

# HEALTH AND SAFETY TRAINING POLICY

## THIRSK COMMUNITY PRIMARY SCHOOL

Providing health and safety training to staff is one of the most effective ways of ensuring that your schools safe systems of work are followed. Use our sample training policy as a guide to setting out how it is organised and what you expect from your staff. By following this it should help you comply with the increasingly complex legal requirements, please amend it for your own school needs.

### 1. General Statement

This School is committed to ensuring that all our staff have received adequate training to be able to carry out their duties safely and without risks to themselves or others. We aim to achieve this by providing induction training for all new employees. It will also be provided to other workers such as supply agency temps and volunteers who may spend time with us at school and work under our control.

Where necessary, we will provide training for existing staff. This will consist of on-the-job and external training where appropriate. This will be determined by the requirements of the individuals' job role. Due to its importance, this policy will form part of the schools overall health and safety policy.

### 2. The Legal Position

Providing adequate training to our staff is a requirement of the Health and Safety at Work Act 1974. It is also required by other more specific legislation which relates to use of machinery, handling activities, use of hazardous substances and the wearing of personal protective equipment.

The test of adequacy is based on providing sufficient training to ensure that employees can carry out their duties without risks to themselves or others. In order to achieve this, it is important that the training given is understood by all staff.

### 3. Procedure

The following procedures describe the steps that we will take to comply with our obligations to provide adequate training:

#### Induction training

- All new starters will receive induction training. This is based around our health and safety induction checklist which covers key areas such

as fire safety, first aid and any workplace hazards. A signature will be required from the employee to confirm that they have received and understood the contents of this training. A copy of this signed checklist will be kept on their personnel file.

- This training will also be provided to other groups who will be working on our premises. This includes supply agency temps, work experience students, contractors and volunteers.

### **Determining training needs**

- Some training is a statutory requirement e.g. manual handling activities. However, where this is not the case, a risk assessment will be used to determine whether any training is necessary in order to carry out the job role safely. The specific needs of the individual will also be considered at this time.
- Other non statutory needs will be identified during the annual appraisal process.
- Where an employee's job involves the operation of tools or machinery, on-the-job training. It is the responsibility of the employee's line manager to ensure that this is carried out. This training will also be given if an employee changes jobs and is unfamiliar with the equipment or processes involved. It is our policy that this will always be undertaken before work begins.
- If new machinery or equipment is introduced into our school, further training is likely to become necessary. If so, this will be arranged with the manufacturer or supplier before an employee is allowed to begin work with it.

### **External training courses**

- If certain training is needed and it cannot be provided in-house, then an individual employee and their line manager will need to identify a suitable external course. Staff are expected to find the most cost effective training available. All reasonable expenses, such as travelling will be reimbursed.

## **4. Employees Duties**

Employees are expected to co-operate with us fully with regard to attending health and safety training courses. We expect that all reasonable effort will be

made to attend a course, but if that is not possible we will be notified well in advance.

Should an employee fail to attend a course which is a legal requirement without good reason, we retain the right to treat it as a disciplinary matter. Employees are also expected to carry out their tasks in accordance with any training given at all times. This is to enable us to maintain effective safe systems of work.

**Signed.....Date.....**  
**Review Date.....**