Science and Technology Facilities Council

PROVISION OF SAFETY, HEALTH AND ENVIRONMENT TRAINING

Safety Code No 10

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Version History

1	Initial launch	01/08/2007
1.1	Updated Scope and Training	23/11/2010
1.2	Amendments to training and audit sections and changes to reflect launch of SHE Training Catalogue	June 2013
1.3	Document Retention Policy Added	August 2014
1.4	Minor change to Frequency of Director's and Senior Manager's workshops	January 2015
1.5	SHE induction checklist consolidated with HR induction checklist and removed; associated changes	March 2015
1.6	Pro forma for managers to record local training.	October 2016
1.7	Minor change to Appendix 1	May 2019
1.8	Added Tenants to training matrix.	December 2019
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1.11	Minor change to Appendix 1 for DSE Agile training.	March 2021
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1.13	Minor update to Appendix 1 for Swindon Office staff	August 2023
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Provision of Safety, Health and Environmental (SHE) Training

1 Purpose

The Health & Safety at Work (etc) Act 1974 requires all employers provide “such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees". The knowledge and experience of staff established by training and instruction provides a key basis for assuring the safety of staff and others.

This code sets out the process by which the STFC ensures and records that staff are competent to undertake work within the STFC safely, without harming their, or others, health and the environment.

Two classes of training necessary to ensure competence have been established, mandatory General SHE training and job or hazard specific SHE training:

- Mandatory SHE training is a requirement of all staff. This may take the form of induction training or of managerial safety training. The first of these is provided on appointment to STFC, and the second when an individual is appointed to a role which involves SHE management responsibility for others. Both forms of training are, in general, managed by the SHE Group.

- Job or hazard specific training is determined by the role or duties an individual undertakes within the STFC. The identification of the need for such training is the responsibility of line management based upon their understanding of the hazards faced. To facilitate the identification of hazard specific training each STFC SHE code defines the training necessary to undertake work where a specific hazard exists in an appendix, for example the COSHH code defines the training necessary for competency as a COSHH Assessor. Delivery of such training is in general managed by the STFC SHE Group.

Core to the effective operation of this Code is the Annual Performance Review (APR) process and the development of individual Learning and Development Plans which should include specific consideration of the training requirements of staff to undertake their responsibilities safely, with regard to their health and the health and safety of colleagues, and the environment in general (APR).

2 Scope

This code addresses the SHE training needs of all personnel including, STFC employees, temporary staff including agency staff, short and long term visitors and facility users, sandwich and vacation students and tenants.

It encompasses SHE induction training for staff, users, tenants and contractors new to STFC sites, and the training needs specific to the roles/tasks undertaken by staff at the STFC.

Visiting scientists, visitors and temporary or part time staff are considered with respect to SHE training to require all the mandatory SHE training undertaken by STFC employees if they work at STFC sites for greater than 2 days/week for a period of 3 month.

3 Definitions

3.1 **Mandatory training**.

By definition mandatory induction training, and its on-going refreshment, is a requirement for all staff, visitors, users, tenants and contractors on first arrival at an STFC site. Mandatory induction training may vary between STFC sites depending on the local hazards and emergency procedures.

On appointment to a first managerial role with SHE responsibility for others and on appointment to a Director/Senior Manager role, mandatory general SHE training is further defined. See Appendix 1.

Mandatory training is in general organised through the STFC SHE Group.

3.2 **Job or Hazard Specific training**.

Identified by line management through consideration of specific hazards arising from the work an individual undertakes such training needs can be identified in Learning and Development (L&D) plans established at APRs.

Hazard specific training identified in SHE codes is in general organised through the STFC SHE Group or Department.

3.3 **On the Job (OtJ) training**

Training led by an experienced member of staff in a hands-on and practical manner that is not generally assessed or validated.

4 Responsibilities

4.1 **Line managers and supervisors of work shall:**

4.1.1 During the selection of staff consider the qualifications, experience, attributes and personal qualities necessary to fulfil the role in a safe manner and employ such criteria in the appointment of staff to roles.

