

## 1. Haringey Council Policy

- 1.1 It is the policy of Haringey Council to ensure all permanent, temporary and agency staff have received the necessary information, instruction and training to carry out their duties safely. The Council will ensure that all staff receive induction training at the start of their employment and provide the necessary mandatory training alongside any supporting training to ensure staff are competent to carry out work activities in a manner that will protect staff and any other persons affected by our undertakings.

## 2. Scope of Procedure

- 2.1 The Council carries out many functions in providing a service to the Borough, incorporating a variety of skills and work activities, some of which can present significant hazards if not completed in a safe and controlled way.
- 2.2 The Council acknowledges its responsibility to provide the correct level of training to employees carrying out the variety of functions required to fulfil the Council's services, including working in an office environment, enforcement, waste and recycling, working outdoors, visiting homes, lone working or working at height.
- 2.3 It is important that all levels of staff receive the appropriate training, employees, managers and directors. This procedure lays out which training will be delivered and to whom it will be available. Most training can be delivered in house or online, however specialist training will be provided by external providers where necessary.

## 3. Key Terms and Summary Information

### 3.1 Key Terms

Mandatory Training	All Haringey staff are required to complete mandatory training modules.
Additional Mandatory	Mandatory training specific to certain roles
Required Training	Training that is required in order to enable staff to work safely within their job roles/service areas.
Training Needs	The legal requirement for employees to have the necessary information training and instruction to perform their duties safely. Training needs are identified in H&S regulation, Risk Assessments and industry best practice.
Competency	The combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely.

## 4. Responsibilities for Implementation

### 4.1 Directors, Heads of Service and Head Teachers

- 4.1.1 Are responsible for implementing and monitoring compliance with this procedure in their service area or school.

- 4.1.2 Will attend any mandatory training identified for their role or through the training needs analysis.

### 4.2 Managers

- 4.2.1 Managers are responsible for implementing this safety procedure in their areas of responsibility and providing the necessary resources to others for its implementation. As a manager you need training in the specific hazards of your work and how you expect the risks to be controlled. To work out exactly what health and safety training is necessary for your staff, you should look at your team risk assessment or the specific risk assessment for a task.

- 4.2.2 They must also ensure that health and safety inductions are delivered on the first day a member of staff joins the team (covering as a minimum access and egress routes, emergency fire and first aid arrangements, welfare and EAP (OH) provision.

- 4.2.3 Managers to ensure that they reiterate to their employees the need to get managers approval before booking any of the online courses as there will be a penalty for non-attendance.

- 4.2.4 Ensure that all staff who report to them are made aware of the content of this procedure.

- 4.2.5 Managers must: -

- 4.2.5.1 Complete all mandatory training relevant to their role.

- 4.2.5.2 Ensure that all mandatory and additional mandatory training is completed by staff as soon as is practicable. All employees who have booked a place or been booked on a course must attend. Failure to attend will incur a recharge to that departments budget. If delegates cannot attend, they must notify the Health and Safety Team by email - [health.safetyadvice@haringey.gov.uk](mailto:health.safetyadvice@haringey.gov.uk) 72 hours in advance.

- 4.2.5.3 Ensure that all staff under their control receive the appropriate training relevant to their roles.

- 4.2.5.4 Maintain a training matrix for their service area that identifies training needs and training that has been completed to ensure staff are competent to carry out their work activities and assurance can be given through training assessments (Training Matrix) Details of refresher frequency requirements are available on the Haringey Training Courses Appendix 1.

### 4.3 Staff

- 4.3.1 Staff are required to attend training as required. Managers must be informed upon completion of training.

- 4.3.2 Staff are required to discuss any additional H&S related training that may support their job roles and work activities with their line manager. Where appropriate, arrangements

for access to additional training can be made through the Corporate Health and Safety Team. Any additional training required not already provided by the Health and Safety Team will be funded by the requesting service.

- 4.3.3 Employees are responsible for gaining approval from their Line Manager before booking any courses through the appropriate learning management system (LMS) e.g. Fuse or Traded Services. Failure to attend a course will incur a recharge to the department's budget.
- 4.3.4 Employees are responsible for notifying the Health and Safety Team within 3 days prior to the course if they cannot attend. This will allow places to be offered to other employees on the waiting list.

