

Non-attendance Policy for Health and Safety Courses

This policy applies to all training courses and workshops run by the Health and Safety Directorate and mirrors the QMUL [Non-attendance at courses policy](#).

1. Preamble

Our courses are usually free for all staff and PhD students to attend. However, there is a cost to QMUL involved in this provision and every non-attendance of a booked participant wastes QMUL resources. In recent years, there has been a significant increase in the annual number of non-attendees. To counter-act this it has been agreed by the Vice-Principal for Teaching and Learning and the Chief Operating Officer that we should implement a charge for non-attendance using this policy.

2. Definition of Non-attendance

For the purposes of this policy 'non-attendance' means failing to attend a course on which you have made a booking without first cancelling your place.

Cancellations should be made 48 hours before the event unless otherwise stated in your confirmation of booking email.

3. Awareness of non-attendance charge

Participants are advised in their 'confirmation of a booking' and 'reminder of your booking' email that a charge will be levied for non-attendance without cancellation of their place 48 hours prior to the event. Heads of departments/institutes/schools have been made aware that this policy was implemented from November 2014 onwards.

4. Process for non-attendance charge

The first time that a participant does not attend;

- The Head of department will receive an email alerting them to the charge and why it is being made
- This email will request a budget code for the charge to be made against
- The participant concerned will be cc-d in on this email for information

5. Non-attendance cost

When a participant fails to attend a course without cancelling their place a charge will be calculated at the cost of £40 per day for the length of the event.

6. Non-attendance through illness

Discretion will be used in regard to non-attendance through illness and confirmation that sick leave was taken will be sought from line managers or supervisors.

7. Questions about this policy

Any queries in reference to this policy should be made via hs-helpdesk@qmul.ac.uk in the first instance.