&S Induction – Organised at QMUL School / Institute – Centre / Directorate level

A mandatory training session organised within the School, Institute (Centre) or Directorate for all newly recruited staff, includes health and safety training by QMUL safety co-ordinators, supervisors and managers. *Baseline QMUL H&S Induction checklist and guidance at http://www.hsd.qmul.ac.uk/media/hsd/documents/QM_OHSD_GA035_June-2015_Induction-Checklist.docx*

3. Fire Safety Training (Online Learning Module - HSD provided) and Local Induction (Familiarisation) (Organised at QMUL School / Institute – Centre / Directorate level)

Mandatory fire safety training for all staff, available online, with additional training provided or organised at local level and delivered by the HSD. *Access link at <http://www.hsd.qmul.ac.uk/training/online-learning/>*

A Fire Safety local induction and familiarisation checklist and guidance is provided at http://www.hsd.qmul.ac.uk/media/hsd/documents/fire/QMUL_HS_055_October-2013_Induction-Form.docx and http://www.hsd.qmul.ac.uk/media/hsd/documents/fire/QMUL_HS_054_October-2013_Fire-Safety-Induction-and-Biennial-Staff-Familiarisation-Training.docx for use by QMUL safety co-ordinators, supervisors and managers for new staff, students and visitors / contractors.

4. Display Screen Equipment Safety – (Online Learning Module - HSD provided)

A mandatory training course for all staff using Display Screen Equipment - available online, includes a short training session with an online risk assessment of the individuals' workstation. *Access link at <http://www.hsd.qmul.ac.uk/training/online-learning/>*

5. Building, CDM and Asbestos – (Building, CDM, Asbestos provided / facilitated by HSD and/or Directorate / School / Institute concerned).

The training is for staff working on building maintenance or any project where construction work is involved or intended, in particular where specific knowledge is required to ensure that all work is planned and carried out safely. The asbestos awareness training provided / facilitated by HSD will complement the professional and trades skills provided by the Directorate / School or Institute.

6. Hazardous Substance (COSHH) Risk Assessment – HSD provided

The course is to train staff on how to identify and control the hazards and risks associated with hazardous chemical substances, there is an option of two types of courses depending on roles - laboratory and non-laboratory. The laboratory based courses include related topics relevant to a research laboratory (e.g. Explosive Atmospheres, Hazardous Chemical Waste Disposal, Gas Cylinders, Liquid Nitrogen, Nano-materials, Local Exhaust Ventilation, Selection of Laboratory PPE).

7. Electrical and Mechanical Safety – Organised at Directorate / School / Institute level and/or HSD provided

For all members of staff working with electrical and mechanical equipment and who require the necessary safety awareness and skills for working in environments with electrical and/or mechanical equipment.



8. Fire Marshals – HSD provided

A course for all persons nominated by their School / Institute / Directorate to assist in the evacuation of buildings during fire alarm activations or other emergency; includes training on other fire related duties commensurate with the role.

9. First Aid – HSD provided

First aid courses are provided to ensure that anyone who becomes ill or injured receives care from a qualified first aider. Training will be provided where a need has been defined in a job description or identified in a risk assessment or to support the QMUL arrangements for first aid.

10. Containment Level 3 – HSD provided

For research, technical and teaching staff, including postgraduate students, working at ACDP Containment Level 3; other staff closely involved with facility operation and high biological containment laboratory staff requiring a ‘refresher’ session. This course includes safe handling of both wild type pathogens (human and animal) and Genetically Modified Organisms in a high containment facility.

11. IOSH Working Safely – HSD provided

A basic grounding in health and safety suitable for all staff, the course incorporates the ‘office safety’, ‘basic H&S risk assessment’ and ‘accident investigation’ topics. The training is accredited by the Institution of Occupation Safety and Health (IOSH).

12. Manual Handling – HSD provided

Training for all staff involved in lifting and carrying activities in the workplace

13. Radiation Protection – HSD provided

Training for all staff and post graduate students required to work with ionising radioactive sources and as a refresher course for existing users. Detailed training is also provided for radiation protection supervisors. Non-ionising radiation safety and laser safety courses are under development.

