

# The Glasgow School of Art

## Staff Health and Safety Training Overview

August 2017

### Policy Control

Title	Staff Health and Safety Training Overview
Date Approved	September 2017
Approving Bodies	Occupational Health & Safety Committee
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Supporting Policy	Occupational Health and Safety Policy Occupational Health and Safety Policy: Arrangements
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Benchmarking	USHA University of Huddersfield University of Leeds Queen Mary University London

## **Staff Health and Safety Training Overview**

### **Introduction**

This document provides general information on the legal framework for the provision of health and safety training and the arrangements which should be in place within academic schools and professional support areas to ensure appropriate and effective health and safety training is delivered.

- Providing appropriate and effective health and safety training:
- Assists GSA in fulfilling its statutory and common law duties of care
- Reduces the likelihood of staff, students and others being injured or made ill from activities, facilities etc. for which GSA has responsibility; and
- Develops and maintains a positive health and safety culture, and ensures health and safety competence

### **Legislative requirements**

The primary duty on GSA as an employer lies within the Health and Safety at Work etc. Act 1974 (HSW Act) to provide “... *such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety*” of employees.

The Management of Health and Safety at Work Regulations 1999 expand the general duty under the HSW Act by requiring that employees are provided with adequate health and safety training, including: -

- On commencement of employment (i.e. induction)
- Where exposed to new or increased risks to their health and safety (e.g. arising from new or changed roles and responsibilities, the introduction of new or changes to existing work equipment, systems of work); and
- Maintaining and updating competence (i.e. refresher)

Individual regulations such as those covering Display Screen Equipment and Control of Substances Hazardous to Health include general or specific requirements relating to health and safety training.

Health and safety training must be provided during working hours and at no-cost to the employees receiving it.

### **Training responsibilities - GSA's health and safety policy**

- Heads of schools and professional support areas have responsibility for defining arrangements for the local management of occupational health and safety issues, including establishing procedures and designating responsibilities, as appropriate
- Heads of department and their equivalents in professional support areas have responsibility for ensuring that necessary information, instruction, supervision and training is provided.

- Individual members of staff are responsible for ensuring they undertake activities and use facilities in accordance with health and safety information, instruction and training they have received.

### **Acton to support the provision of necessary health and safety training**

- Risk assessment processes which ensure health and safety training is considered as a measure to minimise and control risks and is implemented where identified as required.
- Identification of all new members of staff so that they receive a health and safety induction within two weeks of commencing employment and key information (e.g. emergency procedures) is conveyed on their first day of employment.
- Career reviews which identify areas of support, training and development.
- Consultation with the Health and Safety Team to assist in identifying the scope of GSA's training programme(s) and/or the development of bespoke sessions relevant to areas of activity and key risks to health and safety.
- Ensuring the implementation of a health and safety training need where identified as a remedial measure by an incident investigation.
- Planned use of any training provided by GSA's Health and Safety Team as well as contributing to the development of bespoke sessions relevant to areas of activity and key risks to health and safety.
- Development and maintenance of a health and safety training needs matrix establishing areas of training required against categories of occupation or health and safety role. Appendices 1A and 1B provide a professional support and an academic illustrative example matrix respectively. Excel versions of these to support planning by schools and professional support areas are available on the GSA website at: <http://www.gsa.ac.uk/about-gsa/key-information/occupational-health-and-safety/>

### **Record keeping**

Schools and professional support areas should maintain health and safety training records e.g. attendance lists, session content in accordance with GSA's arrangements for staff training records. Please note this will include training records for independently arranged and/or external health and safety training whether for groups or individuals.

The Health and Safety Team will provide information to schools and professional support areas about training which they deliver or organise.

**Appendix 1A: example health and safety training matrix – support service**

<p><b>Key</b></p> <p>■ Identified as essential to the posts roles and responsibilities</p> <p>■ Maybe of relevance, dependant of extent of the roles and responsibilities of the post</p> <p><b>Note</b></p> <p>Where relevant, the content of individual sessions will be tailored to the specific working environments and activities, and the related health and safety risks encountered by those attending.</p>			<b>EXAMPLE Training and Awareness Topics - Professional Support</b>																				<b>GS<sup>o</sup>IA</b>							
			Staff Health and Safety Induction	IOSH Leading Safety (or equivalent)	IOSH Managing Safety (or equivalent)	IOSH Working Safely (or equivalent)	Introduction to Risk Assessment (RA1)	General Risk Assessment (RA2)	Display Screen Equipment	COSHH Awareness	COSHH Assessment and management	Manual Handling Awareness	Manual Handling Practical	Noise Awareness	Safe working at height	Managing work at height activities	Asbestos awareness	Asbestos risk management	Stress Awareness	Management of work related stress	General office health and safety	Work Equipment risk management	Slips and trips risk management	Active Monitoring	Incident Reporting, investigation and prevention	Handling violence and aggression	First Aid	Fire Safety General Awareness	Fire Marshal	Other
<b>Categories of Staff</b>		Director	■	■			■																							
		Deputy Director	■	■			■																							
		Executive Group	■	■			■																							
	Head of Department	POSITION H1	■	■			■																			■				
	Service managers	POSITION M1	■		■	■	■	■	■					■	■	■	■		■				■	■		■	■	■	■	
		POSITION M2	■		■	■	■	■	■					■	■	■	■		■				■	■		■	■	■	■	
		POSITION M3	■		■	■	■	■	■					■	■	■	■		■				■	■		■	■	■	■	
		POSITION M4	■		■	■	■	■	■					■	■	■	■		■				■	■		■	■	■	■	
	Supervisory Staff	POSITION S1	■		■	■	■	■	■					■	■	■	■		■				■	■		■	■	■	■	
		POSITION S2	■		■	■	■	■	■					■	■	■	■		■				■	■		■	■	■	■	
		POSITION S3	■		■	■	■	■	■					■	■	■	■		■				■	■		■	■	■	■	
		POSITION S4	■		■	■	■	■	■					■	■	■	■		■				■	■		■	■	■	■	
	All Staff	POSITION Staff1	■		■	■	■	■	■					■	■	■	■		■				■	■		■	■	■	■	
		POSITION Staff2	■		■	■	■	■	■					■	■	■	■		■				■	■		■	■	■	■	
		POSITION Staff3	■		■	■	■	■	■					■	■	■	■		■				■	■		■	■	■	■	
		POSITION Staff4	■		■	■	■	■	■					■	■	■	■		■				■	■		■	■	■	■	
Other [TBC]	POSITION O1	■		■	■	■	■	■					■	■	■	■		■				■	■		■	■	■	■		
	POSITION O2	■		■	■	■	■	■					■	■	■	■		■				■	■		■	■	■	■		
	POSITION O3	■		■	■	■	■	■					■	■	■	■		■				■	■		■	■	■	■		
	POSITION O4	■		■	■	■	■	■					■	■	■	■		■				■	■		■	■	■	■		

