

# SAFE WORKING PROCEDURE

## Health & Safety Training

CORPORATE HEALTH & SAFETY | VERSION 3.01 | MARCH 2022

### **STATEMENT:**

In order to comply with legislation and fulfil statutory responsibility, the Council must make sure that:

- All employees (including temporary staff and volunteers) who work on behalf of or in the name of the Council are competent to undertake their duties.
- A Training Needs Analysis (TNA) has been completed to identify the existing competency of the employee and any gaps in their training needs.
- Employees are provided with the necessary training.

### **SCOPE:**

This Safe Working Procedure applies to:

- All Managers including head teachers referred to as Managers herein.
- All employees, temporary staff and volunteers of Southampton City Council referred to as employees herein.

### Version Control

This Safe Working Procedure is issued and managed by Corporate Health and Safety Service.

Version Number	Date	Amendments
Version 1.00	April 2000	
Version 2.00	April 2011	
Version 2.01	June 2011	
Version 2.02	Sept 2015	New template
Version 3.00	Feb 2020	General review
Version 3.01	Mar 2022	Periodic Review- minor amendments
Review Conducted	Next Review Date	
Sept 2015	Sept 2017	
Feb 2020	Feb 2022	
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### Forms

- [Health and Safety Training Matrix non schools](#)
- [Health and Safety Training Matrix for schools](#)
- [Managers Handbook](#)
- [Induction Check List](#)

## 1. Responsibilities

### Senior Managers/Head Teachers are responsible for ensuring:

- 1.1. All staff are competent to perform their role
- 1.2. All staff receive induction training
- 1.3. Training needs are regularly reviewed and assessed for all staff

### Managers and supervisors are responsible for ensuring compliance with the SWP and must:

- 1.4. Ensure new starters including those who change jobs receive appropriate induction training.
- 1.5. Identify through Risk Assessment, legislative requirements including ACOPs, guidance and benchmarking, the skills and knowledge (i.e. competency) needed by employees to work in a safe and healthy way as per [SWP Risk Assessment](#).
- 1.6. Assess if an employee has the required knowledge or skills to undertake their duties in a safe manner; if the employee does not have the sufficient training additional supervision may be required or the individual should not be permitted to undertake the task until suitable training has been provided.
- 1.7. Give particular consideration to young, vulnerable and/or inexperienced workers, including apprentices to ensure their level of understanding and competency to carry out tasks. See [SWP Persons in a Training Role and Young Persons at Work](#).
- 1.8. Where a skills gap has been identified, training must be provided and records kept.
- 1.9. Discuss with employees feedback on training courses attended.
- 1.10. Ensure employees attend refresher training, when necessary, for some professions, there may be a requirement for them to be a member of a professional body and participation on Continuous Professional Development Schemes (CPD).
- 1.11. Keep records on employees training status (some records will be kept on Course Booker managed by L&D available to managers to view).

### Employees must:

- 1.12. Attend all necessary health and safety training.
- 1.13. Inform their manager of any concerns they have regarding a lack of health and safety training or any changes to working conditions / practices that have health and safety implications.
- 1.14. Follow procedures/guidance/instructions and carry out their work activities in accordance with their health and safety training.

## 2. Procedures

- 2.1. Health and Safety Service have a [Training Microsite](#), where you can find further information such as the '[Managers Handbook](#)', primarily designed for new or newly appointed managers, but also acts as an aid memoire and an essential pre read for the Managing Health and Safety training course. Please visit the [Learning and Development](#) web pages for more details and training courses booking service.
- 2.2. On appointment of a new staff member, managers must carry out a job analysis and develop a training plan to ensure the staff member will be competent to carry out their role from the start or suitable controls put in place until they are competent. Particular consideration should be given to young, vulnerable and/or inexperienced workers, including apprentices, to ensure their level of understanding and competency to carry out tasks. See [SWP Persons in a Training Role and Young Persons at Work](#).
- 2.3. Managers must ensure employees receive induction training from day one of their employment; an [Induction Check List](#) is available in Staff Info to guide managers on the basic topics that must be covered; Consideration must also be given to whether or not any further, role specific, training is also required and if so, it must be ensured that this is also provided.
- 2.4. Various [Safe Working Procedures](#) provide guidance to managers on the level of competences required see section 3.0 for more details.

