

MANAGEMENT PROCESS DESCRIPTION MPD379/4.1

Mandatory and Essential H&S Training

<i>This Management Process Description replaces</i> <i>MPD379/4</i>	Copy Number
	Effective 02/02/16
<p style="text-align: center;"><i>Summary of Significant Changes</i></p> <p>Removal of reference to DAT434 and links to intranet made more general to support new HR intranet site.</p>	

Policy

It is the policy of NHSBT to ensure that all members of staff undertake (as appropriate) the mandatory health and safety training identified for their role, it is recorded and appropriately monitored and audited

This MPD should be read in conjunction with the Mandatory Training Policy (UCD/Workforce/Mandatory/021).

Purpose

To ensure all staff are trained to the required standards to carry out their duties in a safe manner in line with current procedures.

Responsibilities

Organisation and Workforce Department (OWD)

- Writing, reviewing, updating and providing the services stated for recording and monitoring compliance stated within the Mandatory Training Policy (UCD/Workforce/Mandatory/021).

Health & Safety (H&S) Department

- Have an identified Responsible Officer for H&S training.
- Provide strategic support and guidance to Directorates to identify and review H&S training needs.
- Specifying technical competency requirements of trainers who deliver H&S courses, assessing these for non H&S Department trainers.
- Writing, reviewing and quality assuring H&S training courses to ensure they meet legal, regulatory and NHSBT requirements.
- Delivery of mandatory and essential H&S training, ensuring it is appropriately recorded and for all mandatory H&S training sending course attendance sheets to OWD for centralised recording on the LMS.
- Arranging and recording centre based staff attendance at First Aid courses in accordance with [MPD339](#).

Line Managers of Collection Team Staff

- Arranging First Aid courses for relevant BD team staff in accordance with [MPD339](#).

All Line Managers

- Ensuring compliance to this MPD within their areas and that training delivered meets the requirements of the individual and organisation.

All Trainers

- Delivering training according to the course objectives and requirements.

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- Ensuring all the necessary attendance and evaluation paperwork is completed, reviewed and passed on to others as required by this MPD and the Mandatory Training Policy (UCD/Workforce/Mandatory/021).

Definitions

Must. This is the minimum criteria that is to be met. Any standard below this is not acceptable.

Should. Where reasonably practicable this criteria is to be met.

Initial H&S induction training. Awareness provided by the Line Manager on an individual's first day that follows the local induction checklist.

Essential H&S Training. Any training that is identified by the manager for staff to safely carry out their duties, or is identified by the organisation as essential through identification:

- by the manager as required for the individual to carry out their duties safely; or
- by the function's (local) training plan; or
- by the Directorate (national) H&S plan; or
- by a specific H&S Management Process Description.

Mandatory H&S Training – NHSBT or legislative requirement to provide training. These are stated within the question set developed to assist managers identify requirements for new staff which must be completed.

NHSBT Essential – NHSBT best practice requirement to provide training (e.g. SOPs, training based around Health Care Professions Council (HCPC) registration requirements or gaining other Professional qualifications)

NHSBT Recommended – NHSBT training (covers all other NHSBT training).

LMS – Learning Management System. IT system used by NHSBT to record mandatory training owned and operated by OWD. Reports are generated from the system and supplied to managers on levels of staff compliance against required training for their roles.

Virtual Learning Environment (VLE) -. A platform used to access e-learning training.

Applicable Documents

[MPD339](#) – First Aid

[MPD705](#) – Fire Safety Management Plan

Mandatory Training Policy – UCD/Workforce/Mandatory/021

Mandatory Training Frequently Asked Questions – UCD/Workforce/Mandatory/FAQ

Personal Development & Performance Review Policy UCD/Workforce/PDPR/015

Local Induction Checklist – available on the intranet

Core Skills Framework from Skills for Health

H&S Course Programmes – available on the intranet

Notification of Course Attendance Form – available on the intranet

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Process Description

Identification of Training Needs

Mandatory H&S Training

These training needs are identified by managers using the MT Analysis sheet which forms part of the local induction checklist (initial H&S induction training) completed on day one. Questions, developed by the Responsible Officer for H&S, direct them to identify the correct level of training for their risks. It also states refresher requirements. This local induction checklist and MT Analysis sheet must be completed for all new employees and where staff change departments (re-deployment) as their risks and requirements may change. All completed induction checklists must be sent to OWD in a timely manner so that the training needs matrix can be set up for the individual.

Special arrangements are in place for those in post for less than 4 weeks or hold an honorary contract. Only the local induction checklist which covers initial H&S induction training is required. This programme must include:

- The major risks of the workplace, as described by local risk assessments;
- The control measures to ensure H&S;
- Emergency procedures in the workplace including first aid provision;
- Familiarisation with the workplace;
- H&S policy statement and appropriate procedures;
- Arrangements for the reporting of accidents and near misses.

