

# Health and Safety Training Requirements

**Please Note:** This matrix is designed to assist with Training Needs Analysis within the Department. It shows the basic requirements. Additional health and safety training may be required for specific tasks. These should be identified through an assessment of the hazards and risks arising from the activities undertaken and added to the matrix for the area concerned. Retraining may be required where there is a change to legislative requirements or College procedures. Further advice is available from the Faculty Safety Manager & the Safety Department.

	<a href="#">Day 1 Induction</a> and local induction	Basic Laboratory Safety (see FSM)	<a href="#">MOST (Month One Safety Training)</a>	<a href="#">RAFT (Risk Assessment Foundation Training)</a>	<a href="#">General safety (CIEH)</a>	<a href="#">Supervisory training</a>	<a href="#">Fire</a>	<a href="#">First Aid</a>	<a href="#">Biological safety courses</a>	<a href="#">Chemical safety courses</a>	<a href="#">Laser Safety</a>	<a href="#">Manual Handling</a>	<a href="#">Radiation Protection</a>	<a href="#">Gases &amp; Cryogenics</a>
HoD/Heads of Academic Section/ Principal Investigators	Red		Red	Red	Yellow	Red	Red	Green	Yellow	Yellow	Yellow	Green	Yellow	Yellow
Senior Administrators	Red		Red	Red	Green	Green	Red	Green						
Post Doctoral staff & Research Assistants/Research Officers	Red	Red	Red	Red	Yellow	Green	Red	Green	Yellow	Yellow	Yellow	Green	Yellow	Yellow
Technical Staff	Red	Red	Red	Red	Yellow	Green	Red	Green	Yellow	Yellow	Yellow	Red	Yellow	Yellow
Administrative Staff	Red		Red	Yellow	Yellow		Red	Green				Green		
Post Grad Students	Red	Red	Red	Red	Yellow		Red	Green	Yellow	Yellow	Yellow	Green	Yellow	Yellow
Undergraduate students	Red	Red					Red							
Safety Advisors (FSMs, DSOs, SCs)	Red	Red	Red	Red	Red	Yellow	Red	Green	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
	Red	Yellow	Red	Yellow	Green	Red	Green	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
	Mandatory		Mandatory where relevant to role			Desirable where relevant to role								

## **Appendix 1**

### **Biological and GM flow chart assessment process:**

[Approvals process for new activities or significant changes to existing activities involving the deliberate use of Biological Agents](#)

[Flow chart for submission and approval of activities involving Genetically Modified Micro-organisms](#)

[Flow chart for submission and approval of activities involving Genetically Modified CBS or Plants](#)

### **Off site working process maps**

[Process map 1 - where are you working and what will you be doing](#)

[Process map 2 – Travel guidance](#)

[Process map 3 – Fieldwork risk assessment](#)

