**Health and Safety Training Provision – Funding Arrangements**

**1 Introduction**

The University is committed to providing staff with the learning and development opportunities to support them in working safely in their role.

This document aims to outline what safety related training can reasonably expected to be delivered, arranged, and supported financially through Staff Learning and Development from August 2019 onwards.

**2 Scope**

This document is applicable to both permanent and fixed –term members of staff.

**3 Roles and Responsibilities**

It is the responsibility of the manager to identify the necessary skills required by their staff and any training and development that may be required in order to support them in working safely.

Staff Learning and Development will deliver, via a variety of means, a core suite of safety related training. (see overleaf)

Where specialised training is required by an individual Faculty / School / Directorate in order for them to meet their safety related obligations , the Faculty / School / Directorate isexpected make provision to fund this training locally. Exceptions may include where training is delivered by University of Manchester staff.\*

Where new pieces of equipment are purchased, for example when new buildings are commissioned, the costs associated with initial commissioning and ongoing training in the safe use of this equipment should be taken into account by the School or Faculty commissioning the equipment / building.

Examples of training for which local financial provision ought to be made are detailed overleaf.\*\*

Where a specific Safety related qualification is essential for the individual’s role, it is the expectation that the School / Faculty / Directorate will fund the individual to undertake this qualification. By adopting this approach, this bring Health and Safety related qualifications in line with the guidelines set down by the FE / HE / External Training Support Scheme

Applicants requesting other training may make a request under the FE / HE funding scheme or the External Training Support Scheme.

**Core Suite of Courses / Learning and Development – delivered by Staff Learning and Development**

* Health and Safety Induction
* General Fire Safety Related Training
* Manual Handling
* Lone Working
* Driving at Work
* COSHH – Lab Based
* COSHH – Non Lab Based
* Risk Assessment
* Working Safely
* Managing Safely
* Safe Use of Display Screen Equipment
* Assessment of Display Screen Equipment
* Office Safety
* Safe Use of Ladders and Steps
* Laser Safety\*
* UCEA Guidance
* Elimination of Slips, Trips and Falls
* Compressed Gas eLearning
* Compressed / Cryogenic Gas Workshop

**\*\*Excluded from Staff Learning and Development Provision**

* Safe Use of Abrasive Wheels
* Safe Use of Woodworking Machinery
* Use / certification in the use of Cranes and Gantrys
* Portable Appliance Testing
* Practical Use of Fire Extinguishers – related to use of Laser Cutters
* Carriage of Infectious / Diagnostic / Biological Samples (IATA)
* Carriage / Packing of Dangerous Good By Air
* Minibus Driver Training
* NEBOSH Certificate
* NEBOSH Diploma or equivalent

Current Costs of Excluded Courses

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| --- | --- | --- |
| **Course Name** | **Cost** | **Note** |
| Safe Use of Abrasive Wheels | £565 per day plus £35 per person  | 1 day courseMax 6 participants |
| Safe Use of Woodworking Machinery | £565 per day plus £35 per person | 1 day courseMax 6 participants |
| Safe Use of Cranes and Gantrys  | £565 per day plus £35 per person | 2 /3 / 5 daysMax 3 participantsCertificate valid 2 years |
| Portable Appliance Testing | £800 per course |  |
| Practical use of Fire Extinguishers (inc Laser Cutters)  | £600 per day plus £30 per extinguisher |  |
| Carriage of Infectious / Diagnostic / Biological Samples by Air  | £1500 per course plus travel plus accommodation | 15 participants maxCertification valid for 2 years |
| Carriage / Packing of Dangerous | £1500 per course plus travel plus accommodation | 15 participants maxCertification valid for 2 years |
| Minibus Driver Training |  | Not delivered 3-4 years due to change in licence requirements  |
| NEBOSH Certificate | £1100 per person |  |
| NEBOSH Diploma | £1230 per person per module  | 4 modules |

Approved: 22.01.19