

To Vice-Presidents/Deans, Heads of Schools, HoFAs
From Dr Melanie Taylor
Date 20 August 2008
cc Prof M Case, Dr S A Robson, Dr D Barker, Dr S Bidey, J McNeill,
School Safety Representatives
Reference Safety Circular 6/2008

Recording of Local Health & Safety Training

Resource Link (RSL) is used by the University to record training provided centrally for members of staff. All training information is held against the person record and work is underway to expand the use of RSL to record information on E&D, grievance, sickness, PDR & recruitment.

All health & safety training attended via the Staff Training & Development Unit is recorded using this system and reports are regularly generated for various monitoring and auditing purposes. Currently these reports do not include health & safety training arranged and carried out locally (eg toolbox talks), and therefore they significantly underestimate the overall training provided. These inconsistencies have been highlighted in monitoring reports submitted to the Occupational Health, Safety and Training Advisory Group (OSHTAG), and during recently completed audits.

To facilitate the process of recording all health & safety training, and permit improved accessibility and consistency of this information, it has been agreed that access to the training module of RSL would be widened out to allow Schools, Directorates and Units to use RSL to record their own locally arranged health & safety training.

Heads of School, Directorate and Units are asked to appoint a "nominated person(s)" to undertake this role. The Staff Training & Development Unit will then make the necessary arrangements for local access to be granted, and co-ordinate the required training. Please email Jane McNeill (jane.mcneill@manchester.ac.uk) with the following information by the **26th September 2008** :

- Name(s) of nominated person(s), Job title(s)
- Novell Login(s),
- School / Directorate / Unit

Thank you,

Dr Melanie Taylor
University Safety Advisor

Mrs Rachel Valentine
STDU, Health & Safety Training Advisor