

Training and Competence Procedure

1. Introduction

- 1.1. Every organisation needs employees who are trained and competent to a degree suitable for their activities, for their roles (including management roles) and for the decisions they take which affect the health and safety of others. This is also a legal requirement.
- 1.2. Many individual regulations include specific requirements for training for those potentially exposed to specific hazards (for example, all users of computers must be given training to recognise and avoid the principle risks from computer use).
- 1.3. Those who manage activities must be competent to assess the risks of those activities, and to take steps to eliminate or reduce the likelihood or severity of harm occurring.

2. Scope

- 2.1. This Procedure covers the School's approach to all health and safety training, whether arranged by the central Health and Safety Team, or locally by departments.
- 2.2. It also sets out the expectations for competence, and expected behaviours.
- 2.3. The procedure does not apply to the LSESU.

3. Definitions

- 3.1. Training is any planned activity designed to impart knowledge or skills to another person, to help them reach a desired level of performance. Training activities can take different forms – for example through instructions, online training, coaching, briefings (including “tool box talks”), and classroom style.
- 3.2. Competence (as defined by the Health and Safety Executive) is a combination of training, skills, experience and knowledge that a person has, and their ability to apply them to perform a task safely or to manage the health and safety of an activity. Competence can be affected by other factors, such as attitude and physical ability.
- 3.3. Department refers to all Academic Departments, Institutes, Centres and Professional Service Divisions.

4. Duties under the Law and Good Practice Guidance

- 4.1. The Health and Safety at Work etc. Act requires that employers ensure that their employees are provided with such information, instruction, training and supervision to ensure, so far as reasonably practicable, their health and safety at work. It also requires employees to cooperate with their employers to enable them to comply with their legal duties.
- 4.2. The Management of Health and Safety at Work Regulations require employers to provide adequate health and safety training at different points in their employment (e.g. at recruitment, on being given new or different responsibilities, when new work equipment, technologies or systems of work are introduced). This training must be repeated periodically, where appropriate.
- 4.3. All other health and safety and fire regulations include a requirement for employees to receive appropriate training when first recruited and when risks change, and for such training to be repeated as required.
- 4.4. By law, health and safety training required for someone's role must be provided free of charge to the employees, and should take place during work hours (that is, should be on a normal working day).
- 4.5. The requirement for competent and trained staff is a repeated theme in the HSE Guidance document HSG65 'Managing for Health and Safety'.
- 4.6. Competence and training are a requirement in the *Leadership and Management of health and safety in higher education institutions* guidance.

5. Responsibilities

Academic Departments and Units and Administrative Areas

- 5.1. HODs and Service Leaders are charged with ensuring compliance with the Training and Competence Procedure within their area of responsibility.

Line Managers are expected to:

- 5.2. make arrangements for local health and safety inductions to be delivered within the first 2 days of a member of staff joining the department using HR's checklist or a local equivalent,
- 5.3. ensure appropriate training is identified for the activities carried out by staff in the department (e.g. travel, use of workstations, manual handling, work at height),
- 5.4. ensure appropriate training is identified specific to roles in the department (e.g. supervisor, line manager, fire warden, health and safety coordinator),
- 5.5. ensure that training needs are identified and training is provided when new work processes, equipment or other arrangements are planned and implemented, as appropriate,
- 5.6. follow the LSE Health and Safety Team's guidance for appointing training providers and selecting courses. Where possible, trainers should be accredited or approved by competent bodies.
- 5.7. ensure that staff are released for training within 4 months of the need for training being identified,
- 5.8. monitor that staff they manage attend required training and take steps to avoid non-attendance.

Employees are expected to:

- 5.9. cooperate with managers by completing such training, including refresher training, as is required.

- 5.10. cancel bookings at least 5 working days before the course if it is no longer suitable. The Health and Safety Team may check with line managers if bookings are cancelled within five days of training.

The PhD Academy is expected to:

- 5.11. work with the Health and Safety Team on the delivery of travel safety training to research students.

Academic Supervisors are expected to:

- 5.12. encourage students to attend such travel safety training as is required to support their studies.

Human Resources Division will:

- 5.13. coordinate with Health and Safety to include an element on health and safety in appropriate management training courses.

Secretary's Division will:

- 5.14. coordinate with Health and Safety to include an element on health and safety in training for members of LSE Council.

