



HEALTH AND SAFETY TRAINING

Introduction

All persons with delegated responsibility for health and safety issues will receive adequate and appropriate training in order to assist them carry out their responsibilities.

The Safety Office provides advice and guidance to the Talent and Education Department (TED) to enable them to deliver an appropriate programme of health and safety training.

Records detailing all training activities, including refresher training, shall be maintained.

Application

LSHTM is committed to the systematic identification of training needs and the provision of training in order to ensure that employees and students are competent to carry out their assigned duties.

This procedure applies to all employees (including temporary, part time and agency personnel) and non-employees who may be affected by the undertaking of LSHTM, including contractors, students and members of the public.

All new employees and employees transferred to different work or areas shall be given health and safety induction training to familiarise them with their new duties and workplace.

This procedure also covers the provision of refresher training.

Responsibilities

Deans of Faculty and Heads of Professional Support Services

Deans of Faculty and Heads of Professional Support Services are responsible for:

- The implementation of this procedure within their area of responsibility
- Ensuring that there are arrangements in place to provide appropriate information to members of staff, students, visitors etc
- Identifying the health and safety training needs of all personnel within their area of responsibility. Training requirements need to be considered for:
 - H&S awareness training for all managers and staff
 - New employees and students
 - Employees who are to be promoted or re-deployed
 - Employees and students who are young and inexperienced
 - Employees and students who are disabled

- The needs of less able bodied persons, for example:
 - Wheelchair users, and other persons with impaired mobility
 - Persons with impaired vision
 - Persons with impaired hearing
 - Persons with learning difficulties
 - Persons with mental illness
- Employees promoted to positions with critical responsibilities for health and safety
- Employees who need to work alone for long periods of time
- Employees who occasionally cover for absent staff
- Employees and students who are exposed to new or increased risks including those working with:
 - New or modified equipment
 - New technology
 - New or modified systems of work
 - Employees who work shift patterns
 - Those who need 'refresher' or 'up-date training'
- Ensuring that employees within their area of responsibility receive appropriate area induction training upon commencement of employment. The day one safety induction includes, but is not limited to:
 - An introduction to LSHTM's Safety Policy Statement
 - Any immediate health and safety requirements
 - The identity of the relevant Faculty Safety Supervisor
 - Procedures in the event of a fire alarm including frequency of fire drill/testing alarms
 - Local first aid arrangements and procedure for the reporting of injuries, other incidents and damage
 - A checklist is used to ensure all identified items are communicated and signed off in order for the new staff member to obtain an ID pass. Copies of the completed form are forwarded to the Safety Office.
- Ensuring that students, contractors and visitors within their area of responsibility receive an induction that covers emergency arrangements and, as appropriate, hazards to which they may be exposed
- Ensuring that all new members of staff undergo a planned training programme that will assist them to become productive in the shortest possible time
- Identifying individual staff's ongoing health and safety training needs by means of an annual appraisal meeting. These needs shall take into account key skills, needs identified via observation of the individual's work activities, workplace inspections and accident investigations
- Ensuring that health and safety training is carried out by competent persons in accordance with agreed training programmes and session plans in order to achieve identified objectives
- Ensuring that the necessary resources (i.e. people, money and facilities) are provided for health and safety training requirements
- Ensuring that health and safety training takes place, as far as is reasonably practicable, during working hours without loss of earnings. If, for operational reasons this not practicable compensation in an appropriate form shall be provided to affected employees
- Assessing the competency of staff at the conclusion of a training programme and any required 'probationary' period

Note: The Faculty Deans/Directors of Support Services may delegate the above tasks to specific Managers, within their area of authority, as appropriate.

Responsibility for health and safety forms part of managerial responsibility, through the management chain, even if not formally specified in the job description. The supervision of health and safety can be delegated, but the responsibility cannot.

The Safety Office

The Safety Office is responsible for:

- development and maintenance of a general health and safety training needs matrix for each category of staff and student.
- providing advice and guidance to the TED to enable them to deliver an appropriate programme of health and safety training.
- delivering and maintaining LSHTM's on line health and safety training management system: <https://awaken.am.lshtm.ac.uk>
- maintaining training records for all health and safety training undertaken by staff and students.
- liaising with the ITD Laboratory Safety Manager to ensure that all local training is recorded.
- assistance with health and safety training, whether general, specialist, initial or review, as appropriate to address the needs of Faculties/Support Services