

Central Health Safety Training Matrix

Type of course → Staff to attend ↓	Senior Leadership H&S Risk Management	Core Health & Safety	Accident Reporting & Investigation	Risk Assessment [†]	Dangerous Substances & Explosive Atmospheres Regulations (DSEAR) Risk Assessment	Contractor Management	Asbestos Management	Workplace H&S inspections	Manual Handling Awareness	Travel Safety for Managers	Traveller Safety Awareness	DSE Assessor	Fire Wardens	First Aid	Annual First Aid Refresher	Ionising Radiation Supervisor and Officer Refresher	Ionising Radiation User Refresher	Resuscitation and Use of Defibrillator Certificate (where not included in First Aid training)	Mental Health First Aider (New MHFA)	Mental Health First Aider Refresher	MHFA Annual Skills Refresh	Mental health Awareness	Asbestos Awareness	Control of Substances Hazardous to Health (COSHH) Awareness	Display Screen Equipment: AssessRite / Home Worker (whichever is most appropriate)	Fire Safety Awareness (FireRite)	Workplace Wellbeing	H&S Induction (includes local induction and corporate video)	
All Staff				R				R	HR		HR*							R				R	M*	M*	M (defined as users)	M	HR	M	
Senior staff (VCO, Deputy VCs, PVCs, COO, University Secretary, Deputy / Associate Deans, Faculty Operating Officers, Directors of Professional Services)	M	R	R							HR*																			
H&S Managers	R	M	M	M	M*	M*																							
H&S Local Officers		M	M	M	M*	M*		M																					
Heads of School/Department/Service	M	HR	HR	M*		M*				HR*																			
Faculty Directors of Research/Enterprise	M	HR	HR	M*						HR*																			
Principal Investigators/Supervisors		HR		M*	M*	M*	M*			HR*																			
Fire Wardens													M																
Display Screen Equipment Assessors												M																	
First Aiders														M				M											
Mental Health First Aiders																			M	M	M								
Radiation Protection Supervisors																M													
Radiation Protection Advisor															M														
Ionising Radiation Users																	M												
Risk Assessors				M	M*			M																					
Security Officers														M	M														
Training to be repeated every (years)	5	5	5	5	5	5	5	5	5	5	5	5	5	3	1	5	3	3	N/A	3	1	3	5	5	5	2	3	5	

* where relevant to their likely tasks

† Includes General, COSHH or Events Safety Management

Faculties/Directorates/Units are expected to adopt this matrix and expand to cover locally identified H&S training where necessary.

KEY M= Mandatory HR = Highly recommended R= Recommended = Local Induction

= E-learning

= Instructor Lead