

Training for Competence

A Health & Safety Training Policy for Waltham Forest Council

1. The aim of 'Training for Competence' is to provide employees with the knowledge, skills and understanding that will enable them to work safely and effectively; and to ensure that the Council meets its statutory obligations by providing clarity of the standards it expects of staff at all levels.
2. This policy sets out a competence-based approach to training for health and safety. It is essentially a set of core training modules contained within a 'Competence Framework' aimed at staff at different levels in the organisation. Completion of this training would demonstrate a basic level of health and safety knowledge and competence.
3. Training for competence places the emphasis on workplace performance and it is the observable behaviours and activities carried out in the workplace that will determine individual performance (behaviour based safety).
4. Workplace performance embraces both the learning phase - designed to develop the knowledge and skills identified for a particular role; and the application phase – where trained individuals are able to apply their knowledge, skills and understanding in the workplace.
5. The measure of performance for the **learning phase** would be the numbers of staff completing training or refresher training from the competence framework. Schools will have to provide feedback on their training performance to the Corporate Health & Safety Committee on a quarterly basis.
6. The measure of performance for the **application phase** would be in terms of delivery against health and safety targets, e.g. reduction in number of accidents, reporting accidents on time, having health and safety on the agenda of all team meetings; and observable behaviours monitored by the line manager during day-to-day management and during workplace inspection.
7. All health and safety training within the Competency Framework should, so far as possible, be planned and organised with the involvement of the relevant employee. However, responsibility for ensuring the acquisition and application of appropriate health and safety training rests with the line manager or supervisor for their immediate reports and with the Health and Safety Coordinator for their Schools as a whole.
8. The Competency Framework is outlined below and specifies the essential or core health and safety training requirements for all staff. The training identified is nationally recognised certificated training.
9. Each school will need to examine its activities in order to supplement the core health and safety training where appropriate.
10. To this end, much of the content of the Schools specific training provided will be influenced by the results of risk assessments resulting from the operational activities and training needs assessments during appraisal and supervision.
11. Training for Competence should be viewed as a continuing process of staff development. The training schedule should be reviewed on an annual basis through the Performance Management and Development (PMD) scheme for individual staff.
12. The recommended timescales should be considered in line with health and safety priorities and service priorities.

13. Where employees have not achieved training within the specified period, the reasons for this should be noted in their PMD record and the training should be prioritised for the next period.
14. Refresher training should be considered where staff performance no longer reflects the desired outcomes or where changes to the core elements have been made as a result of changing needs, business needs or legislation.
15. It is acknowledged that staff may require refresher training if they feel they need to be reminded even though the perceived practice is acceptable. In addition, refresher training does not need to be seen only in terms of courses, but should also be embedded within team meetings and supervision.
16. Where staff have prior learning from professional courses, which may be of a level that is as good as or better than that contained in the Competency Framework, the line manager should contact the Council's Health & Safety Manager for advice on exemptions from the core modules.
17. The Council's Health & Safety Manager will review the core modules annually for their suitability to meet ongoing organisational needs and legal requirements. Table 6, can be used to record the summary of your training needs analysis.

Competency Framework

Table 1 – Leadership Team, Head Teachers, Heads of Service & Senior/Business Managers including Health & Safety Co-ordinators

Core Training Modules	Learning outcomes	Observable Behaviours
<p>IOSH Safety for Senior Executives [1 day] – to be completed within 12 months</p> <p>And additional, relevant modules for line managers where appropriate.</p>	<p>To increase awareness among senior managers regarding:</p> <ul style="list-style-type: none"> ▪ The importance of strategic health and safety management and its integration into other business management systems; ▪ Plan for prevention through risk assessment and control strategies; ▪ Awareness of the consequences of failing to manage health and safety effectively; ▪ Recognise the importance of consultation and communication with employees on health and safety issues: and ▪ Awareness of the significance of performance monitoring for continuous improvement of health and safety management. 	<p>Providing and implementing strategic direction</p> <ul style="list-style-type: none"> ▪ Formally and publicly accepts role in providing strategic direction for health and safety in the Council. ▪ Understands the importance of health and safety and integrates it into business management systems within the School and the Council. <p>Being accountable and responsible</p> <ul style="list-style-type: none"> ▪ Accepts individual role in providing health and safety leadership for the organisation as a whole and within the school and also acts as a role model. ▪ Awareness of the consequences of failing to manage health and safety effectively. <p>Making Decisions</p> <ul style="list-style-type: none"> ▪ Ensures that all decisions reflect the Council’s health and safety intentions, as stated in the Health and Safety Policy. <p>Engaging Others</p> <ul style="list-style-type: none"> ▪ Recognises role in encouraging the active participation of workers in improving health and safety. ▪ Maintains both the Council’s Health and Safety and Local Joint Council Committee systems. <p>Understanding and assessing the risks</p> <ul style="list-style-type: none"> ▪ Remains informed of and alert to relevant health and safety risk management issues.

