



ELAN Health & Safety Competency and Training Policy

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1.0	April 2023	Estates Manager	New policy
2.0	April 2025	Estates Manager	Clarify responsibilities. Remove identifying health and safety training – replaced within main body text. Remove matrix table – this is replaced by adaptable 'excel' version on staff portal

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1. Introduction

There is a legal requirement to undertake health and safety training as a vital control measure in protecting our staff, pupils and visitors. Training is a control which should be highlighted in the risk assessment for particular operations.

This policy document sets out the Extend Learning Academies Network's (ELAN) position with regard to health and safety related training, how training needs are determined and met, recorded, and monitored. This H&S Competency and Training Policy should be seen as part of the trust's management of health and safety system which is based on the Health and Safety Executive's document 'Managing for Health and Safety (HSG65)' (<https://www.hse.gov.uk/pubns/books/hsg65.htm>)

2. Legal Requirement to Train

This policy document has been produced to comply with the following general legislation

- Health and Safety at Work etc Act 1974 – Section 2.2.(c) which states:
'The provision of such information, instruction, training and supervision as is necessary to ensure, so far as reasonably practicable, the health and safety at work of his employees'
- Management of Health and Safety at Work Regulations 1999 – Section 13

It is important that all staff undertake any training required by their managers. Health and safety training shall:

- be repeated periodically where appropriate
- be adapted to take account of any new or changed risks to the health and safety of the employees concerned, and
- take place during working hours (that is, should be on a normal working day)

3. Defining Statutory, Mandatory, Recommended and Essential Training

3.1 Statutory Training

Statutory training is where a statutory body has dictated that an organisation must provide training based on legislation. Key pieces of legislation are the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. The aim of such legislation is to ensure that statutory training helps employees maintain a safe and healthy working environment. Thus, the course of instruction will have been recommended by a statutory body as they are deemed important to staff in a particular sector.

3.2 Mandatory Training

Mandatory training is legally required and compulsory in order for an employee to complete their job safely and efficiently. It may have come from government guidelines or legislation, or it may be training that an organisation deems essential for their employees or specific job roles.

With mandatory training the aim is to equip you with the knowledge and awareness to deliver and maintain a safe and efficient service. Examples would include fire awareness training and DSE training (for DSE users).

Mandatory and statutory training are both compulsories. More often than not you will hear the term 'mandatory training' for all training affecting health and safety at work. The point is that regardless of how the training is categorised, the health and safety of employees at work is hugely important and training plays a huge role in staff safety.

There is still a legal obligation to comply with the law and to reduce hazards and increase safety in the workplace.

3.3 Recommended Training

Recommended or desirable training should be identified on an annual basis through annual review processes. This may include training which would enhance the safety performance of the post holder but is over and above the mandatory and desirable training by job role.

3.4 Essential Training

Each job role may require staff to update training/knowledge either annually, every two or every three years. The requirement for each module, is determined by a Training Matrix. It is the responsibility of the staff member and their line manager to ensure they are compliant with the required training.

New members of staff who transfer from another education establishment outside of ELAN with identical or equivalent core health and safety training commensurate with their new role, will not be required to repeat that training until it expires.

All new starters are required to complete essential, statutory, and mandatory training. This training has been identified as vital to protect the safety of our pupils and staff and is mandatory. It is in addition to the training provided as part of the post.

4 Responsibilities

4.1 CEO

The CEO will ensure that mandatory training requirements for all employees is put in place and completed within a satisfactory timeline.

The CEO might direct headteachers and/or central team staff to role specific health and safety training via performance management and observations.

4.2 Headteacher

The Headteacher is responsible for the day-to-day implementation and management of trust training and induction policies in their school, and ensure that all staff undertake induction regarding key local health and safety policies and procedures, for example, fire safety and emergency evacuation, first aid, etc.

Headteachers (and line managers) are responsible for identifying health and safety training needs among their staff members via performance management and observations.

4.3 All Staff

All staff should be briefed by their manager, as soon as possible after their appointment, on issues relating to their appointment. This briefing should include detailed information relating to curriculum departmental policies, resources and procedures that relate to their team.

5. Procedure

5.1 H&S Training on Induction

ELAN believes that it is important that, once a new member of staff has been appointed, they follow an induction procedure. Consequently, all teaching, support and temporary staff receive an induction training programme appropriate to the post being filled.