4.1.2 Ensure all new starters, including secondees, trainees and temporary workers, receive mandatory STFC SHE Induction training prior to undertaking any activity at an STFC site, see appendix 1. Where new starters or staff are employed by the STFC at non STFC sites managers should ensure they attend the local site's SHE induction.

4.1.3 Undertake a local SHE induction for new starters, including secondees, trainees and temporary workers, identifying relevant SHE hazards prior to commencing any work activity. Particular attention should be paid to young or inexperienced new starters. The STFC HR induction checklist includes relevant prompts to ensure that SHE matters are addressed during an individual's induction and should be retained in the individual's file as evidence of its completion.

4.1.4 Identify the SHE training needs for individuals, or work groups, under their supervision or for whom they are responsible, upon appointment to a role and thereafter annually as part of the APR process and the completion of Learning and Development (L&D) Plans, see SHE Training Catalogue. Particular attention should be paid to the training needs of new starters, especially young or inexperienced staff. Training needs shall be reviewed within 4 weeks of commencement in a role or following any significant change in role.

4.1.5 In developing L&D plans managers or supervisors should consider the hazards individuals or work groups will and could face while undertaking specific tasks, see SHE Training Catalogue. Established STFC hazards will be the subject of STFC Codes for which training requirements will be defined and training organised through the STFC SHE Group. Appendix 2 outlines a suggested training needs assessment employing the standard Risk Assessment pro forma (see STFC Safety Code 6).

4.1.6 Where the hazards arise from specialist tasks or equipment the manager shall determine training requirements and ensure their delivery. Specialised training may be provided formally, off-line by in house or external experts, or 'On the Job' (OtJ) using local expertise. STFC SHE Group can provide advice on the provision of such specialist SHE training.

4.1.7 Ensure all staff complete agreed SHE training and refresher training in a timely manner. Where training is provided at a Departmental or other level through local courses or OtJ training maintain a record of completion. The training record shall include: course/activity title, outline of course content, date(s) of training, training venue, trainer/coach name. Where possible evidence of satisfactory completion and trainee attendance, by signature, should be retained. Appendix 5 presents a suggested template for recording such training. Such records shall be maintained for 40 years following course date and forwarded to STFC HR for archive storage if the individual leaves STFC employment or moves roles. Such records may be required to prove training provision in the event of litigation against the STFC brought by an employee or former employee.

4.1.8 With the exception of mandatory induction training and its refreshment, the need for a specific individual to attend general SHE and defined hazard training may be assessed through the use of an STFC qualitative risk assessment, see Safety Code No 6. Where an individual has documented recent and equivalent training outside of the STFC exemption from STFC training may be granted. Such exemption must be documented and approved by a Director, Division Head and/or Group Leader.

4.2 Contract Supervisors shall:

4.2.1 Ensure that all contractors working on their behalf at STFC sites are suitably experienced and/or trained to undertake the work planned. Where possible documented evidence of training or skill validation should be obtained.

4.3 Employees and other staff working at STFC sites shall:

4.3.1 Attend all training, and associated refresher training, identified by their manager, or those responsible for their health and safety while working on STFC or non STFC sites.

Utilise and apply SHE learning practically during the course of their work at the STFC.

4.3.2 Bring to the attention of their line manager instances where they do not believe they are adequately trained for a task or activity. Where this lack of training has the potential to adversely affect the safety or health of people or the environment, they should advise line management immediately and cease the activity.

4.3.3 Ensure that all visitors for whom they are responsible are aware of the health and safety hazards to which they could be exposed during their visit and the actions to take in the event of a fire or an emergency.

4.4 Directors, Division Heads and Group Leaders shall:

4.4.1 Document and retain the basis for all instances where training recommended in STFC SHE Codes is waived. Such exemption cannot be blanket in nature and must be reviewed whenever the training requirement or refresher training is required.