Table 2 – Line Managers and Supervisors and Health & Safety Liaison Officers (HASLOs)

Core Training Modules	Learning outcomes	Observable Behaviours
<p>CLaSS, CIEH Level 3 Award in Health & Safety in the Workplace [3 days] – To be completed in line with annual personal PMD plan or within 24 months.</p> <p>OR</p> <ul style="list-style-type: none"> - ½ day Managing Building Safely training course - ½ day General Health & Safety (bespoke) session on site. 	<p>To enable managers to:</p> <ul style="list-style-type: none"> ▪ Demonstrate an understanding of the main concepts of health and safety ▪ Show awareness of a health and safety culture ▪ Explain the roles of individuals, supervisors and management in health and safety. ▪ Understand health and safety control and improvement strategies available to supervisors. 	<p>Implementing Policy and Health & Safety Management System</p> <ul style="list-style-type: none"> ▪ Implements policy within area of responsibility, based on the guidance available from both the Framework for Managing Health & Safety and the Health and Safety Unit. <p>Demonstrating Competence</p> <ul style="list-style-type: none"> ▪ Ensures personal competence and has awareness of personal limitations, when dealing with health and safety risks arising out of the operations and activities for which they are responsible. ▪ Understands the legal requirements and responsibilities relevant to their work. <p>Managing Resources Effectively</p> <ul style="list-style-type: none"> ▪ Appreciates the significance of performance monitoring for continuous improvement of health and safety management and challenges non-compliance. ▪ Ensures that work is properly planned and resourced and that the appropriate safe systems of work are implemented. ▪ Ensures staff involved are adequately informed, instructed, trained and supervised. ▪ Recognises the importance of consultation and communication with employees on health and safety issues.

Table 2 – Line Managers and Supervisors and Health & Safety Liaison Officers (HASLOs)

Core Training Modules	Learning outcomes	Observable Behaviours
<p>CLaSS,,CIEH Level 3 Award in Risk Assessment: Principles & Practices [3 days] – To be completed in line with annual personal PMD plan or within 24 months.</p> <p>OR</p> <p>Bespoke Risk Assessment: Principles & Practices [1 day]</p>	<p>To enable managers and supervisors to:</p> <ul style="list-style-type: none"> ▪ Conduct risk assessments using the necessary technical knowledge in relation to the work activities, environment and relevant issues. ▪ Organise and implement a risk assessment programme. ▪ Identify specific training needs for the activities being assessed. ▪ Assist the Council in meeting legal requirements and promote improved standards of health and safety within their service area. 	<p>Continued from above.</p> <p>Assessing Priorities</p> <ul style="list-style-type: none"> ▪ Ensures that the management of health and safety within the team is given a high priority and is made an integral part of the business process. <p>Assessing Risk and Implementing Control Measures</p> <ul style="list-style-type: none"> ▪ Assesses risks from work activities within their area of control and takes appropriate measures to control and monitor compliance and review the assessments as frequently as is necessary. ▪ Plans for accident prevention making best use of the competent advice available.

Table 3 – Non-management staff

Core Training Modules	Learning Outcomes	Observable Behaviours
<p>Head teachers / Senior Management Health & Safety Induction with the Health & Safety Advisor – to be completed within first month of employment.</p> <p>Health & Safety Induction with Line Manager – to be completed within first week of employment.</p>	<p>To increase awareness amongst new managers and employees regarding:</p> <ul style="list-style-type: none"> ▪ The structure and systems for managing health and safety in Waltham Forest and in their school or service area. ▪ The safe systems of work associated with their work activities. 	<p>Co-operating with the Employer</p> <ul style="list-style-type: none"> ▪ Ensures that the workplace is safe for everyone who might be affected by his or her actions. ▪ Takes reasonable care not to do anything that might endanger themselves or others, or cause avoidable damage to the environment. ▪ Contributes to the process of assessing and controlling risks.
<p><u>Credited Training Courses</u></p> <p>1. CLaSS, CIEH Level 2 Award in Health & Safety in the Workplace [1 day] – to be completed within 12 months</p> <p>OR</p> <p>½ day general health & safety bespoke training within the school.</p>	<p>To enable all employees to:</p> <ul style="list-style-type: none"> ▪ Develop core competency in the principles of health and safety and accident prevention. ▪ Develop core competency in the main causes of harm to workers ▪ Develop core competency in the responsibilities placed on employers and employees. ▪ Contribute to the health and safety management system. 	<p>Working Safely</p> <ul style="list-style-type: none"> ▪ Does not knowingly act in a way, which may cause individuals or the Council to be in breach of the law or damage the Council’s reputation. ▪ Takes account of the potential hazards and risks in all work activities. ▪ Follows safe systems of work and safety instructions. <p>Keeps Supervisors and Managers Informed</p> <ul style="list-style-type: none"> ▪ Informs their manager or supervisor at the earliest opportunity, if during the course of their work, employees are injured or become unwell.

