

CORPORATE PROCEDURE

HEALTH AND SAFETY TRAINING

1 Aims of the procedure

1.1 The aim of this Corporate Procedure is to ensure that the health and safety training needs of new and existing employees are continuously monitored in order to identify short-comings in knowledge and skills. The primary management tool currently used to ensure training is carried out is the Employee Development Review (EDR). This initiative can be used for health and safety training as well as professional development courses.

1.2 It is essential that the health and safety training needs of employees are identified in order for the authority to ensure that all employees are:-

- Competent.
- To complete their tasks in a safe manner.
- To ensure that they can meet the requirements of health and safety legislation

2 Responsibilities

2.1 Corporate Directors

Corporate Directors are responsible for making sufficient resources available for ensuring that staff training and development is carried out.

2.2 Heads of Service

Shall enforce this Corporate Procedure and ensure that sufficient resources, which include, finance, time for employees to attend training, training providers, facilities and equipment are made available. The Heads of Service will review the training needs of the employees in conjunction with their Managers/Team Leaders/Headteachers, Personnel/Training Officers and Trade Unions as necessary.

2.3 Governing Bodies of Schools Maintained by Education Authority

There is a shared overall responsibility for health, safety and welfare between the LEA, governing body and headteacher.

2.4 Managers/Team Leaders/Headteachers

2.4.1 Shall comply with this Corporate Procedure and continuously review the health and safety training needs of their Employees. They will notify the Personnel/Training Officer of the health and safety training requirements for their employees, once it has been identified.

2.4.2 The Manager/Team Leader/Headteacher will in conjunction with the Personnel/Training Officer use the EDR initiative to identify the health and safety training needs of employees, co-ordinate and then organise the training courses accordingly.

2.4.3 The Manager/Team Leader/Headteacher is responsible for ensuring that all health and safety refresher training is completed as scheduled.

2.4.4 The Manager/Team Leader/Headteacher must follow through any action points that are identified as a result of the health and safety related training that has been completed.

2.5 Employees

Employees must work with their Managers/Team Leaders/Headteachers to identify their health and safety training needs. It is the responsibility of the employee to attend courses once they have been arranged. The employee is required to provide feed back on the courses that they have attended in order for the Manager/Team Leader/Headteacher and the Personnel/Training Officer to evaluate the quality and effectiveness of the course.

3 Organising and delivery of the training

3.1 The Heads of Service, Managers/Team Leaders/Headteachers and the Personnel Training Officer will develop an annual training plan for the employees of the Directorate. The Training plan will identify the health and safety training needs of the staff, as a result of the Personal EDR interviews.

3.2 The responsibility for ensuring that the training centres and training personnel are able to deliver appropriate training courses rests with the Heads of Service, Managers/Team Leaders/Headteachers and the Personnel/Training Officer. Where health and safety training courses are being organised, the Corporate Health and Safety Section will be able to advise on identifying competent training providers.

3.3 Once employees have been identified for health and safety training the Manager/Team Leader/Headteacher will, before the event, brief the employee on the expected learning outcome and state what the Authority is expecting from them as a result of attending the course.

3.4 Employees will be expected to sign an attendance record sheet at the start of the course and any other subsequent days there after, as proof of attendance. The person responsible for the course will send the completed attendance sheet to the course administrator in order for the details to be entered onto the training database (Vision or equivalent).

3.5 On completion of the course the Trainer will provide the employees with an evaluation form that must be completed and returned to the Training Provider. The evaluation form is intended to provide the Training Provider, Personnel/ Training Officer and Manager/Team Leader/Headteacher with an instant feedback on the relevance of the course.

3.6 Where appropriate the employees will develop an action plan of what they have learnt so as to allow them to apply the knowledge and skills that they have gained from the training.

3.7 The Manager/Team Leader/Headteacher will address additional training needs that are identified through [CP/01/01](#) “Checking, Corrective and Preventative Action” or as a result of accidents and risk assessments [CP/04/01](#)

3.8 Less formal training such as tool box talks, team briefing sessions etc will be identified and completed by the Manager/Team Leader/Headteacher, Personnel/Training Officer and the Health and Safety Officer as appropriate. The Manager/Team Leader/Headteacher is responsible for ensuring that all awareness training etc, is recorded onto the Employees personnel file.

3.9 Induction Training is an essential part of the development of new Employees, the Manager/Team Leader/Headteacher must ensure that a robust induction-training package is in place for all new starters.

4 Training Records

There are a number of systems used to record details of training, as follows:-

- Tool box talks, awareness training, via team briefing sessions etc are recorded by the Manager/Team Leader/Headteacher etc, the records would then either be kept on site or passed to the Personnel Training Officer for safe keeping.
- The corporate Vision recording system is used by the Personnel Sections in all Directorates to record training completed by staff. The same system is also used by the authorities internal training providers, to enable them to record training courses that have been delivered.

5 Training Providers

5.1 Life Long Learning Service - Theodore Road

The Life Long Learning Service based at Theodore Road is accredited to deliver formal health and safety training courses, the courses that can be delivered range from IOSH Managing Safety, NVQ and NEBOSH courses, which are nationally recognised.

The training courses that are provided are available to Employees of Neath Port Talbot County Borough Council (NPTCBC) and Non-Employees.

5.2 Tawe Terrace Training Centre

Tawe Terrace is able to offer a wide range of training courses, which are both awareness and accredited courses. This training facility is available to all employees of the Authority.

5.3 Training Development Centre – Social Services Health & Housing Directorate.

The Social Services Health and Housing Directorate has a specific training need for it's employees, therefore a specialist training section has been developed in order to ensure that the needs of the Directorate are being met.

The Training Development Centre is able to provide employees with both specialist training (eg, manual handling of persons etc) and a wide range of development and awareness training.

5.4 External Training Providers

External Training Providers are used/provided where there is a specialist-training requirement that cannot be delivered by using the in-house training providers, such as CITB, CPCS cards or heavy plant and off road driving instruction.

Where possible the use of the external training providers is kept to a minimum and must be carefully selected in order to ensure the training course will deliver exactly what is required.

The Manager/Team Leader/Headteacher, Personnel/Training Officer or the Head of Service will undertake the selection of External Training Providers. The Corporate Health and Safety Section will provide advice and guidance on selection of training providers if so desired.