#### 4.4 Agency Staff and Contracted staff

- 4.4.1 Agency staff and Contracted staff are required to cooperate with the Councils training Procedure and where appropriate complete mandatory and other training necessary to work safely.

### 5. Specialist Advice

- 5.1 Where specialist training is required external training providers will be arranged. In most cases these will be delivered within Council or school premises. In exceptional circumstance staff may be required to attend an external providers premises or other location. This will be agreed with the line manager ahead of booking.
- 5.2 Where specialist subjects are identified in the first instance, managers must contact the Health and Safety Team who will advise on appropriate and qualified training providers. In most instances the Health and Safety Team will be able to arrange this training for you. Any additional costs would be recharged to the services.
- 5.3 Other considerations
  - 5.3.1 The Health and Safety Team schedules training courses three months in advance. Details of upcoming courses are available on [Fuse](#) and [Traded Services](#).
  - 5.3.2 On completion of a course the managers must update their training matrix, certificates issued should be held on file and a copy sent to HR for inclusion on employee's file.

### 6. Other documents you may need to consider

- 6.1 Haringey Corporate Health, Safety and Well Being Policy  
[http://intranet/sites/intranet/files/corporate\\_health\\_safety\\_and\\_wellbeing\\_policy\\_v4.3\\_final.pdf](http://intranet/sites/intranet/files/corporate_health_safety_and_wellbeing_policy_v4.3_final.pdf)
- 6.2 Haringey Risk Assessment Policy and Guidance  
[http://intranet/sites/intranet/files/risk\\_assessment\\_policy\\_guidance.pdf](http://intranet/sites/intranet/files/risk_assessment_policy_guidance.pdf)

### **7. Action to Take**

- 7.1 Directors, Heads of Service and Head Teachers shall ensure that a risk assessment has been completed for their work area. The risk assessment must identify any training needs associated with the work activities undertaken as a control measure to minimise the level of risk.
  - 7.1.1 Directors, Heads of Service and Head Teachers shall arrange for those persons carrying out the work activities to receive adequate training to ensure they are competent to perform their duties.
  - 7.1.2 Directors, Heads of Service and Head Teachers shall ensure a training matrix is put in place that details identified training requirements, stating if it is mandatory, additional mandatory or required training. All staff must be detailed within the matrix with dates training was delivered and where necessary refresher training is due.
- 7.2 Training should be booked using [Fuse](#) which is available on the Haringey Intranet or for Schools through the [Traded Services](#) website.
  - 7.2.1 If the required training is not available on either Fuse or Traded Services, contact the Health and Safety Team [health.safetyadvice@haringey.gov.uk](mailto:health.safetyadvice@haringey.gov.uk) or call 0208 489 4589 who will be able to provide appropriate guidance.
  - 7.2.2 Ensure that training that requires refreshing (First Aid at Work, Manual Handling, Asbestos Awareness, Risk Assessment, etc.) is monitored and training given within the refresher time frame. For full details see Appendix 2

### **8. Record Keeping**

- 8.1 Ensure the training matrix is maintained and updated regularly.
- 8.2 Staff must have copies of certificates of attendance or competence available in either electronic or hard copy form available. These will be required in the event of accident/incident investigations and during audits.
- 8.3 Managers must hold copies of all certificates, records of attendance and assurances of competence for H&S training attended by their staff. The Council has a responsibility to ensure the competency of its staff and will be required to evidence these competencies in the event of any enforcing authority requiring them during an investigation or insurance claim.

### **9. Monitoring and Review**

- 9.1 A variety of monitoring systems must be utilised to ensure adherence with this procedure including departmental monitoring checks and internal health and safety audits.
- 9.2 This safety procedure must be reviewed by the Corporate Health and Safety Team every 26 months and revised as soon as practicable where changes in statute or industry best practice deem the content out of date.

## Health and Safety Procedure

HSP18 Health and Safety Training



### 10. Approval of the Procedure

- 10.1 This safety procedure was reviewed by the Corporate Health, Safety and Wellbeing Board and approved by the Council's Head of Organisational Resilience on 11<sup>th</sup> May 2021. Any required variations from this safety procedure should be brought to the attention of the Council's Head of Organisational Resilience.

Approved by (print name): Andrew Meek

Signature:

A handwritten signature in black ink, appearing to read 'AMeek', written in a cursive style.

