





## **Providing Training and Keeping Records**

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|  <b>UNIVERSITY OF ABERDEEN</b> | <b>Providing Training and Keeping Records</b> | Document No. | HS-GN-24 |
|   |   | Date         | 10.08.23 |
|   |   | Pages        | 2 of 6   |
|   |   | Revision     | Rev 1    |


## Revision Record

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|---|---|--------------|----------|
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|   |   | Date         | 10.08.23 |
|   |   | Pages        | 3 of 6   |
|   |   | Revision     | Rev 1    |

## Contents

|     |  |   |
|-----|--|---|
| 1.0 | Purpose of the Guidance .....                                      | 4 |
| 2.0 | Scope of Guidance .....  | 4 |
| 3.0 | What is training?.....   | 4 |
| 4.0 | Who needs health and safety training? .....                        | 5 |
| 5.0 | How to identify what health and safety training is required? ..... | 5 |
|     | Induction training .....   | 5 |
|     | Other training .....   | 5 |
|     | Records of training .....  | 5 |
|     | Personal protective equipment.....                                 | 6 |

|   |   |              |          |
|---|---|--------------|----------|
|  | <b>Providing Training and Keeping Records</b> | Document No. | HS-GN-24 |
|   |   | Date         | 10.08.23 |
|   |   | Pages        | 4 of 6   |
|   |   | Revision     | Rev 1    |

## 1.0 Purpose of the Guidance

The health and safety training needs of all members of staff and students should be identified and appropriate training provided. Records of this training should be kept and contain an acknowledgement from the trainee that the training has been delivered and understood. Records should be kept in which individuals acknowledge the receipt of any personal protective equipment provided and the instruction for said equipment.

## 2.0 Scope of Guidance

Section 8.8 of the University Health and Safety Policy covers Information, Supervision and Training. The Policy requires that:

*All individuals who visit or work at the University of Aberdeen will require relevant information on the risks they may face while at the University and how to avoid harm while on campus. This information can be shared in a number of different ways.*

This information can be delivered via lab briefings, lab handouts, departmental codes of practice and other appropriate means. Training can be achieved through formal training courses but on-the-job training is also essential.

## 3.0 What is training?

Training means helping people to learn how to do something, telling people what they should or should not do, or simply giving them information. Training isn't just about formal "classroom" courses. Very often training will be delivered "one-on-one".

Training for a particular task might need to be delivered in different ways for different groups of staff. For example, for some groups of staff it might be sufficient to give individuals a copy of the relevant part of the local health and safety policy and ask them to read it while for other groups it might be better to explain face to face how the tasks should be undertaken.

|   |   |              |          |
|---|---|--------------|----------|
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|   |   | Date         | 10.08.23 |
|   |   | Pages        | 5 of 6   |
|   |   | Revision     | Rev 1    |

## 4.0 Who needs health and safety training?

All new staff are required to complete the mandatory online E-learning. Upon starting at the University, all staff will receive an email inviting them to undertake 3 mandatory training modules: Health and Safety Induction, Fire Safety Awareness and DSE Training and self-assessment. It is expected that staff will undertake this training within the first few weeks of starting at the University.

In addition, all new members of staff should be provided with a local induction to their School/Support Service. The induction should include essential health and safety training. Other training may also be required depending on the tasks which the individual will be undertaking.

Students will also require health and safety training. Training for undergraduates will usually form part of their course of study. As with members of staff, training for postgraduate students will depend on the tasks which the individual will be undertaking and it will usually be necessary to identify the training needs of each individual.

## 5.0 How to identify what health and safety training is required?

### Induction training

In addition to the mandatory Online training, all Schools and Support Services should develop local induction training checklists. These should list the essential training which is provided on commencement of employment. They should be based on the local health and safety policy. Induction training will normally be carried out during the first few days of employment.


### Other training

Other health and safety training needs should be assessed by an individual's supervisor and a training plan developed. For example, training might be needed before operating a particular piece of equipment or carrying out a particular laboratory process. An example of a training plan for someone who will be working in a laboratory is appended. It is likely that such training will be carried out over a period of weeks or months.

### Records of training

A simple record keeping system is required to demonstrate that all the required training has been provided. Experience in the University has shown that, unless records are maintained, very often training is either not provided or it is provided in a somewhat ad hoc manner. Usual practice will be for the training checklist to be used to record the training which has been delivered.

Both supervisors and members of staff/students should be involved in maintaining training records. Supervisors should sign the records to confirm that appropriate training has been provided. In addition, those receiving training should sign the records to provide an acknowledgement that training has been received and understood. The keeping of records should not be viewed as a bureaucratic requirement but rather as one which will help ensure that training is provided in a systematic manner and that it is appropriate for and has been understood by the individuals

|   |   |              |          |
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|   |   | Date         | 10.08.23 |
|   |   | Pages        | 6 of 6   |
|   |   | Revision     | Rev 1    |

concerned. Asking a trainee to acknowledge explicitly that training has been received and understood is intended to promote discussion with the trainee to find out if this is indeed the case.

### Personal protective equipment

When items of personal protective equipment (PPE) are issued to individuals for their personal use, records should be kept of issue. It is also important that individuals are advised how the PPE should be used. With many items of PPE it is possible to wear/use them in a way that will provide little or no protection. For example, face masks might not provide a good seal to the face, gloves might be used in a way in which the inside of the glove becomes contaminated and ear plugs might be inserted into the ear in an incorrect manner.