

## **Health and Safety Training Matrix (2020)**

The following matrix is the agreed policy document listing the Health and Safety training requirements for the many and diverse staff that work within Calderdale. It incorporates not only the very comprehensive trainer led training provided by the Health and Safety team but also that of the flexible E-learning packages that are now readily available. All available training is advertised in the Corporate Health and Safety Training Prospectus.

The matrix highlights areas where individual training should or must be provided. This document has been approved by the Health and Safety Compliance Group and the Corporate Leadership Team (CLT) and gives managers a clear way forward to identify minimum staff training needs for the categories identified. Of course, managers will be aware that they need to identify training needs and refresher training in the employee's appraisal to ensure Health and Safety competency in the individual's role; this matrix should be used as part of this process. As a general guide, unless otherwise stated in the matrix, refresher training should be undertaken every 3 years.

The E-Learning modules are intended for use within an induction period, as a refresher, or where a trainer led course is unavailable at the time. They are not intended to be a replacement where a full training course would be more appropriate or necessary. The E Learning courses identified as mandatory, as stated in the following table, must be undertaken. The modules are free and take between 35 and 90 minutes to complete, depending on the course. These courses can be completed in stages dependant on the employee's workload. Managers can register members of staff on the system by contacting **Richard Polak in Health and Safety on 01422 393067**.

### **Health and Safety training is mandatory as part of Health & Safety Legislation.**

Please be aware that the training of volunteers and apprentices is also covered under Health and Safety legislation. If you operate a training log for these members of staff they must have completed their log before commencing work in your area.

As a manager you should always refer and adhere to the **Corporate Induction Programme** requirements – there is an induction checklist which can be obtained from the [Health and Safety document library](#) on the Council's intranet page. It is policy that all new employees must have completed an induction with their line manager within 3 months of commencing their employment.

In the event that members of staff are injured at work as a result of conducting their usual work activities, it is a requirement for the Council to be able to prove that as an employer, CMBC has ensured compliance with its duties identified in law, specifically section 2.2c of the Health and Safety at Work Act etc. 1974.

### **Definition of "Safety Critical" (based on HSE definition)**

***If your work activity poses a risk to the health and safety of yourself or others, then its "Safety Critical" (e.g. operating machinery, handling & using chemicals, activities involving the safety of the public (lifeguarding, school crossing patrol), asbestos, construction, forestry agriculture, working with vulnerable clients, lone working, work at height, driving at work, confined spaces),***

***If there is the likelihood of someone else being harmed or injured (e.g. members of the public, clients, contractors etc.) as a consequence of your work activity, then its "Safety Critical".***

## **LIST OF ALL AVAILABLE TRAINING**

### **E-LEARNING COURSES:**

- An Introduction to H&S at Work
- An Introduction to Managing H&S
- An Introduction to CDM 2015
- An Introduction to Legionella Control
- An Introduction to basic first aid
- Asbestos Awareness
- Asbestos Basics
- Avoiding Slips, Trips and Falls
- COSHH Awareness
- Fire Safety and Evacuation
- Fire Prevention and Evacuation
- Fire Warden V2
- Food Safety Essentials
- Fire Extinguisher Training
- Hand Hygiene – a video guide to effective hand washing
- Managing Risks – Risk Management
- Handling Violence and Aggression
- Ionising Radiations
- Introduction to Risk Assessment
- Lone Working – Hazards and Risks
- Managing & Handling Stress at Work
- Managing Workplace Transport H&S
- Risk Assessments for Managers
- Running Safe & Successful Events
- RSI (Repetitive Strain Injury) – what it is and how to avoid it
- Personal Safety in Other People's Homes and Premises
- Protecting the Environment at Work and Home
- Preventing Bullying in the Workplace
- Safe Manual Handling
- Staying Safe in Confined spaces
- Staying Safe with Electricity
- Staying Safe with Hazardous Substances
- Staying Safe with Noise
- DSE and Workstation Safety
- Work at Height and Ladder Safety – including scaffolds, scaffold towers, fragile roofs and use of MEWP's
- Alcohol and Drugs Awareness
- Councillor H&S Training

### **TRAINER LED COURSES:**

- Alcohol and Drugs Awareness
- Health and Safety Awareness
- Confrontation Management
- CDM and Management Regulations
- Fire Extinguisher Training – NOTE: not always available so E-learning alternative
- Fire Warden & Fire Safety General Awareness
- First Aid at Work (3 days) - Annual ½ day refresher
- First Aid at Work Emergency (1 day) - Annual ½ day refresher
- Health & Safety Refresher for Managers (3 years) - based on IOSH MS course
- 3 yearly Health & Safety Refresher
- IOSH Managing Safely (3 day course)
- IOSH Working Safely (1 day course)
- IOSH Fire Safety for Managers (1 day course)
- IOSH Managing Safely Refresher (1 day course)
- Practical Manual Handling
- Site Contact – includes asbestos basics; work at height; fire safety; water hygiene; visiting contractors; environment
- Dealing with Stress and Conflict Needs – Stress Masterclass (1/2 Day)
- Building Personal Resilience to Stress – Mindfulness and Meditation
- Sleep and Your Health
- Wellbeing Taster Sessions
- EVAC Chair Training