The Central Health and Safety Team will:

- 5.15. create and maintain guidance on the types of training recommended for all levels of management,
- 5.16. identify suitable health and safety training for members of Council, senior leaders, managers and supervisors of the School,
- 5.17. arrange training for travellers,
- 5.18. arrange training in emergency first aid,
- 5.19. arrange on-line training on the correct set up and use of computer workstations and general health and safety,
- 5.20. appoint training providers with appropriate qualifications and accreditations to conduct the training which the Health and Safety Team arranges,
- 5.21. provide guidance to HR for local health and safety induction to be delivered by departments,
- 5.22. provide advice to all departments of the School for appointing training providers and selecting or commissioning health and safety courses,
- 5.23. coordinate with the Human Resources Division on health and safety training for managers,
- 5.24. coordinate with the Secretary's Division on health and safety training for members of Council.

6. Implementation/Procedure

Identification of Training Needs

- 6.1. The Health and Safety Team identify what general health and safety training is required by or strongly recommended to members of Council and employees of the LSE based on their roles and responsibilities. This is available in Appendix A to this procedure.
- 6.2. The Health and Safety Team identify suitable training for staff and students who travel on behalf of the School or as part of their studies, based on an assessment of risk.
- 6.3. Departments identify any specific training required by staff in order for them to perform their tasks safely.

Training Provision

- 6.4. The Health and Safety Team appoint competent trainers using LSE's tender process.

- 6.5. The Health and Safety Team agree a programme of general training, and make courses available for booking via the LSE's training booking system.
- 6.6. The Health and Safety Team work with HR Organisational Learning on health and safety training for managers and on general induction training.
- 6.7. The Health and Safety Team work with the Secretary's Division on health and safety training for members of LSE Council.
- 6.8. The Health and Safety Team make online health and safety training available to all employees of the LSE and its subsidiaries.
- 6.9. Departments appoint competent trainers to meet their specific training needs, or send staff on suitable external courses.

Training Records

- 6.10. The Health and Safety Team keep records of attendance on courses they arrange in order to demonstrate statutory compliance. These records are kept in accordance with the LSE's Retention Schedule.
- 6.11. HR Organisational Learning keep records of attendance on courses they arrange in order to demonstrate statutory compliance. These records are kept in accordance with the LSE's Retention Schedule.
- 6.12. Departments must keep records of attendance on courses they arrange in order to demonstrate statutory compliance. These records should be kept in accordance with the LSE's Retention Schedule.
- 6.13. The Health and Safety Team provide relevant information on courses they have arranged to line managers on attendance by their staff if requested.

7. Monitoring

- 7.1. Performance will be measured using active and reactive monitoring techniques against this Procedure.
- 7.2. Department Heads should monitor and review the implementation of this Procedure within their management area at least on an annual basis.
- 7.3. The Health and Safety Team report on attendance (and non-attendance) on training to the Health and Safety Management Committee and in reports to Council.
- 7.4. The Health and Safety Team, Organisational Learning and departments will provide information on attendance on training courses to auditors and other authorised people, as required.

8. Audit and Review

- 8.1. Arrangements within this Procedure will be subject to audit as part of the internal auditing programme governed by Audit Committee.
- 8.2. This procedure will be reviewed on a 3 yearly basis by the Health and Safety Team, or where there is material change.

General H&S Training Matrix 2018

Key to colour coding

M	Mandatory	RSC	Required in specified cases	HR	Highly Recommended	MOT	Mandatory Online training
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	Legal Briefing - top level responsibilities	Leadership Development Programme - H&S responsibilities	Managing corporate travel risk	Managing Travellers - understanding the risk and authorisation	Management 101	HABC H&S Level 2	HABC H&S Level 3	HABC Risk Assessment Level 2	HABC Risk Assessment Level 3	Local Induction	Introduction to H&S	Display Screen Equipment	Fire Safety	Accident and incident investigation	Travel risk training, commensurate with risk
Chairman Court & Council	M		HR												
All members of Council	M														
Members of Court on Committees of Council	M														
Director	M	M	M							M	MOT	MOT	MOT		RCS
All other members of SMC	M	M	M							M	MOT	MOT	MOT		RCS
Heads of Academic Departments, etc		M		M	M					M	MOT	MOT	MOT		RCS

Review schedule

Review interval	Next review due by	Next review start
3 years	June 2021	Mar 2021

Version history

Version	Date	Approved by	Notes
1.0	June 2018	SMC	

Links

Reference	Link
Health and Safety Policy	https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/heaSaf.pdf
The Health and Safety (Display Screen Equipment) Regulations 1992	http://www.legislation.gov.uk/ukxi/1992/2792/contents/made
Health and Safety at Work etc. Act 1974	https://www.legislation.gov.uk/ukpga/1974/37
The Management of Health and Safety at Work Regulations 1999	http://www.legislation.gov.uk/ukxi/1999/3242/contents/made

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Communications and Training

Will this document be publicised through Internal Communications?	Yes/ No
Will training needs arise from this policy	Yes/ No
If Yes, please give details	