The provision and participation in safety training is a **legal requirement**

It is a legal duty of the Head of Unit to identify who needs safety training and to ensure Unit staff participate. Most safety training is arranged centrally by HR. In addition certain Units need to organise specific training for risks that are unique to their areas/activities.

A **Safety Training Needs Assessment** is the best approach. This is carried out annually by the Head of Unit in conjunction with the Safety Coordinator.

* Review risk assessments and consult with staff to determine what training is needed.
* Put a plan in place to complete the training.
* Follow up to ensure staff participate.

**Safety training** can be provided in a number of ways;

* Safety induction training provided within the Unit by Unit staff – students and staff
* Task specific instruction provided by a supplier of a piece of equipment to Unit staff
* Unit staff providing that instruction to other staff or postgraduates
* Training provided through Organisation and Staff Development (HR)
	+ Series of safety training sessions that can be booked centrally, e.g. fire safety, manual handling, first aid, evac chair, chemical safety, biological safety, etc.
* Training by an external trainer organised by the Unit for specialised tasks, e.g. confined space, lasers.

**Training records** must be kept;

* Outline of training content – bullet points
* Who provided it
* Date
* Who attended – signatures

Organisation and Staff Development (in HR) keep a central record on CORE of all the safety training that they arrange. In additional Unit should send copies of the training records for the Unit specific safety training they arranged to HR so that all safety training is recorded on CORE.

Participation in safety training must be **positively recognised** and **actively encouraged**.