Health and Safety Services

UNIVERSITY OF GREENWICH
Part of London and South East University Group

Code of Practice for H&S Training and Information for Staff

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1. Overview

This Code of Practice outlines the University's commitment to ensuring that all staff including part-time, temporary, and agency workers receive appropriate information, instruction and training related to health and safety. It establishes the legal and institutional framework for delivering effective training, ensuring that staff are equipped to recognise and manage risks in their work environment.

2. Purpose

The primary purpose of this Code of Practice is to ensure that the University complies with its legal responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. It aims to promote a proactive and preventative approach to health and safety by ensuring that all staff receive appropriate training and information relevant to their roles. This includes training at the start of employment, when responsibilities change, or when new risks, equipment, or systems of work are introduced.

3. Scope

This Code of Practice applies to all University staff, including full-time, part-time, temporary, and agency workers, across all departments, faculties, directorates, and units. It covers all stages of employment, from initial induction to ongoing training required due to changes in roles, responsibilities, equipment, technology, or working practices. The Code sets out expectations for managers to assess training needs, provide appropriate health and safety instruction, and ensure that all training is recorded and regularly reviewed.

4. Definitions

"Mandatory Training" – Required by Law.

"Essential Training" - Training that equips you with the necessary skills and knowledge to excel in your role and fulfil the university's expectations.

"Temporary/Agency Staff" - Individuals employed on a short-term basis or through an external agency, who are still entitled to the same health and safety training as permanent staff.

"Training Matrix" - A tool used to identify and track the health and safety training attendance and requirements for staff within the University.

5. Roles and Responsibilities

5.1. Senior leadership

(This includes members of VCE, FOOs, Executive Directors, Deputy Directors, Associate Directors, Deputy Deans, some Heads of School)

- Champion a culture of health and safety across the University by setting clear expectations and leading by example.
- Ensure that adequate resources (time, funding, personnel) are allocated for health and safety training and information.

- Monitor compliance with health and safety training requirements within their areas of responsibility.
- Support the development and implementation of strategic health and safety training initiatives.

5.2. Managers

- Ensure that all staff under their supervision receive appropriate health and safety training, including induction, refresher, and role-specific training.
- Identify training needs through risk assessments, job descriptions, and staff development reviews.
- Ensure that training is completed within required timeframes, that staff understand the content and that accurate local records of all health and safety training are maintained
- Encourage staff to apply health and safety knowledge in their daily work and provide support where needed.

5.3. Health and Safety Managers

- Coordinate the central health and safety training programme.
- Provide expert advice on training requirements and content.
- Monitor the effectiveness of training programmes and recommend improvements.
- Ensure that all health and safety training is recorded within their local training matrix.

5.4. Health and Safety Local Officers

- Assist managers in identifying local training needs and ensuring staff attend required training sessions.
- Act as a point of contact for health and safety training queries within their area.
- Support the Health and Safety Manager in maintaining the local training matrix and ensure alignment with central systems.
- Support the delivery of local induction and refresher training.

5.5. All staff.

- Attend all required health and safety training and apply the knowledge in their work.
- Take responsibility for understanding and following health and safety procedures.
- Inform their manager if they feel they need additional training or support.
- Participate in refresher training as required and stay up to date with any changes in procedures or risks.

6. Procedure

University Policy requires that managers and staff are equipped with the knowledge, competence, confidence, and capacity to deal effectively with health and safety issues, through the provision of appropriate resources, supervision, information, instruction, and training. The Policy requires progressive improvement in health and safety management. Therefore, training and re-training requirements should be carried out through the

assessment of training needs, using job descriptions, personnel specifications and staff development reviews.

6.1. Inductions

When a new employee starts with the University managers should work through the New start journey on Horizon and the accompanying HR induction checklist, which provides a guide to the information and activities that need to be covered within the first six weeks of employment.

With regards to health and safety, line managers are required to use this checklist to explain local arrangements for;

- Location of first aiders,
- Fire escape routes,
- Accident reporting procedures,
- Other health and safety information relevant to the employee's job,

By the end of their first month of employment staff must also:

- Be familiar with where to find the health and safety policy and A-Z of health and safety arrangements
- understand their roles and responsibilities in relation to all university policies and procedures
- have completed the Mandatory and Essential Training Courses on Horizon;
  - Hybrid DSE User Training – Online course and test,
  - Fire Safety Awareness Training – Online course and test,
  - Health and Safety Induction – Video and Quiz.

All health and safety training stated within the HR induction checklist must be repeated periodically where appropriate and must take place during working hours. Information on how often training must be repeated can be found within the Mandatory and Essential Training Courses document.

6.2. Training Requirements

Following on from initial induction it is essential that the training and information needs of existing staff are identified. Senior leaders and managers must identify where continuous or further training is required, this should be done through;

- The Risk Assessment Process (e.g. Manual handling, COSHH assessments etc.),
- Annual staff appraisal
- Additional role holders responsibilities/job descriptions (e.g. Health and Safety local officers, Display Screen Equipment (DSE) Assessors, Fire wardens etc)
- The Central H&S Training Matrix (which has been agreed by the University Health and Safety Committee).

Where training has been identified as necessary, Senior leaders and Managers must ensure that staff are provided the time to attend the relevant training within normal working hours.

The Health and Safety services team provides a central programme of standard health and safety courses which can be found on the staff services portal, Health & Safety Training .

All training should be book through Horizon. If you do not have access to Horizon, please contact safetyunit@gre.ac.uk for further advice.

6.3. Record Keeping

Faculties and Directorates must maintain a local record of all health and safety training, including staff inductions.

Health and Safety Services will provide monthly updates to Faculty and Directorate Health and Safety Managers regarding any centrally organised health and safety training.

To ensure consistency and compliance with University standards, all local training records must be maintained using the standard Training Matrix provided by the Central Health and Safety team.

Faculties and Directorates should work closely with their Health and Safety Manager to:

- Ensure all locally arranged training is accurately recorded in the Training Matrix.
- Add new starters and archive leavers in a timely manner.

7. Further Guidance

7.1. Related Legislation:

In addition to the general duties contained in the Health and Safety at Work etc Act 1974, other, more specific sets of Regulations and guidance may apply.

Links to these and further general guidance on Training and Information for Staff can be found on HSE web pages; HSE - Health and safety training: A brief guide

7.2. Related University resources:

- Central H&S Training Matrix
- Health & Safety Training Course list
- Template presentation for local H&S inductions
- Mandatory and Essential Training Courses
- People Directorate New Starter webpage

8. Document History

Details of previous reviews are as follows:

Review Date	Reviewer	Summary of Review
24-07-2025	Anastasia Liasides – Health & Safety Advisor	First Revision on new template, v25.1 - Converted from a webpage.

29-10-2026	Chantelle Marriott – Health & Safety Advisor	Updated new logo and revision number

This document will be reviewed at least annually, hereafter.