

To Vice-Presidents/Deans, Heads of Schools, HoFAs  
From Dr Melanie Taylor  
Date 2 July 2008  
cc Prof M Case, Dr D Barker, Dr S A Robson, Mr P Dixon,  
School Safety Representatives  
Reference Safety Circular 4/2008

## Health & safety training – 2 issues

### Mandatory training for key personnel

The University's Health & Safety Committee has recently approved a new procedure on mandatory training for people with key health and safety responsibilities, including school safety advisors, first aiders, school biological safety advisors, radiation protection supervisors and evacuation marshals. The procedure defines the minimum training required for each appointee, and statutory refresher periods. Please note that where refresher training is not specified in law, a review of training needs should be part of the person's PDR and will be influenced by changes in legislation, recommendations from HSS and STDU, personal competence or experience, recommendations arising from investigations into accidents or near misses, and other relevant factors.

STDU have developed guidance to assist managers in identifying (health and safety) training needs, matching training need to appropriate provision, keeping records, etc.

Both procedure and guidance can be found at  
<http://www.campus.manchester.ac.uk/healthandsafety/CoPs&Guidance.htm#T>

Heads of School are asked to compare the training of their existing appointments against this standard, and to make good any shortfall. A report summarising your school's position, and any action(s) required to comply with the procedure, should be submitted to your health & safety committee. Advice on the number of key personnel in any particular school or unit can be obtained from your usual University Safety Co-ordinator.

### Health & safety inductions for new starters

Staff in STDU have carried out a pilot study of how *local* inductions take place. This process should be carried out by line managers (or their appointees), and should include completion of the Health & Safety Induction Checklist provided to all new starters in the "Employee Information" purple folder. Details are also at  
<http://www.campus.manchester.ac.uk/healthandsafety/CoPs&Guidance/induction.doc>

It appears than some schools do not currently make arrangements for information about new starters to be provided to their own school safety advisors, so that the SSAs can monitor the process, and better assist line managers to complete the task.

Heads of Schools are asked to ensure that within their schools, SSAs are informed regularly of the names of new starters, start dates, line manager, and place(s) of work. Detailed arrangements may well vary depending on recruitment rates, etc but you are asked to bear in mind that essential safety information (eg about fire alarms and exit routes) should be delivered as soon as possible, preferably on the first day, unless constant supervision is available.

Dr Melanie Taylor  
University Safety Advisor

Mrs Rachel Valentine  
STDU Health & Safety Training Advisor