14. Safety Management Foundation Training – HSD provided

All managers at grade 6 and above should undertake ‘foundation training’ in safety management, appropriate courses are under development for different roles at QMUL.

A comprehensive health and safety management training course is available for all QMUL operational managers and others with specific health and safety responsibilities (e.g. Safety Coordinators, Safety Officers) e.g. the IOSH ‘Managing Safely’ course.

15. Stress Risk Assessment – OH provided

Introduction to HSE Management Standards for Work-Related Stress (WRS) and WRS Risk Assessment principles. Suitable for all line managers and supervisors.



16. Transport of Dangerous Goods – HSD provided

Training for research and technical staff involved with the transport / carriage of infectious substances and diagnostic / patient specimens, taught (invited attendees only) and online courses.

17. Working with Biological Hazards and Genetically Modified Organisms – HSD provided

Courses for Laboratory research, technical and teaching staff working/intending to work with clinical, biological, human/animal pathogens and genetically modified agents – aimed at Containment Level 1 and 2, in particular people working / assisting in a biological hazards laboratory for the first time. Detailed courses in Decontamination and Sterilisation, Selection of Laboratory PPE and Hazardous / Clinical Waste disposal are also provided.



Appendix 3 - Individual's Training Needs Assessment



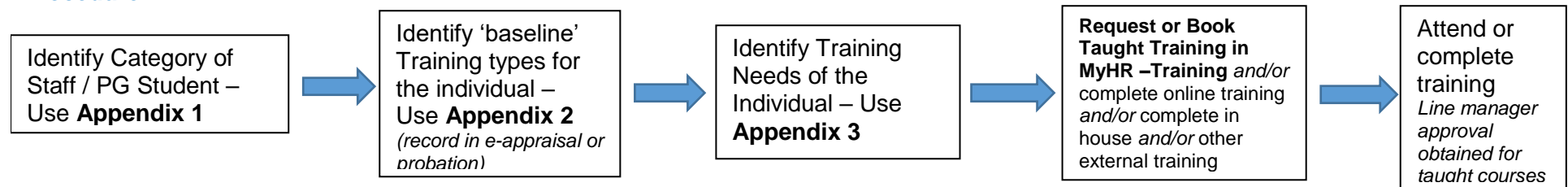
Health Safety and Wellbeing Training Needs Assessment For QMUL Staff (Academic and non-Academic, Support), Postgraduate Students, Temporary Workers and Visitors (under the direction or control of QMUL staff)

Identification and assessment of an Individual's Health Safety and Wellbeing training needs by Managers and Supervisors (Academic Supervisors / Managers, Non-Academic / Support Directorate Managers)

Introduction

1. To be used in conjunction with a current job description when assessing Health Safety and Wellbeing (HSW) training needs, e.g. during recruitment, induction, appraisal and when carrying out risk assessments.
2. **For QMUL staff appraisals** – Most of the detail of this form is accessible within the QMUL MyHR system (<http://www.hr.qmul.ac.uk/myhr/> – Training) and is 'signposted to' within the QMUL e-appraisal system (<http://www.hr.qmul.ac.uk/procedures/appraisal/index.html>). This form is also linked from the MyHR training page for reference.

Procedure:



1. The QMUL Mandatory HSW Training Standard identifies 17 types of HSW training with detail in the '**Training Requirements Matrix - Appendices 1 and 2**' and sets the **baseline** standard for mandatory HSW training for QMUL staff. Access the QMUL Mandatory H&S Training Policy and the Appendices at http://www.hsd.qmul.ac.uk/media/hsd/documents/standards-and-guidance/QMUL_HS_075_HS-Standard-for-Mandatory-HS-Training-and-Guidance_V2_June-2015.docx or from MyHR (<http://www.hr.qmul.ac.uk/myhr/> – Training)
2. Identify which 'category' the individual comes under.
3. Identify the baseline '**mandatory**', '**mandatory where relevant to role**' or '**desirable**' types of training for the individual.