Table 3 – Non-management staff		
Core Training Modules	Learning Outcomes	Observable Behaviours
CIEH Level 2 Award in Principles of Risk Assessment [1 day] – to be completed within 24 months OR ½ day general health & safety bespoke training.	To enable all employees to: <ul style="list-style-type: none"> ▪ Understand the principles of risk assessment. ▪ Contribute to the process of formal risk assessment. 	<ul style="list-style-type: none"> ▪ Informs their manager if they become aware of any situations which are particularly unsafe, or which present a threat to others or to the environment.
Plus relevant modules from table 4 or 5.		

Table 4 – Staff (including managers and supervisors) where work activities or health and safety responsibilities involve:	
Core Training Modules	Work Activity or Responsibility
CLaSS Fire Marshal Training – ½ day	Fire marshal
CLaSS Display Screen Equipment Assessment Training – ½ day	Computer use
CLaSS Principles of Manual Handling – ½ day	Manual Handling
CLaSS CIEH Level 2 Award in Conflict Resolution and Personal Safety – 1 day	Dealing with difficult situations or people Lone working
CLaSS CIEH Certificate in Stress Awareness – 1 day	Stress at Work
CLaSS CIEH Level 2 Award in the Principles of COSHH – ½ day	Hazardous Substances
CLaSS First Aid – 3 days CLaSS First Aid Refresher – 2 days	First Aid + Administering Medication

Table 5 – Other specialist training identified through risk assessment and other means – to be completed by Schools s	
Core Training Modules	Work Activity or Responsibility
	Patient Handling
CLaSS, Fire Safety Training – ½ day CLaSS, Evac-chair Training – ½ day	Fire Safety
CLaSS, Working at Height Training – ½ day	Working at Height
CLaSS, Electrical Safety Training – ½ day	Working with Electricity

Table 6: CLaSS Training Provider’s Schedule of Courses – Employees Training Analysis (including managers and supervisors) where work activities or health and safety responsibilities involve:	
Core Training Modules	Development Needs (Please specify)
IOSH Safety for Senior Executives [1 day] – to be completed within 12 months	
CLaSS, IEH Level 3 Award in Health & Safety in the Workplace [3 days] – To be completed in line with annual personal PMD plan or within 24 months.	
CLaSS, CIEH Level 3 Award in Risk Assessment: Principles & Practices [3 days] – To be completed in line with annual personal PMD plan or within 24 months.	

Table 6: CLaSS Training Provider's Schedule of Courses –

Employees Training Analysis (including managers and supervisors) where work activities or health and safety responsibilities involve:

Core Training Modules	Development Needs (Please specify)
CLaSS, CIEH Level 2 Award in Health & Safety in the Workplace [1 day] – to be completed within 12 months	
CLaSS, CIEH Level 2 Award in Principles of Risk Assessment [1 day] – to be completed within 24 months	
CLaSS, Fire Marshal Training for those who will assist with the evacuation of the building – ½ day	
Fire Safety Awareness Training – ½ day	
Evac-chair Training – ½ day	
Working at Height Training – ½ day	
Electrical Safety Training – ½ day	
Display Screen Equipment (DSE) Assessment Training – ½ day Computer use	
CIEH Principles of Manual Handling – ½ day	

Table 6: CLaSS Training Provider's Schedule of Courses –

Employees Training Analysis (including managers and supervisors) where work activities or health and safety responsibilities involve:

Core Training Modules	Development Needs (Please specify)
Manual Handling Refresher Training – ½ day	
CIEH Level 2 Award in Conflict Resolution and Personal Safety – 1 day Dealing with difficult situations or people	
CIEH Certificate in Stress Awareness – 1 day Stress at Work	
CIEH Level 2 Award in the Principles of COSHH – ½ day Hazardous Substances	
First Aid – 3 days (Full Course)	
First Aid – 2 days (Refresher)	
First Aid - 1 day (Appointed)	

Note: All **bespoke** training courses are delivered by the Health and Safety Unit.