

Subject: Health and Safety Management - Organisational Arrangements

Date of Issue: Capabilities and Training for Health and Safety

For Action by: May 2021

1. Introduction

The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 require the employer to identify the organisational arrangements for implementing its health and safety policy.

2. Background

Regulation 13 of the Management of Health and Safety at Work Regulations 1999 places a duty upon the employer to provide adequate health and safety training. To ensure that the University's health and safety policy is implemented effectively, colleagues at all levels must be aware of their responsibilities. Failure to attend mandatory health and safety training could lead to disciplinary action. The University requires colleagues to undertake the following training:

3. Senior Managers (Level one and above)

- Must attend mandatory health and safety briefings as and when required in order to remain abreast of current developments in health and safety that are pertinent to the University,
- It is mandatory for any senior post holder (Level one and above including Professors) to be a Fire Marshal as part of their normal management duties. An appropriate schedule of training will be provided together with the distribution of Fire Marshal jackets.
- Senior Managers must ensure the following is implemented:

4. Managers

- Must attend accredited Level 2 (or equivalent) health and safety awareness training, and
- Must attend training in risk assessment where they are responsible for areas or activities identified as being of significant or high risk,

Both of the above should be attended within six months of taking up management responsibility.

Current managers who have not yet received such awareness training must attend within six months of these Organisational Arrangements being published.

- Must ensure that they and their team attend health and safety training, as per the matrix on the following pages, and any other training deemed necessary in order to carry out their roles safely.

5. All Colleagues

- Must attend mandated training as per the matrix on the following pages, and any other training deemed necessary, in order to carry out their roles safely. This includes any subsequent updates or refresher courses or programmes.

Health and Safety Competency matrix May 2021

	Senior Managers (L1 and above)	Managers	Office, reception and switchboard based colleagues	Facilities	EPS Project Management and Planning	Laboratory Technicians	Workshop Technicians	Information Services front line colleagues	Academic colleagues	Security Contractors	Catering Contractors	Cleaning Contractors
CORE												
E SHW awareness briefing	Y											
E IOSH Managing Safely or CIEH level 3		AR										
Managers H&S level 2		Y			Y							
Stress Management		AR										
Risk Assessment (Blackboard)	AR(3)	Y(3)	Y(3)	Y(3)	Y(3)	Y(3)	Y(3)	Y(3)	Y(3)			
DSE (Display Screen Equipment) (online via H&S software)	Y(3)	Y(3)	Y(3)	Y(3)	Y(3)	Y(3)	Y(3)	Y(3)	Y(3)	Y (3)		
H&S Induction (incl. fire) (Blackboard)	Y(2)	Y(2)	Y(2)	Y(2)	Y(2)	Y(2)	Y(2)	Y(2)	Y(2)	Y (2)	Y (2)	Y (2)
Gold IMERP (also online SharePoint resources)	AR											
Silver IMERP (also online SharePoint resources)	AR	AR			AR							
Bronze IMERP (also online SharePoint resources)		AR	AR	Y (3)	AR	AR	AR	AR		Y (3)		
Mental Health First Aid	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR
Being Safe Feeling Safe Return to Campus	Y	Y	Y	Y	Y	Y	Y	Y	Y	Video only	Video only	Video only
SPECIALIST												
Abrasive Wheels (TBC)		AR			AR		AR	AR	AR			
Asbestos Awareness	AR	AR		AR	Y(2)		AR(3)	AR(3)				
COSHH (Chemical Safety)	AR	AR		AR	Y(2)	Y(3)#	Y(3)	AR	AR#		Y	Y
Exhibition and Event Safety, management of licensed premises		AR	AR	AR			AR	AR	AR			
E Fork Lift Driver Licence (TBC)				AR			AR	AR				
Gas Cylinder Safety (plus				AR		AR	AR	AR	AR			

practical session)												
Handling Difficult Situations (TBC)	AR	AR	AR	AR		AR	AR	AR	AR	AR	AR	AR
Laboratory Safety workshop (LAS)	AR	AR				Y(1)			AR(1)			
Laboratory Safety induction (LAS)	AR	AR				Y			AR			
	Senior Managers (L1 and above)	Managers	Office, reception and switchboard based colleagues	Facilities	EPS Project Management and Planning	Laboratory Technicians	Workshop Technicians	Information Services front line colleagues	Academic colleagues	Security Staff	Catering Staff	Cleaning Staff
Legionella and water hygiene management		AR			AR	AR	AR	AR				
Manual Handling	AR	AR	AR	Y(3)	AR	Y(3)#	Y(3)	Y(3)	AR#	Y (3)	Y (3)	Y (3)
Permit to Work	AR	AR		AR	Y(3)	AR	AR	AR	AR	Y (3)		AR
PUWER (work equipment)	AR	AR		Y(3)		Y(3)#	Y(3)	Y3)	AR#			
Working at Heights/ladder		AR		Y(3)	Y(3)	AR	Y(3)	AR	AR	AR	AR	AR
Research Safety	AR	AR				AR#	AR	AR	AR#			
Mental Health Awareness (CWMT online modules)	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR
IMERP (OTHER)												
Fire Marshals	Y(3)	AR	AR	Y(3)	AR	Y(3)	Y(3)	Y(3)	AR	Y(3)		
Fire Extinguisher	AR	AR	AR	Y(3)	AR	Y(3)	Y(3)	Y(3)	AR	Y(3)	Y(3)	AR
E First Aid at Work (3 days)	V(3)	V(3)	V(3)	V(3)	V(3)	V(3)	V(3)	V(3)	V(3)	V(3)		
E Emergency First Aid (1 day)	V	V	V	V	V	V	V	V	V	Y	V	V
E Evacuation chair training (train the trainer)				Managers (3)						Managers (3)		
Evacuation chair training (internal)				Y(3)						Y(3)		
SECURITY & SAFEGUARDING *												
PREVENT e-learning module	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR		

TBC (UEB)										
Active Bystander Intervention (Green Dot) TBC (UEB)	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR
Safeguarding Essentials TBC (UEB/)	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR

Key:

E = Typically externally delivered

= May be covered by Laboratory Safety training (SLS)

(x) = Refresher required every x years or earlier if required for operational reasons (not normally repeat of full course: e-learning module, toolbox talk including key points may be preferred option (SHW will advise)

Y = Yes

V = Volunteer

AR = As required by job

*** = managed by teams other than Safety, Health and Wellbeing**

Pale grey = E-learning

No colour = virtual interactive

Green = face to face interactive

Safety training specific to activities is determined by local risk assessment and could include:

Crane operator training, use of harness (those tasked with working at height and use of fall arrest systems); management of asbestos, electrical safety, management of legionella (for post-holders who have responsibility for managing those risks on the University's behalf), NEBOSH General Certificate in H&S (local SHW coordinators, EPS CSMs); training for SHW team in specialist skills development; training for those travelling abroad on University business/managing fieldwork etc. Cinema and UWSU colleagues, for the purposes of this document, will be invited to key H&S training as agreed with Head of SHW and Director of Human Resources. Student-specific courses include: Researcher development programmes; Residential Assistants – Halls; FANS; Interns/Helpers – as required