**Table 1: Trainer led Health and Safety Courses - Training Matrix**

	CMBC Induction Checklist (manager led)	Health & Safety Refresher every 3 years	Fire Warden & Fire Safety Awareness	IOSH Working Safely (1 Day)	IOSH Managing Safely (3 Day)	IOSH Fire Safety for Managers (1 Day)	IOSH Managing Safely Refresher (1 Day)	Site Contact (includes asbestos basics; Work at Height; Fire Safety; Water Hygiene; Visiting Contractors; Environment	H&S Refresher for Managers (3 Years) based on IOSH Managing Safely course	Practical Manual Handling	CDM Regulations	Confrontation Management	Dealing with Stress and Conflict Needs	Alcohol and Drugs Awareness	Building Personal Resilience to Stress - Mindfulness	EVAC Chair Training	Sleep and Your Health	Wellbeing Taster Session	First Aid at Work (3 Days) Annual ½ day refresher	Emergency First Aid at Work (1 Day)
Frontline Contact															Recommended for all staff as a stress/wellbeing management strategy.	Staff nominations through PDP and Service/building needs.	Recommended for all staff as a stress/wellbeing management strategy.	Recommended for all staff as a stress/wellbeing management strategy.	Staff nominations through PDP and Service needs	Staff nominations through PDP and Service needs
Manual Posts																				
Manager of people in <b>Low risk</b> e.g. office staff																				
Manager of people - <b>assigned to do an Annual Safety Audit</b>																				
Manager of people in <b>Safety Critical*</b> – e.g. manual/front line/lone working																				
Site Contacts																				
Machinery Operators																				
Technical Staff																				
Minibus Drivers																				
Escorts																				
Handy Person/caretaker																				
Care staff																				

**KEY:**

= Minimum Mandatory Training required (or E-Learning equivalent)

= advisable training for staff (not mandatory)

= **Attendance for Asbestos basics and Work at Height only or via E-learning package**

= no training required

Table 2(a): E-Learning Programme - Training Matrix

	Councillor Health and Safety Training	Work at Height and Ladder Safety	Repetitive strain Injury awareness	Lone Working – Hazards & Risks	Safe Manual Handling	Managing Workplace Transport Health & Safety	Avoiding slips trips and falls	Personal Safety in Other People’s Homes and Premises	Managing and handling stress at work	Preventing bullying in the workplace	DSE and workstation safety	Handling Violence & Aggression at Work	Running Safe and Successful Events	Alcohol and Drugs Awareness	Managing Risks – Risk Management	Driving at Work and winter driving	Introduction to Legionella Control	Introduction to First Aid Basics	Food Safety Essentials	Ionising Radiations
Frontline Contact	This training is for Councillor’s only!												Advisable for any person thinking of running events on CMBC land.					Staff nominations through PDP and Service/building needs.	Staff nominations through PDP and Service/building needs.	
Manual Posts																				
Manager of People in <b>Low risk</b> e.g. office staff																				
Manager of People in <b>*Safety Critical</b> manual staff/lone working																				
Site Contacts																				
Machinery Operators																				
Technical Staff																				
Minibus Drivers																				
Escorts																				
Handy Person/caretaker																				
Care staff																				

**KEY:**

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= advisable training for staff (not mandatory)

= **Attendance for Asbestos basics and Work at Height only or via E-learning package**

= no training required

**Table 2(b): E-Learning Programme - Training Matrix Continued**

	Risk Assessment for Managers	Introduction to Risk Assessment	Staying Safe in Confined Spaces	Staying Safe with Electricity	Protecting the Environment	Fire Safety, Evacuation and Prevention	Fire Warden Training V2.	Fire Extinguisher Training	Hand Hygiene	Staying Safe with Hazardous Substances	Asbestos Awareness or Asbestos Basics	COSHH Awareness	Introduction to Health and Safety at Work	Introduction to Managing Health and Safety at Work	Staying Safe with Noise
Frontline Contact							Staff nominations through PDP and Service/building needs.	Staff nominations through PDP and Service/building needs.							
Manual Posts															
Manager of People in <b>Low risk</b> e.g. office staff															
Manager of People in <b>*Safety Critical</b> – manual staff															
Site Contacts															
Machinery Operators															
Technical Staff															
Minibus Drivers															
Escorts															
Handy Person/caretaker															
Care staff															

**KEY:**

- = Minimum Mandatory Training required (or E-Learning equivalent)
- = advisable training for staff (not mandatory)
- = **Attendance for Asbestos basics and Work at Height only or via E-learning package**
- = no training required