

Essential Health and Safety Training For Managers

Frequently Asked Questions

Q What happened to the Health and Safety Management Academy?

A *The Health, safety and wellbeing manager was asked on appointment to review the Management Academy training and establish whether it was appropriate and proportionate to the varied service areas of the authority. The health and safety board approved the refreshed package of training (Essential Health and Safety Training For Managers) in October 2017.*

Q What's different about this training package?

A *The training is based around a premise that all services differ and have differing risks and challenges. This training includes essential learning elements which all managers need to complete; for example e-learning (H&S for managers), some reading material plus completion of the risk profiling tool. Managers who have services indicating medium or high risk may then opt to explore the recommended resource materials that may be applicable and to improve their understanding of requirements. The training was also designed around the following core behaviours:*

- *Balancing commercial demands*
- *Taking personal responsibility*
- *Working through and with others*
- *Being customer oriented*
- *Embracing change*

Q What is a risk profiling tool?

A *This tool has been added in order to provide an indication of the risk associated with your service area. Knowing this will help you to identify whether more training needs to be pursued in order to manage H&S effectively. The results will be collated, monitored and used by the H&S service to help programme future assurance audits.*

Q If I completed H&S Management Academy in 2016/17 do I need to do this as well?

A *This will depend on a number of factors which may necessitate a discussion with your line manager and should include:*

- *An honest assessment of ability to manage H&S effectively now – links to annual performance review.*
- *Consideration of any changes within the service, for example a process change, changes of equipment, tools, etc.*

Q What H&S e-learning modules are mandatory and how often should I complete them?

A *Because the authority's services all differ and have differing risks and challenges it is not deemed practicable to mandate frequencies for H&S e-learning.*

The competence of individuals is vital, whether they are, managers, supervisors, employees and contractors, especially those with safety-critical roles (such as plant maintenance engineers). It ensures they recognise the risks in their activities and can apply the right measures to control and manage those risks.

The HSE describes competence as:

*Competence can be described as **the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely.** Other factors, such as attitude and physical ability, can also affect someone's competence*

Service managers may use the Training Needs Analysis tool help plan training and determined frequencies but also training needs and competency should form part of the Annual Performance Review process.