4. In the form below (**Training Needs Assessment - Appendix 3**) or within MyHR, select the suitable training course/s that should in many cases meet the requirements of the mandatory training approach. *Access to places on certain courses may be restricted to particular job positions, grades or roles.*
5. HSW Training courses (taught, online or 'event' based - currently 44) are grouped into 7 topics for ease of access – Mandatory, Physical and Infrastructure Hazards, Fire Safety, First Aid, Laboratories (including fieldwork), Occupational Health, Health & Safety Management and Risk Assessment.
6. Further details of the course provider (HSD, external, other internal), the time length of the course and website / online links are noted. Full details of the courses are available in MyHR and the HSD website.
7. Further training needs for HSW may become apparent due to the specialist and/or technical nature of the role; in such cases the training (e.g. other internal / external courses, supervision, mentoring) should be identified and recorded on this form (see numbers 44-47) or within the e-appraisal 'training and development' box.
8. Where not retained electronically (e.g. within the QMUL e-appraisal system), the hard copy of this completed form should be retained as a local training record by the individual and their line manager / supervisor.
9. The individual should then book and attend the identified taught courses via the 'Training' section of my-HR – accessible at <http://www.hr.qmul.ac.uk/myhr/> or login for the online training at the specified web link below or if noted, QMPlus <http://qmplus.qmul.ac.uk/> (MyHR, QMPlus links are also accessible via <http://www.its.qmul.ac.uk/services/staff/index.html>). When booking H&S training on MyHR only Internet Explorer or Chrome browsers should be used.
10. The Line Manager's approval is required on MyHR **before** a place is confirmed on an HSD provided 'taught' training course (see guidance for line managers at <http://www.hr.qmul.ac.uk/docs/e-HR/155142.pdf> or within the Guidance page of <http://www.hr.qmul.ac.uk/myhr/>). Line Managers are able to see their staff team members training records on MyHR.
11. Attendances on taught courses will be noted on MyHR by the HSD system administrator.
12. Senior School / Institute / Directorate Managers can request a record of 'taught course' requests and attendances recorded on the myHR system for their areas from the QMUL ITS via helpdesk@qmul.ac.uk or the ITS self-service portal <http://www.its.qmul.ac.uk/services/catalogue/items/144307.html>
13. Records of the completion of online HSW training for a School / Institute / Directorate can be obtained from HSD (for numbers 4, 5, 31 in Appendix 3) or from your QMPlus Administrator (for number 38 in Appendix 3).



INDIVIDUAL'S TRAINING NEEDS ASSESSMENT

Staff / PG-Student's / Temp, Visitor's name:

QMUL Employee or Student No.:

School / Institute / Directorate:

Email address:

Start date:

Finish date (if known):

Indicate worker's employment status

Staff

Visitor / Volunteer

PG-Student

other:

Temps:

Name of Manager / Supervisor completing form:

Date:

| Health Safety and Wellbeing Training required | Training Provider (QMUL or external providers) | Mandatory | Desirable | Date to be attended / completed by | Date attended / completed |
|---|---|--------------------------|--------------------------|------------------------------------|---------------------------|
| MANDATORY | | | | | |
| 1. QMUL Staff / PG Induction Event <i>Access at http://www.profdev.qmul.ac.uk/what-we-offer/types-of-training/induction/</i> | QMUL (CPD) | <input type="checkbox"/> | <input type="checkbox"/> | ■ | ■ |
| 2. Health, Safety, Fire and Wellbeing Induction (<i>local manager / Safety Coordinator – School / Institute – Center / Directorate</i>). <i>Baseline QMUL H&S Induction checklist and guidance at http://www.hsd.qmul.ac.uk/forms/</i> | School / Institute / Directorate | <input type="checkbox"/> | <input type="checkbox"/> | ■ | ■ |
| 3. Fire Safety and Familiarisation for local area (<i>local manager / Safety Coordinator – School / Institute – Center / Directorate</i>). <i>Use http://www.hsd.qmul.ac.uk/media/hsd/documents/fire/QMUL_HS_055_October-2013_Induction-Form.docx</i> | School / Institute / Directorate | <input type="checkbox"/> | <input type="checkbox"/> | ■ | ■ |
| 4. Display Screen Equipment Safety Awareness – online module <i>Access link at http://www.hsd.qmul.ac.uk/training/online-learning/</i> | HSD – access via website link | <input type="checkbox"/> | <input type="checkbox"/> | ■ | ■ |



