The University of Edinburgh

College of Medicine and Veterinary Medicine

Western General Hospital Site
Royal Edinburgh Hospital Site

HEALTH AND SAFETY

Health and Safety Training
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Aim
To summarise health and safety-related training policies and arrangements as these apply for the WGH/REH campus.

Introduction
Full compliance with the health and safety arrangements set out in this Manual and in various local rules etc., and awareness of continually evolving health and safety standards, dictates some need for training and continuous professional development on the part of all members of the workforce.

Training Needs Analyses
Line managers are encouraged to set out initial and continuation training requirements for each newly appointed member of staff, as soon as possible after they first take up their post, including support staff and post-graduate students, specifying which courses should be attended and what other training should be undertaken. The degree to which these plans are being addressed should be reviewed on a regular basis in the form of a discussion between the relevant line manager and those acting under that person's direction, not least to ensure that mandatory training has been completed within a satisfactory timescale.

Induction Training
Staff and students newly arriving on the WGH/REH campus must attend an induction safety presentation as soon as possible after taking up post. Induction training, both for those who will mainly be laboratory-based and those who predominantly will be based within offices, is provided at approximately fortnightly intervals throughout the year, and certificates of attendance are issued for personal training records; this is led by the CMVM Health & Safety Manager unless local arrangements have been made in consultation with the CMVM Health and Safety Manager.

Induction training must also be provided at laboratory level to ensure that new starts are quickly informed of all relevant local rules and emergency procedures; this is usually led by senior laboratory managers for each area.

Continuation Training
It is important that the momentum of continuous professional development is maintained throughout the period of employment for all members of staff, where awareness of changing
principles of health and safety management, and acquisition of new skills with linked safety considerations, may prove to be particularly important. Indeed it may well be a requirement for continued registration with some professional bodies that individual workers be able to demonstrate continuous professional development in a wide range of areas associated with their respective professions, including matters related to health, safety and the environment. Partly to that end, a range of health and safety subject matters is offered to members of the workforce based at WGH/REH, both in the form of instructor-led, classroom-based training, and several self-paced, self-taught, web delivered training packages.

Centrally-Delivered Training
The Health and Safety Department provides various training courses for University employees and students. Information can be obtained from the department’s web site at http://www.ed.ac.uk/schoolsdepartments/health-safety/training regarding:

- training course timetables
- details of courses that are available
- videos etc. that are available to borrow for training purposes
- computer-based training

Of particular importance to staff and students based at WGH/REH will be training related to:

- fire safety
- biological safety
- radiological safety

Attendance on a fire safety presentation is mandatory for all new staff. Attendance on the biological and radiological safety courses is mandatory for all staff working for the first time with biological agents (including pathogens and genetically modified organisms), and sources of ionising and non-ionising radiation. Exemptions may be negotiable for those who have attended suitable training at another institution if it has been to a level that satisfies University of Edinburgh requirements.

Training will be provided also for designated Fire Stewards, Fire Co-ordinators and First Aiders. Line managers should ensure that training for those to be given roles in safety management is updated at an appropriate frequency, consistent with legal requirements and guidelines originating within the University.

Locally-Delivered Training
Courses are also provided at WGH/REH in accordance with agreed training needs analysis led and regularly reviewed by the WGH/REH sites Health & Safety Committee and the College Health & Safety Manager. Courses, run several times per year, or upon request, include:

- control of substances hazardous to health
- spill management
- accident investigation
- audits and safety inspections
- manual handling operations
- display screen equipment (computer workstations) safety
- waste management
- health and safety awareness for Principal Investigators
- Introduction to biosafety
- Fire safety awareness

Training Records
A central training record must be kept by managers in each building or local area, itemising courses to be attended by each current and newly recruited member of staff (induction training, fire safety, DSE safety etc.), and recording attendance at each event when training is completed.

The use of personal training records, to be held and maintained by each person working within the campus, is equally strongly encouraged, not least as this might prove to be of value to a person when transferring skills to a future employment.

Further Information
Updates regarding training opportunities are broadcast for the information of all staff by email to their local H&S coordinators and the WGH/REH webpage.

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