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1.0 INTRODUCTION

This policy establishes the organisation's commitment to providing effective health and safety training to all employees, contractors, and relevant personnel. It ensures that everyone has the knowledge, skills, and confidence to work safely, understand potential hazards, and prevent accidents.

Providing health & safety information and training will help Lancaster City Council:

- Ensure our employees are not injured or made ill by the work they do;
- Develop a positive health & safety culture, where safe & healthy working becomes second nature to everyone;
- Find out how it could manage health and safety better;
- Meet your legal duty to protect the health & safety of your employees.

Effective training:

- Will contribute towards making your employees competent in health & safety.
- Can help the organisation avoid the distress that accidents and ill health cause.
- Can help the organisation avoid the financial costs of accidents & occupational ill health.

2.0 GENERAL STATEMENT

This policy applies to all staff members, contractors, volunteers, and visitors, including new hires, temporary workers, across all organisational sites and operations.

Implementation: It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

Compliance: This policy complies with all relevant regulations and other legislation.

3.0 LEGISLATION

In the United Kingdom, several key pieces of legislation mandate health and safety training in the workplace. These laws ensure that employers provide adequate training to protect the health, safety, and welfare of employees and others affected by work activities.

The key legislation covering Health and Safety training: Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, Provision and Use of Work Equipment

Regulations 1998, Health and Safety (Training for Employment) Regulations 1990, Safety Representatives and Safety Committees Regulations 1977 & Health and Safety (Consultation with Employees) Regulations 1996

4.0 ORGANISATION AND MANAGEMENT RESPONSIBILITIES

The following give the main responsibilities in relation to this policy:

Chief Executive Officer

- The Chief Executive has overall responsibility for ensuring the provision of instruction, training and supervision to enable employees to carry out their duties safely and to enable them to actively contribute to healthy and safe workplace.

Chief Officers

- The Chief Officers have executive responsibility to ensure adequate resources are available for health and safety training.
- The Chief Officers have a responsibility to ensure they set clear expectations for health and safety competency.
- The Chief Officers have a responsibility to ensure regular review and update of training programs based on incidents, risk assessments and regulatory changes.

Corporate Health and Safety Manager / Consultant (Appointed Competent Person)

- Advise on information, instruction and training requirements relating to health and safety and liaise with the Chief Officers to ensure implementation of health and safety training programme.

Line Managers and Supervisors

- Ensure that all employees receive adequate / appropriate training to comply with legislative requirements in liaison with the Health and Safety team.
- Identify specific training needs within their teams.
- Ensure team members attend required training sessions.
- Reinforce training through regular safety briefings and on-the-job coaching.
- Maintain accurate records of all training sessions, including attendance, topics covered, and assessments completed and retain them in individual learning zone profiles.
- Regularly review training records to ensure compliance and identify areas for improvement.

Employees

- Attend as requested, any health and safety training courses.
- Participate fully in all required training sessions.
- Apply the knowledge gained from training in daily work activities.
- Work in accordance with the training they are given
- Report any gaps in training or additional support needs.

Health and Safety Trade Union Representatives

Health and Safety / Trade Union Representatives have certain responsibilities and duties and are able to audit and complete inspections where required.

A health and safety representative are a fellow worker who represents other union members to look after the health and safety at work of people they work with.

In relation to this Policy, Health and Safety Representatives have the right to:

- investigate potential hazards and 'dangerous occurrences' and examine the accident data.
- investigate members' complaints.
- carry out inspections of the workplace in work time, at least every three months.
- be consulted on new working practices and new technology.
- receive safety information from their employer (such as inspectors' reports, hygiene surveys and risk assessments).
- attend union-approved training courses without loss of pay

5.0 Training Program Components

Induction Training: Provided to all new employees, covering workplace hazards, emergency procedures, and safe work practices.

Job-Specific Training: Tailored to the specific roles and tasks of employees, including equipment use, chemical handling, and manual handling.

Refresher Training: Regular updates to reinforce critical safety knowledge and address emerging risks.

Specialised Training: For high-risk roles, such as those involving working at height, confined spaces, or hazardous materials.

Management and Leadership Training: Focused on building a safety-first culture and effective risk management.

6.0 Health and Safety Training Delivery

Health and safety training will be delivered through a combination of in-house and external provision, depending on the nature and level of risk involved.

Where appropriate, training such as inductions, job-specific instruction, toolbox talks and safety briefings may be carried out internally by line managers or the Health and Safety Team.

In circumstances where the level of risk requires specialist knowledge or accreditation, training will be provided by external, qualified training providers.

All health and safety training must be delivered during working hours and at no cost to employees.

7.0 Training Records and Documentation

All training records and evidence of any health and safety training related matters are to be held centrally within Learning Zone.

8.0 Continuous Improvement

Use incident investigations, safety audits, and employee feedback to enhance training programs.

Adjust training content as needed to reflect hazards, new technologies, procedures, or regulations.

9.0 Policy Review

This policy will be reviewed every two years or as necessary to reflect changes in legislation, best practices, or organisational needs.

