



HEALTH AND SAFETY TRAINING

Introduction

All persons with delegated responsibility for health and safety issues will receive adequate and appropriate training in order to assist them carry out their responsibilities.

The Safety Office provides advice and guidance to the Talent and Education Department (TED) to enable them to deliver an appropriate programme of health and safety training.

Records detailing all training activities, including refresher training, shall be maintained.

Application

LSHTM is committed to the systematic identification of training needs and the provision of training in order to ensure that employees and students are competent to carry out their assigned duties.

This procedure applies to all employees (including temporary, part time and agency personnel) and non-employees who may be affected by the undertaking of LSHTM, including contractors, students and members of the public.

All new employees and employees transferred to different work or areas shall be given health and safety induction training to familiarise them with their new duties and workplace.

This procedure also covers the provision of refresher training.

Responsibilities

Deans of Faculty and Heads of Professional Support Services

Deans of Faculty and Heads of Professional Support Services are responsible for:

- The implementation of this procedure within their area of responsibility
- Ensuring that there are arrangements in place to provide appropriate information to members of staff, students, visitors etc
- Identifying the health and safety training needs of all personnel within their area of responsibility. Training requirements need to be considered for:
 - H&S awareness training for all managers and staff
 - New employees and students
 - Employees who are to be promoted or re-deployed
 - Employees and students who are young and inexperienced
 - Employees and students who are disabled

The needs of less able bodied persons, for example:
Wheelchair users, and other persons with impaired mobility
Persons with impaired vision

Responsibility for health and safety forms part of managerial responsibility, through the management chain, even if not formally specified in the job description. The supervision of health and safety can be delegated, but the responsibility cannot.

The Safety Office

The Safety Office is responsible for:

development and maintenance of a general health and safety training needs matrix for each category of staff and student.