

## Health & Safety Training Portfolios

*Proposal for consideration by H&S Management Committee*

*Why does CLS Management need them?*

- Accident reports highlight lack of basic competence/understanding in many cases
- External audits have identified this as an area requiring serious attention
- CLS needs to prove to regulators that it provides adequate training
- Competent (trained) staff & students will save money and prevent serious losses

*Why do staff/students need them?*

- Competent (trained) staff /students are less likely to get hurt (accident/ill health)
- Staff/students can prove their competence to potential employers
- Part of their OPD

*How will CLS implement them?*

- Provide a set of training opportunities (many exist already)
- Provide a simple system for recording training undertaken (see form below)
- Embed the system into staff (OSAR) and student (PhD/MSc) review processes
- Show visible management commitment to the process (ensure it happens!)

*The details*

As an employer, the CLS has both legal and moral obligations to ensure that the people working here have the necessary competence (which can be defined as “a combination of their knowledge, training, qualifications, experience and qualities appropriate to the individual’s duties”). We cannot allow ourselves to make assumptions about competences. Instead, we must ensure that where a risk assessment identifies a significant risk, we can prove that those persons exposed to the risk have the competence to work safely. This is not only required by statute law and, hence, the enforcing agencies and would be scrutinised in the event of any adverse event, but can also have a bearing on the outcome of personal injury claims and insurance premiums. There are also well established links between competence, productivity and cost savings (competent workers are more productive and save money). However, ensuring competence cannot rely solely of providing information and training material without ensuring that staff/students use them.

*A simple example*

The supposedly mandatory health and safety induction course for new staff is poorly attended and despite continuous reminders to attend, a significant number of new staff never do. This training is vitally important and supervisors should be ensuring that their staff have attended. Requiring a training portfolio to be both presented **and** checked at staff/student review meetings would allow assurance to be obtained by the supervisor.