| Health Safety and Wellbeing Training required | Training Provider (QMUL or external providers) | Mandatory | Desirable | Date to be attended / completed by | Date attended / completed |
|---|---|--------------------------|--------------------------|------------------------------------|---------------------------|
| 5. Fire Safety Awareness – online module <i>Access link at http://www.hsd.qmul.ac.uk/training/online-learning/</i> | HSD – access via website link | <input type="checkbox"/> | <input type="checkbox"/> | | |
| PHYSICAL AND INFRASTRUCTURE HAZARDS | | | | | |
| 6. Asbestos Awareness (<i>to be advised</i>) | External Provider – contact HSD for details – HS018 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 7. Construction (Design and Management) Regulations (<i>to be advised</i>) | External Provider – contact HSD for details – HS007 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 8. Manual Handling and Lifting (2 hr) | HSD – HS004 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 9. Working at Height (2-3 hr) (<i>to be advised</i>) | HSD – to be provided - HS008 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 10. Electrical Safety (<i>to be advised</i>) | School / Institute / Directorate or HSD (<i>discuss requirements with OHSD</i>) – HS009 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 11. Mechanical Safety (<i>to be advised</i>) | School / Institute / Directorate or HSD (<i>discuss requirements</i>) | <input type="checkbox"/> | <input type="checkbox"/> | | |



| Health Safety and Wellbeing Training required | Training Provider (QMUL or external providers) | Mandatory | Desirable | Date to be attended / completed by | Date attended / completed |
|--|--|--------------------------|--------------------------|------------------------------------|---------------------------|
| | <i>with HSD) – HS010</i> | | | | |
| FIRE | | | | | |
| 12. Evacuation chair use (<i>to be advised</i>) | HSD – <i>on demand</i> – HS011 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 13. Fire Marshal (full day with practical elements) | HSD – HS016 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 14. Fire Safety Awareness Training (<i>to be advised</i>) | HSD - <i>on demand</i> - HS012 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 15. Fire Extinguishers (<i>to be advised</i>) | HSD - <i>on demand</i> – HS013 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| FIRST AID | | | | | |
| 16. First Aid at Work (3 day) | HSD - <i>course code to be issued</i>) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 17. Emergency First Aid at Work (1day) | HSD – <i>course code to be issued</i>) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 18. First Aid Requalification (3 year mandatory re-qualification) (2 day course) | HSD - <i>course code to be issued</i>) | <input type="checkbox"/> | <input type="checkbox"/> | | |



| Health Safety and Wellbeing Training required | Training Provider (QMUL or external providers) | Mandatory | Desirable | Date to be attended / completed by | Date attended / completed |
|---|--|--------------------------|--------------------------|------------------------------------|---------------------------|
| 19. First Aid Skills Update for all Qualified First Aiders (1 day) | HSD - HS014 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 20. Specialist First Aid Topics (e.g. for fieldwork, handling of toxic chemicals) (<i>to be advised</i>) | School / Institute / Directorate <i>in consultation with HSD</i> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| LABORATORIES (including fieldwork) | | | | | |
| 21. Containment level 3 - Principles and Practices (1 day) | HSD – HS019 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 22. Hazardous Substance (COSHH) Risk Assessment in Laboratories (Chemical safety and includes DSEAR) (3 hr) | HSD – HS005 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 23. REFRESHER - COSHH / DSEAR Risk Assessment (1.5 hr) | HSD – <i>to be provided</i> – HS015 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 24. GM and Biosafety for Clinical Trials Staff (2 hr) | HSD – HS025 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 25. GM Risk Assessment and Notification (2 hr) | HSD – HS029 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 26. Safe Management of Laboratory Hazardous Waste (2 hr) | HSD - HS024 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 27. Field Work Risk Assessment (2.5 hr) | HSD – HS017 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 28. Laboratory safety for non-Research Staff (2.5 hr) | HSD – HS018 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 29. Selection of Laboratory Personal Protective Equipment (PPE) (2 hr) | HSD – HS023 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 30. Decontamination and Sterilisation (2 hr) | HSD – HS026 | <input type="checkbox"/> | <input type="checkbox"/> | | |



