

## INSTRUCTION 21

### INFORMATION, TRAINING AND INSTRUCTION

References:

- A. Health Safety at Work Act 1974.
- B. Management of Health and Safety at Work Regulations (as amended).

#### Introduction

21.1 The Council is committed to providing the necessary information, training and instruction to enable all employees to undertake their work without risk to themselves or others.

#### Information

21.2 The Health and Safety Executive (HSE) "Health and Safety Law" poster is displayed in all premises in a location readily accessible to all employees. The telephone number and address of the HSE area office details have been entered onto the poster.

21.3 Information regarding basic Health and Safety information is on display in all premises and must be brought to the attention of employees during induction, explaining:

- Means of escape in an emergency
- Fire procedures & Fire wardens
- Assembly points
- First Aiders
- First Aid equipment
- Emergency contact numbers

#### Training and Instruction

21.4 External training/instruction may be required for certain posts, but generally all managers should have a good understanding of health and safety issues and where necessary be able to:

- Identify hazards
- Undertake;
  - Risk Assessments
  - Manual Handling Assessment
  - Control of Substances Hazardous to Health Assessments
- Introduce safe systems of work or safe procedures

21.5 Managers/supervisors are to ensure that all employees receive general health and safety training as identified in the induction pack and that more specific training for job specific tasks (e.g. COSHH assessment and risk assessment etc) is arranged at the earliest opportunity.

21.6 All employees who have access to a computer terminal are required to undertake the following Health and Safety training that is located on the Council's intranet.

- General Health, Safety & Environmental awareness
- Display Screen Equipment (DSE) training.
- DSE risk assessment.

- Fire training.
- Manual handling training.
- Stress Management.
- Driving

Managers / Supervisors are to ensure that their staff complete this as part of the initial induction and then annually.

21.7 No employee shall carry out his/her duty until such times as their manager/supervisor has been satisfied that they are able to perform the job without risk to themselves or others.

## **Records**

21.8 Records of training/competence must be maintained within the departments; additionally copies of employee's qualifications should be up loaded to the individuals training record via the health and safety portal.

21.9 Records of training and competency are to be readily available to managers in the areas they are responsible for, to ensure that in the event of an accident or incident, the competency of those involved can be ascertained.