Date: 06/09/2021

## Health and Safety Procedure

HSP18 Health and Safety Training



### Appendix 1 -Training Courses

#### Haringey Staff Health and Safety Training Courses

Course	SLT and Directors	Management	Premises Staff (School Site Staff)	Employees	Delivery method	Refresher Frequency
Health & Safety - Basics and Essentials					On-line	2 Years
Asbestos Awareness – Enhanced Course (UKATA)					Face to Face/On-line	Annual
Asbestos Duty to Manage					Face to Face/On-line	3 Years
BOHS P405 or equivalent					Face to Face/On-line	N/A
Health and Safety: Your Role as a Manager					Face to Face/On-Line	3 Years
Construction Design Management (CDM15)					Face to Face/On-line	3 Years
Control of Substances Hazardous to Health Including Infection Control					On-line	2 Years
Display Screen Equipment – For all DSE Users					On-line	2 years
Emergency Controller					Face to Face/On-line	3 Years
Fire Safety awareness					On-line	2 Years
Fire Warden					On-line	2 Years
First Aider (FAW)					Face to Face	3 Years
Emergency First Aider (EFAW)					Face to Face	3 Years
Evacuation Chair Training					Face to Face	3 Years

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First Aider Annual Refresher (FAW and EFAW)					On-Line	1 Year
Hand Arm Vibration					On-line	2 Years
Health and Safety for Home Workers					On-line	2 Years
IOSH Managing Safely					Face to Face/On-line	3 Years
IOSH Leading Safely					Face to Face/On-line	3 Years
Legionella Awareness					On-Line	2 Years
Lone Working in the workplace					On-Line	2 Years
Lone Working – Out of the workplace					On-Line	2 Years
Manual Handling Awareness					On-line	2 Years
Manual Handling of loads					Face to Face/On-line	3 Years
Risk Assessment					On-line	2 Years
Safety Aspects of Building Management					Face to Face/On-line	3 Years
Safe use of Ladders					Face to Face	3 Years
Ladder Safety (general awareness)					Online	2 years
Stress Awareness					On-Line	2 years

Not listed: Contact Corporate Health and Safety – [health.safetyadvice@haringey.gov.uk](mailto:health.safetyadvice@haringey.gov.uk)

Those indicated as risk assessment (R/A) based will need to be assessed for accuracy by the line management.

Colour Key

Mandatory all Staff	
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## Health and Safety Procedure

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Risk Assessed Basis	
Not Applicable	

### Haringey Schools Health and Safety Training Courses

Course	Head Teachers	Management	School Site Staff	School Staff	Delivery method	Refresher Frequency
Health & Safety Awareness					On-line or Face to Face	2 Years
Asbestos Awareness – Enhanced Course					Face to Face/On-line	Annual
Asbestos Duty to Manage					Face to Face	3 years
Construction Design Management (CDM15)					On-line or Face to Face	3 Years
Control of Substances Hazardous to Health Including Infection Control					On-line or Face to Face	3 Years
Display Screen Equipment – For all DSE Users					On-line or Face to Face	2 years
Educational Visits Coordinator					On-line or Face to Face	3 Years
Emergency Controller					On-line or Face to Face	3 Years
Fire Safety awareness					On-line or Face to Face	2 Years
Fire Warden					On-line or Face to Face	3 Years
First Aider (FAW)					Face to Face	3 Years
Emergency First Aider (EFAW)					Face to Face	3 Years
Evacuation Chair Training					Face to Face	3 Years
First Aider Annual Refresher (FAW and EFAW)					On-line or Face to Face	1 Year



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Hand Arm Vibration					On-line or Face to Face	2 Years
IOSH Managing Safely					Face to Face/On-line	3 Years
IOSH Leading Safely					Face to Face/On-line	3 Years
Legionella Awareness					On-line or Face to Face	3 Years
Lone Working in the workplace					On-line or Face to Face	3 Years
Lone Working – Personal safety					On-line or Face to Face	3 Years
Manual Handling Awareness					On-line or Face to face	2 Years
Manual Handling of loads					On-line or Face to Face	3 Years
Risk Assessment					On-line or Face to Face	3 Years
Safety Aspects of Building Management					On-line or Face to Face	3 Years
Safe use of Ladders					Face to Face	3 Years
Ladder Safety (general awareness)					On-line or Face to Face	2 years
Stress Awareness					On-line or Face to Face	2 years