4.5 SHE Group shall:

4.5.1 Ensure that mandatory STFC SHE training and hazard specific SHE training identified in SHE codes is available to all staff and its availability communicated regularly, see appendix 1. Where it is cost effective and efficient to do so SHE Group shall develop in house training courses or procure competent external training expertise to address specific SHE hazards or changing legislation.

4.5.2 Provide administration for the central training programme: maintaining event waiting lists; managing refresher training re-calls; inviting attendees; confirming course registration; chasing non-attendances and as necessary issuing certificates of attendance.

4.5.3 Maintain records for all training provided centrally by the SHE Group, both mandatory and hazard specific. Such records shall include the course title, trainer(s) names, date(s) and venue of training, course attendees, a copy of the course content and as appropriate the results of course assessment/validation for attendees. Such records shall be maintained for 50 years following course date.

4.5.4 Support line managers, and provide tools to assist, in identifying the training required by their staff to undertake their roles in a safe, healthy and environmentally friendly manner.

Appendix 1 SHE Training

There are no specific training requirements to deploy this code.

Mandatory SHE Training

Role	Initial Training	Refresher	Frequency	Comments
SHE Induction programme (mandatory SHE training)				
All staff, agency and fixed term employees Must complete their respective site SHE induction programme of mandatory training irrespective of how frequently they work on STFC sites. **Long term users, long term site contractors (term contractors) and visitors.** Who on average spend >2 days per week in a 3 month period at STFC site(s) must complete their respective site SHE induction programme of mandatory training irrespective of how frequently they work on STFC sites.	Site specific SHE Induction course	Course repeated	5 years	To be completed by end of first working day. Links to Site Safety inductions are available from the SHE training page. Site specific staff safety handbooks are available to complement online induction training and available here. Other general site procedures should be explained by line managers or supervisors and local SHE inductions provided by them. Upon joining, Polaris House based staff complete the Polaris House Health and Safety Induction in Go1.With a refresh required every 2 years
	Fire Safety training	Course repeated	5 years	To be completed by end of first month. Links to site specific Fire Safety courses are available from the SHE training page. Courses available at RAL and DL. Not a requirement for SO based staff who are required to complete the Polaris House annual fire safety training in Go1.
	Display Screen Equipment (DSE) User training. See SC25: Safe Use of DSE Appendix 5 for information relating to frequency of Workstation Risk Assessments.	Course repeated	5 years	To be completed by end of first month. Links to DSE courses are available from the SHE training page. Polaris House based staff complete the UKRI DSE Agile training which includes a test followed by a DSE self risk assessment. All new employees will automatically be sent this training as part of the user provisioning process and must complete all elements with a refresh every 2 years . Further details can be found on *the Source.*
	Safe Manual Handling training	Course repeated	5 years	To be completed by end of first month. Links to the Manual Handling courses are available from the SHE training page. At Polaris House staff are not required to undertake manual handling training as this is incorporated within the UKRI DSE Agile training (refreshed every 2 years).

	Electrical Safety Essentials	No refresh requirement		To be completed by end of first month. Online course in Totara
	Asbestos Essentials	No refresh requirement		To be completed by end of first month. Online course on Totara
	STFC H&S Management Arrangements BiteSize	No refresh requirements		To be completed by end of first working day. Online course on Totara
	UKRI General Health and Safety Awareness Training	No refresh requirements		All employees based in **Polaris House** are required to complete the UKRI General Health and Safety Course in Go1.
Co-located site collaborators following the STFC SHE Management system: Cockcroft Institute, Hartree Centre, SuperSTEM at DL, Research Complex at Harwell (RCaH) at RAL.	As staff above apart from the STFC H&S Management Arrangements BiteSize which they do not need to complete.			
Co-located site collaborators operating independent SHE Management Systems: Rosalind Franklin Institute (RFI), and Diamond Light Source (DLS) at RAL.	No requirement to undertake STFC mandatory SHE training and follow local equivalent mandatory training programmes.			
BID Tenants Must complete their respective site specific SHE induction programme of mandatory training irrespective of how frequently they work on STFC sites.	Site specific tenant SHE induction course	Course repeated	5 years	To be completed within 1 month of arrival. STFC Site tenant safety induction available **on-line**. Site specific safety information is available in these booklets.
Contractors – short term contractors employed for specific activities/events.	Site specific SHE induction course	As on site for a specific activity no need to repeat.		To be completed by end of first working day. Site safety induction available on-line Site specific safety information is available in these booklets.