| Health Safety and Wellbeing Training required | Training Provider (QMUL or external providers) | Mandatory | Desirable | Date to be attended / completed by | Date attended / completed |
|--|--|--------------------------|--------------------------|------------------------------------|---------------------------|
| 31. Transport of Dangerous Goods- Infectious Agents and related materials – online (IATA accredited) <i>Details and bookings</i> http://www.hsd.qmul.ac.uk/training/online%20learning/index.html | HSD | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 32. Working Safely with Biological Hazards (3 hr) | HSD – HS020 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 33. REFRESHER - Working Safely with Biological Hazards and GM Agents (1.5 hr) | HSD – HS030 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 34. Working Safely with Ionising Radiation (3 hr) | HSD – HS006 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 35. Working with Non-Ionising Radiation (<i>to be advised</i>) | HSD – <i>to be provided</i> – HS021 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 36. Laser Safety Management (full day) | External Provider – <i>arranged in conjunction with HSD</i> – HS022 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 37. Local Exhaust Ventilation (LEV) Workshop (half a day) | HSD – <i>arranged once or twice a year dependent on demand</i> – HS023 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 38. Microbiological Safety Cabinets – online training course (Access to be confirmed once operational on QMPlus http://qmplus.qmul.ac.uk/) | Accessible on QMPlus (provided by HSD) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| OCCUPATIONAL HEALTH | | | | | |



| Health Safety and Wellbeing Training required | Training Provider (QMUL or external providers) | Mandatory | Desirable | Date to be attended / completed by | Date attended / completed |
|---|--|--------------------------|--------------------------|------------------------------------|---------------------------|
| 39. Face Fit Testing (Quantitative methodology- for Respiratory Protective Equipment) – approx 30-45 min. Contact occ-health@qmul.ac.uk for appointments | HSD test, fit and training – contact Occ Health Unit | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 40. Stress Risk Assessment (2-3 hr) | HSD – to be provided – HS003 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| HEALTH AND SAFETY RISK MANAGEMENT AND ASSESSMENT | | | | | |
| 41. IOSH Working Safely (covers the principles and practical features of hazard, risk and risk assessment in the workplace, 1 day course) | HSD – HS031 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 42. IOSH Managing Safely (covers the management of health and safety in the workplace, 4 full day course, aimed at Managers / Supervisors) | HSD – HS032 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 43. Accident and Incident Investigation for Managers / Supervisors (2 hr) | HSD – to be provided – HS002 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 44. Risk Assessment (general) (2 hr) | HSD – to be provided – HS001 | <input type="checkbox"/> | <input type="checkbox"/> | | |
| OTHER TRAINING FOR HSW TOPICS | | | | | |
| | School / Institute / Directorate (consult HSD as required) | | | | |



| Health Safety and Wellbeing Training required | Training Provider (QMUL or external providers) | Mandatory | Desirable | Date to be attended / completed by | Date attended / completed |
|--|--|--------------------------|--------------------------|------------------------------------|---------------------------|
| 45. In-house Training for HSW topics Specify: | | <input type="checkbox"/> | <input type="checkbox"/> | █ | █ |
| 46. Supervision for HSW topics Specify: | | <input type="checkbox"/> | <input type="checkbox"/> | █ | █ |
| 47. Mentoring for HSW topics Specify: | | <input type="checkbox"/> | <input type="checkbox"/> | █ | █ |
| 48. External courses / events for HSW topics Specify: | | <input type="checkbox"/> | <input type="checkbox"/> | █ | █ |



Appendix 4 – Summary of Training Completed



Summary of Health and Safety Training Completed - For School, Institute or Directorate (including Sub-departments)

School, Institute, Directorate:

Lead:

H&S Policy and Guidance - Health and Safety Mandatory Training for QMUL:

http://www.hsd.qmul.ac.uk/media/hsd/documents/standards-and-guidance/QMUL_HS_075_HS-Standard-for-Mandatory-HS-Training-and-Guidance_V2_June-2015.docx

Optional - This form can be used by Departments to maintain a record below for each named member of staff/student/visitor (for attended courses, online training and internal / external training).