- 2.5. The risk assessment process will identify the hazards employees are likely to be exposed to and the controls required to manage the risk, in most cases one of the controls will be training. For example, to manage a manual handling risk of an employee receiving a muscular skeletal injury, the provision of manual handling training will help provide the employee with part of the competency necessary to carry out the task safely.
- 2.6. Employees may also require job/role/trade specific courses to ensure their competence such as Forklift Driving, Electrician, Plumber, Care Worker, hedge trimming; refuse collecting etc. or specific training on how to operate equipment.
- 2.7. A Health and Safety Corporate [Training Matrix \(Non-Schools\)](#) and a Health and Safety [Training Matrix \(Schools\)](#) is available to help managers identify training needs and courses available; but more importantly it specifies training which the Council considers as mandatory (i.e. Fire Safety).
- 2.8. Further information on Health and Safety training can be found on the Council's Learning and Development [Intranet site](#), where staff can book directly onto courses (schools see 2.7). Where training needs have been identified but the subject matter is not covered by the service specification Learning and Development may source the training and advise on how to book.
- 2.9. Some training can be provided locally through briefings, toolbox talks, team briefs; Managers must ensure the person delivering this type of training is competent to deliver the course. Learning and Development website has a link to [Delivering Presentations and Training](#).
- 2.10. All formal health and safety training conducted outside the remit of L&D must be done by approved trainers and the format/content validated and approved by L&D/CHSS.
- 2.11. All training, formal and informal, including toolbox talks etc. should be recorded to evidence that information has been provided as required.
- 2.12. Schools who require health and safety training should contact Learning and Development by email on [learning.development@southampton.gov.uk](mailto:learning.development@southampton.gov.uk)
- 2.13. The Health and Safety Executive provide free downloadable information on training INDG345 [Health and Safety Training, What you should know](#). They also provide a [guidance on competence and certification](#) on their web site [www.hse.gov.uk](http://www.hse.gov.uk) and free downloadable power point presentations and videos on all sorts of topics.
- 2.14. The Corporate Health and Safety Service have a dedicated intranet page on Health and Safety Training, one of the links provided from this page is to a health and safety handbook for manager '[A quick start guide](#)'.

### 3. **Safe Working Procedures Relevant to This Document**

- 3.1. SWP Workplace Health, Safety and Wellbeing
- 3.2. SWP Risk Assessment
- 3.3. SWP Manual Handling
- 3.4. SWP Display Screen Equipment
- 3.5. SWP Control of Substances Hazardous to Health
- 3.6. SWP Fire Safety
- 3.7. SWP Person in a Training Role and Young Persons at Work

Note: Other safe working procedures apply and should be consulted. An A-Z is available on the Council's [Health and Safety Intranet](#).

#### 4. Main Legislation Relevant to This Document

- 4.1. [Health and Safety at Work etc. Act](#)
- 4.2. [The Management of Health and Safety at Work Regulations](#)

#### 5. Contact Address's and Guidance Links

- 5.1. Learning and Development
  - 5.1.1. [learning.development@southampton.gov.uk](mailto:learning.development@southampton.gov.uk)
  - 5.1.2. [Learning and Development](#)
- 5.2. Health and Safety Executive
  - [www.hse.gov.uk](http://www.hse.gov.uk)
  - 5.2.1. INDG345 [Health and Safety Training, What you should know](#)
- 5.3. Royal Society for the Prevention of Accidents
  - [The Royal Society for the Prevention of Accidents - RoSPA](#)
- 5.4. Institute of Occupational Safety and Health
  - [www.iosh.co.uk/](http://www.iosh.co.uk/)
- 5.5. Health and Safety Service
  - [Health and Safety Intranet](#)

For full contact address visit the health and safety intranet [Useful Contacts](#).