An effective induction programme would include:

- Procedures to follow in the event of fire or other emergency
- Names of first aiders and location of first-aid boxes
- Incident reporting procedure
- How to report health and safety hazards and action to take
- Risk assessment process and where assessments can be located
- Names of health and safety leads within the school
- Key health and safety policies and procedures

Schools should work through the 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, such as location of first aiders, fire escape routes, accident reporting procedures and other health and safety information relevant to the employee's job. All relevant issues must be completed and signed by the line manager within three months of the employee's appointment.

The following resources are available to support the induction process:

- Human Resources Induction pack for new starters
- Health and Safety Training Matrix

In addition, line managers are asked to identify any outstanding training needs of the new employee and ensure that these needs are addressed.

The ELAN Health and Safety Training Matrix should be used when identifying the training needs of employees, to ensure that all mandatory health and safety training courses are completed within the necessary timescales.

5.2 H&S Training (in post)

Training, whether as part of induction or as on-going refresher, is essential for staff to do their jobs safely and well. The Trust has agreed that some of this training is essential for either all or some specific staff groups. Its purpose is to promote and maintain the health, safety, and security of everyone within the organisation and those who come into contact with it.

In meeting its responsibilities ELAN is committed to the provision of an ongoing programme of health and safety related training for all parts of its workforce. Refresher and re-qualification training will be provided where retention of a particular certificate requires it. For all other courses refresher training will, if necessary, normally be provided every three to five years.

The requirement for training will normally be determined in one of the following ways:

- As a result of the performance management process
- As a result of needs identified by the Health and Safety advisor or Local Safety Committee
- As a result of needs identified by a particular task, often following the completion of risk assessments
- In response to new legislation

All staff will be required to undertake training designated by the Trust, and will include as a minimum:

- Safeguarding (arranged via HR Team)
- Cybersecurity/Data Protection (arranged via HR Team)
- Fire Awareness
- Asbestos Awareness via local induction - excepting those who work exclusively at Bournville Primary School)
- Display Screen Equipment (DSE)
- Manual Handling

Headteachers will identify additional health and safety training requirements for their staff. Where practicable, courses will be tailored to meet the needs of the participants as well as being provided at the most appropriate time.

The main emphasis for health and safety training will be in the core areas of:

- Health and safety
 - Basic requirement
 - Managing safely
 - Supervising health and safety
- First aid
 - Appointed persons
 - First Aid at Work
- Risk assessing
- Fire safety
- Manual handling

- Working at height

8. Training Records

The Headteacher will ensure that a member of its staff is delegated to maintain a record of training attendance in order to demonstrate statutory compliance. Each school will maintain an up-to-date training matrix of all employees work within that setting, which details the training attended, date of training, expiry dates, etc.

All participants who attend training courses will receive an appropriate certificate, a copy of which will be forwarded to their school administration team for inclusion on the relevant personal file. Training certificates for Central Team members and Headteachers should be send to the Central HR team for filing.

9. Information

Keeping all parts of the workforce informed about health and safety issues is an integral part of any health and safety management strategy, to which ELAN is committed. The process of meeting this commitment will include the following:

- **Policies** - Policies give details of ELAN's commitment to various aspects of health and safety legislation.
- **Generic Safe Systems of Working and Generic Risk Assessments** - Safe working procedures/generic risk assessments are used as operational documentation and may be either job specific or of a general nature.
- **Staff Portal** - The staff portal will provide limited but specific information about a particular topic or new legislation.

10. Monitoring, Evaluation and Review

This policy will be promoted and implemented throughout all Trust establishments.

The Trust will monitor the operation and effectiveness of arrangements referred to in this policy at each Trust establishment.

Arrangements within this policy will be subject to audit as part of the internal auditing process by the Trust.

Headteachers should monitor attendance (and non-attendance) on training to ELAN HR and in reports to the CEO.

The Trust will review this policy every two years in consultation with each Trust establishment.

Signpost	Document Title	Responsibility
Policy	ELAN Health & Safety Statement and Policy	Estates Manager
	ELAN Induction Policy	ELAN HR
Supporting documents / procedures	Induction pack for new starters	ELAN HR