

Guidance: Part 5

Training and Administrative Safety Controls

Staff should be trained to ensure competence. As well as general health and safety training, such as IOSH or University health and safety courses, staff should be given job specific training such as Manual Handling Awareness and trained in the health and safety requirements of any tasks/activities they are carrying out. Staff must always be given access to all risk assessments that are relevant to their health and safety.

Identify and implement procedures required for working safely. For example, reduce the exposure time to hazards, prohibit the use of mobile phones in hazardous areas, provide safety signage, safe systems of work, local procedures, training, emergency procedures, health surveillance requirements etc.

Training records should be retained in line with the School or Department protocols.