Alternatively, For a record of HSD provided course attendances, senior QMUL School / Institute / Directorate Managers can request a record of 'taught course' requests and attendances recorded on the MyHR system for their areas from the QMUL ITS via helpdesk@qmul.ac.uk or the ITS self-service portal <http://www.its.qmul.ac.uk/services/catalogue/items/144307.html>

Records of the completion of online HSW training for a School / Institute / Directorate can be obtained from HSD (Appendix 3 - numbers 4, 5, 31) or from your QMPlus Administrator (Appendix 3 - number 38).

| | | Staff Member / Student Name & Date Training Completed | | | | | | | | | | |
|------------------------------|-----------------------------------|---|--|--|--|--|--|--|--|--|--|--|
| QMUL H&S Training | | | | | | | | | | | | |
| 1 | QMUL Induction | | | | | | | | | | | |
| 2 | Local induction | | | | | | | | | | | |
| 3 | Fire Safety | | | | | | | | | | | |
| 4 | Display Screen Safety | | | | | | | | | | | |
| 5 | Building, Project, CDM , Asbestos | | | | | | | | | | | |
| 6 | COSHH / COSHH Risk Assessment | | | | | | | | | | | |
| 7 | Electrical and Mechanical Safety | | | | | | | | | | | |
| 8 | Fire Marshals | | | | | | | | | | | |
| 9 | First Aid | | | | | | | | | | | |
| 10 | Containment Level 3 | | | | | | | | | | | |



| | | | | | | | | | | | | |
|--|-------------------------------------|--|--|--|--|--|--|--|--|--|--|--|
| 11 | IOSH Working Safely Course | | | | | | | | | | | |
| 12 | Manual Handling | | | | | | | | | | | |
| 13 | Radiation Protection | | | | | | | | | | | |
| 14 | Safety Foundation / Management | | | | | | | | | | | |
| 15 | Stress Awareness / Management | | | | | | | | | | | |
| 16 | Transport of Dangerous Goods | | | | | | | | | | | |
| 17 | Working with Biological /GM Hazards | | | | | | | | | | | |
| Specific Training Courses (In House, Supervision, External Courses) | | | | | | | | | | | | |
| | | | | | | | | | | | | |
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Explanatory Note

Further Information on the type of training is outlined on Appendix 2 - access to places on certain courses may be restricted to particular grades or roles.

Courses 1-4 are mandatory for all staff - The 17 types of training on this form sets the baseline standard for the mandatory approach to health and safety training as displayed on the 'Training Requirements Matrix', Appendix 1.

Further training needs may become apparent due to the specialist or technical nature of the role, in such cases, the courses should be added to the 'Training Requirements Matrix' and this form.

Booking Details and Further Information

4. Mandatory Health and Safety Mandatory Training at QMUL – H&S Policy and Guidance:

http://www.hsd.qmul.ac.uk/media/hsd/documents/standards-and-guidance/QMUL_HS_075_HS-Standard-for-Mandatory-HS-Training-and-Guidance_V2_June-2015.docx

5. REQUEST / BOOK Health and Safety Directorate (HSD) provided taught courses:





<http://www.hr.qmul.ac.uk/myhr/> = upcoming HSD Training Courses details and timetable; request and book OHSD provided taught courses.

<http://www.hsd.qmul.ac.uk/training/index.html> = Description of HSD provided H&S training courses and online training.

6. (CPD) courses:

<https://www.esdcourses.org.uk/userlistcourse.php>