It is the manager's responsibility to identify if the individual will require enhanced training for the activities they will be performing to mitigate the risk or injury and harm to the individual and organisation. Examples of enhanced training are role / task specific manual handling or ergonomics training. Managers are responsible for ensuring its delivery which should be arranged from suitable trainers within their function / Directorate.

Essential H&S Training

All managers are encouraged to review their team training requirements and develop local and national plans, as appropriate, for H&S training. The plan must identify clear measurable objectives and resources necessary to implement this which must be approved by the person with ultimate responsibility for the identification of training needs and allocation of resources. Part of the regular review of the plan will include evaluation of the training provision against objectives any impact on this must be fed back to the relevant stakeholder.

Specific H&S Training

Special groups that need consideration of specific H&S training are:

- Employees who are young and inexperienced (including work experience placements);
- Employees with special needs e.g. wheel chair users and persons with impaired mobility, persons with impaired vision, persons with impaired hearing, persons with learning difficulties or mental illness or lack of basic literacy and numeracy skills;
- Employees with special responsibility for H&S e.g. H&S Advisors and H&S Co-ordinators;
- Employees working with new or modified equipment or systems of work;
- Employees who require statutory training e.g. Radiation Protection Supervisors;
- Employees who have English as second language;
- Employees who are Fire Marshals ([MPD705](#));
- Employees who are nominated as First Aiders which must comply with [MPD339](#) – First Aid.

The Personal Development Plan (PDP) process should identify any H&S development courses for individuals.

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Provision of Training

Training should take place during normal working hours without loss of earnings and must be provided by competent persons. Competency of external and internal H&S training providers will be assessed by the H&S Department.

Manual Handling training must only be provided by persons who have successfully attended an H&S Department approved Manual Handling Training Skills course. The training they deliver must satisfy the objectives:

- To have an understanding of relevant legislation and how it affects staff;
- To recognise how injuries are caused and what parts of the body are affected by injuries;
- To increase postural awareness;
- To understand the importance of using the kinetic lifting technique and how to adapt it;
- To consider the safe use of roll cages (as appropriate).

Trainers should regularly provide training to maintain their competency in this skill. Where support is required, coaching from other trainers or H&S should be explored. If this does not address the trainer's concerns reattendance at the Manual Handling Training Skills course may be required.

Booking Arrangements

Managers are responsible for booking staff onto H&S training courses.

Collection Team Management arrange their own training locally for mandatory training which is usually delivered as part of team training days.

Staff are responsible for attending and participating as appropriate. Staff failure to attend H&S courses which incur costs to the organisations may result in further requests by them for non mandatory training being declined by H&S.

Some courses are e-learning only and can be accessed directly via the NHSBT Virtual Learning Environment (VLE) without any booking required. They are as follows:

- Fire Awareness (Annual Refresher)
- Manual Handling Awareness
- Display Screen Equipment for Users

Local H&S courses e.g. General Health and Safety for Staff and Fire Awareness for New Starters should be booked directly through the local centre H&S Advisor. All other H&S courses must be booked via the SHINE course booking form on the intranet.

Training Administration and Recording

H&S training courses have programmes and training outlines produced. These are available in the SHINE area of the intranet. Delegates for all national centrally booked courses will receive a copy of these with their joining instructions to brief them on the programme contents and objectives.

A notification of course attendance form must be fully completed at the time of training. Copies of these must then be forwarded to the appropriate department for recording. All mandatory H&S training is recorded centrally by OWD whilst the H&S Department record all essential H&S courses they deliver to staff issuing certificates as appropriate.

Training Course Adequacy and Review

To ensure adequate courses are available for demand H&S will monitor the list of outstanding training needs for planning purposes.

Training evaluation forms are used for quality assurance purposes to ensure delegate and organisation objectives have been met and for trainers own personal reflection requirements. The overall adequacy of training against evaluations will be formally reviewed periodically which includes trainer observations of teaching practice.

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Evaluation forms are required for:

- new courses;
- new trainers; and
- all courses lasting more than 3 hours.

Evaluation forms are optional for other courses with use at the discretion of the trainer.

All H&S courses will be subject to periodic peer review to ensure they remain fit for purpose.

Review and Monitoring of Compliance Levels

OWD monitor and escalate all mandatory training compliance in accordance with the Mandatory Training Policy UCD/Workforce/Mandatory/021.

The H&S Department review, informally, on a monthly basis organisational compliance to H&S mandatory training. The Responsible Officer produces a report quarterly which is taken to the H&S Policy Group and National H&S Committee for formal review. The Responsible Officer attends the Mandatory Training Steering Group as required.

The Directorate H&S Business Partner is responsible, where concerns have been identified at both functional or directorate level in relation to training compliance, for liaising with the appropriate H&S Co-ordinator to decide and agreed any actions required. This will include when and how to raise at the relevant management level i.e. Functional or Directorate Senior Management Team.

Exclusions

The monitoring of professional registrations and renewal requirements which is covered in the Professional Registration Policy and Procedure (UCD/HRO/Professional Reg/042).