Role	Initial Training	Refresher	Frequency	Comments
General SHE Management – Mandatory SHE Training for all managers				
STFC *technical* managers	STFC SHE Technical Managers Course 3 days	STFC SHE Technical Managers Refresher Course 1 day	5 years	***Technical managers*:** those responsible for the practical execution of experimentation or technology development and laboratory, workshop and estate managers. To be completed on appointment to first managerial role, or in preparation for assuming a managerial role.
STFC *non-technical* managers	STFC SHE Non-Technical Managers Course ½ day	STFC SHE Non-Technical Managers Course ½ day	5 years	***Non-technical managers*:** those responsible for primarily office based staff in scientific, technological or administrative functions. To be completed on appointment to first managerial role, or in preparation for assuming a managerial role.
General SHE Management – other				
STFC technical early career staff	**STFC Technical Early Career SHE Course** 1day	No refresh frequency, course completed once.	N/A	***Technical staff*:** those undertaking practical experimentation or technology development working in laboratories, science facilities and workshops. Aimed at "technical" graduates, postgraduates and apprentice degree staff generally under 25 years of age for whom this is their first substantive permanent job who are undertaking practical scientific/ technical roles in STFC. To be completed within 12 months of arrival.
STFC Directors/Senior Managers	On-going programme of "Director and Senior Manager SHE workshops" to address current Department and STFC wide topics		~3 yearly	
STFC Departmental Safety Contacts	NEBOSH General Certificate (11 days)	No refresh frequency, course completed once.	N/A	Advisory only.

Job or Hazard Specific Training

See specific SHE Codes for definition of training requirements and refresher frequency.

A summary of all SHE training defined in SHE codes and administered by SHE Group can be found in the SHE Training Catalogue.

Appendix 2 Training Needs Assessment

The SHE training requirements of an individual should be based on the SHE hazards to which the individual may be exposed during their work.

A SHE TNA is in essence no different to that undertaken during the APR process, see. APR

Such assessments may also be conducted as part of a Risk Assessment, see Safety Code No 6, for a specific task or role. An example Risk Assessment for a beam line scientist is included here.

For new starters it is recommended that a specific SHE TNA is conducted within the first 4 weeks of their arrival.

The following table outlines the key process steps:

Step	Person	Action
1	Employee and line manager	Jointly complete a risk assessment identifying hazards and risks of the proposed work or role, previous risk assessments will provide a start point
2	Line manager	Identify and document required SHE training by referring to the relevant SHE code or the course list attached, matching the hazard with relevant training.
3	Line manager	May identify additional courses to benefit the employee. If an employee wishes to take additional courses, and has their supervisor's approval, the courses may be attended
5	Employee and line manager	Ensure training is completed, recorded and reviewed for effectiveness. In the case of significant hazards, training must be completed prior to beginning work.

Title: Station Scientist Job Assessment	Assessed By:	Date of Assessment:

Step 1 What are the hazards?	Step 2 Who might be harmed and how?	What are you already doing?	Step 3: What further action is necessary?	Step 4: How will you put the Assessment into action?		
Hazard/Task or Situation				Action by whom	By when	Done
Fall from height	Equipment may necessitate work above ground level. Stumbling or falling may result in injury.	Suitable access equipment available (e.g. steps or 'elephant' stool).	Basic training in Work at Height.			
Trapped by something falling.	Dismantling or moving equipment could be dropped or fall causing crush injuries.	Riggers should move heavy equipment. Suitable access equipment should be used for equipment located above shoulder height.				
Contact with electricity	Incorrectly installed or maintained electrical equipment could present a risk of electrical shock.	Electrical equipment should be regularly inspected. Installation or testing should only be carried out by a competent person.	Basic training in electrical safety should be considered.			
Use of VDU	Eye strain, fatigue and head aches. Back and upper limb injuries from incorrect posture and equipment.	Suitable workstation equipment is provided. Initial VDU assessment available on-line.	Basic VDU training package, available on-line. VDU glasses will be provided where necessary.			
Exposure to ionising radiation		Controlled access system in place.	General Radiation Training.			
Exposure to non-ionising radiation			General LASER safety training. Risk assessment should identify suitable PPE.			

Slip, trip or fall	Minor injuries from stumbling over loose cables or spilt oil etc.	General housekeeping maintained.				
Struck by moving or falling object	Equipment at height may fall causing injuries depending on size and weight of equipment. Remotely operated equipment may move unexpectedly causing injury	Equipment located at height is securely fastened and inspected regularly. Warning systems provided for remotely operated equipment.	Assess for suitable PPE (shoes, bump hat, etc.)			
Exposure to fire		Automatic fire protection systems in place.	Training in evacuation procedures.			
Injured while handling	Incorrect lifting and handling of heavy or awkward objects may result in back or muscular injuries.	Manual handling assessment should be carried out. Basic training package available on-line.	Basic training in manual handling.			
Exposure to hazardous substance	Exposure to harmful substances may cause chronic or acute harm.	MSDS should be made available. This will identify possible harm and suitable control measures.	Basic training in COSHH assessment. Specific training may be required for particularly hazardous chemicals such as cyanide or hydrogen fluoride. COSHH assessment should identify PPE requirements.			
Exposure to noise	Temporary or permanent hearing loss may be experienced from noisy areas	Noisy areas identified and suitable PPE provided.				

Step 5 Review Date:	▪ Review your assessment to make sure you are still improving, or at least not sliding back. ▪ If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it.

Appendix 3 Audit checklist

Ref.	Item	Rating	Comments
1 (Section 3.1) (Section 4.1.2)	Have new starters completed their mandatory SHE induction training?		
2 (Section 4.1.7)	Have established staff completed relevant refresher training?		
3 (Section 4.1.5) (Appendix 2)	Have Line Managers and Supervisors undertaken training needs assessments for their staff, existing and new starters?		
4 (Section 4.1.4) (Section 4.1.7)	Have new starters completed training identified through their training needs assessment?		
5 (Section 4.1.7)	Are records available for On the job training identified as part of a training needs assessment? Do records include name?		
6 (Section 4.2.1)	Have the training records or contractors working on behalf of a manager or supervisor been reviewed in assessing their competence to undertake a specific task?		
7 (Section 4.4.1)	Have exemptions to hazard defined training been established for specific staff? Has such exemption been documented?		

Appendix 4 Document Retention Policy

Records Established	Minimum Retention Period	Responsible Record keeper	Location of Records	Comments/Justifications
SHE Training Records	Current + 50 years	SHE Group	JP SHE Training Spreadsheet and Oracle	Except where training organised locally outside SHE Group
On-the-Job training records	Current + 50 years	Line management	Local record systems	

Appendix 5 STFC Record of Local or 'On the Job' SHE training

Site	RAL	Employee Name	A Smith
Department	CSD	Employee Number	123456
Division	Estates	Line Manager	B Jones

	Training description	Provided by	Signature	Completed	Signature
1	Attended 'AB Heating Systems' ABHS 321 heating system maintenance training course, 2 days at AB Heating Systems site Birmingham.	AB Heating Systems	See attached copy of course certificate	01/01/2016	A Smith
2	On the job training and safety familiarisation with B Smith on R100 ABHS 321 heating system, B231, how to isolate and recommission system.	B Black	B Black	01/03/2016	A Smith
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