



Committee Approver	Operations Committee
Stakeholder Consultation	
Date Approved	23 February 2023
Classification	Policy (sitting as an appendix to H&S Policy)
Title	Health and Safety Information, Instruction and Training Policy
Revision Date	February 2023
Revised by	Director of Business Support Human Resources Manager Learning and Development Officer Health & Safety Advisor
Next Revision Date	February 2026
Related Documents	H&S Policy
Location of Electronic Copy	F:/LIVE POLICIES

1. Policy Statement

Viewpoint places a high importance on ensuring a safe and healthy working environment for all employees, customers, contractors, visitors and members of the public.

Under the Health and Safety at Work etc. Act 1974 Viewpoint is required to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of our employees. This is expanded by the Management of Health and Safety at Work Regulations 1999, which identify situations where health and safety training is particularly important, for example when people start work, on exposure to new or increased risks and where existing skills may require updating.

A robust Health and Safety Training Policy and Procedure will allow us to create an environment where our employees are competent and confident to undertake tasks in a safe manner. A well planned and delivered training plan is the best possible way to improve Health & Safety performance, while at the same time creating a positive Health & Safety culture.

Implementing this policy will demonstrate our commitment to the health and safety of our employees, customers, contractors, visitors and members of the public.

2. Purpose

The purpose of this policy, and the procedure which supports it, is to clearly outline the arrangements for ensuring all employees receive the appropriate information, instruction and training to allow them to perform their tasks safely and efficiently. The policy and procedure will ensure, as far as is reasonably practicable, that no injuries or dangerous occurrences happen within Viewpoint because of lack of staff training.

It will ensure:

- All employees will be given sufficient practical training to allow them to perform their tasks safely and efficiently and comply with Health & Safety legislation.
- There is a planned pro-active approach to Health and Safety training. All new employees complete an induction training programme, which includes elements of safety pertinent to their job role and working environment; such elements will include their responsibilities for Health & Safety matters, relevant sections of the H&S Manual and in-house policies and procedures on safe working practices. Documented records of attendance at these courses will be filed in the training file by the HR team.

- There is an ongoing programme of H&S training relative to each job role within Viewpoint.
- There is a clear process for identifying H&S training requirements for each job role. This will include identifying training required to ensure the employee carries out their role safely, as well as training required to ensure Viewpoint is complying with necessary standards and legislative requirements.
- There is a documented annual training plan for the delivery of formal training – delivered via classroom or elearning. This is supported by supervision and on-the-job training dependent upon when the desired competency to work safely and to a high standard has been achieved. The safety awareness of an individual will be continually assessed and safety training will be given as required.
- A Health and Safety Training matrix is maintained and captures the core training and competency achieved by each role and individual.
- Specific training required by individual Regulations will be carried out by a competent person. There is a clear process to assess the competency of the individual delivering specific training.
- There is a clear process to provide adequate health and safety training whenever there is: a change in the employee's role or responsibilities; new work equipment or a change in work equipment is introduced, or there is an introduction of new technology or systems.
- There is a clear process to accurately record all Health and safety training delivered by Viewpoint. Records will be easily accessible and kept logically.
- Health and safety training is repeated periodically, with a maximum period between training of three years. Shorter refresher intervals will be adopted if specified by legislation/ guidance or deemed appropriate by a training needs analysis or other monitoring process. Training will be adapted to take account of any new or changed risks to the health and safety of the employees concerned; and will take place during working hours.
- Any in-house safety training will be carried out by a competent person. In certain circumstances, an external competent training agency may be required to deliver specialist training.
- A copy of the HSE Health & Safety Law poster will be prominently displayed at each location. Each poster will be completed with contact details of the relevant enforcing.

3. Legislation/related policies

- Health & Safety at Work etc. Act 1974
- Management of Health & Safety at Work Regulations 1999, as amended
- Manual Handling Operations Regulations 1992, as amended
- Provision and Use of Work Equipment Regulations 1998, as amended
- Personal Protective Equipment at Work Regulations 1992
- Health & Safety (Display Screen Equipment) Regulations 1992, as amended
- Control of Substances Hazardous to Health Regulations 2002, as amended (COSHH)
- Control of Noise at Work Regulations 2005
- Health & Safety (First-aid) Regulations 1981, as amended
- Electricity at Work Regulations 1989
- Safety Representatives and Safety Committees Regulations 1977
- Health & Safety (Safety Signs and Signals) Regulations 1996
- Health & Safety Information for Employees Regulations 1989, as amended
- Range of other specific Regulations dealing with, for example, asbestos, lead, pesticides etc.

4. Scope

This Policy applies to all staff working for Viewpoint.

5. Roles and Responsibilities

Board

The role of Viewpoint's Board is to ensure that this policy, as well as any associated policies, are regularly reviewed, as required, or in accordance with the usual cycle of policy review.

The Board will, in fulfilling its function, ensure that it complies as necessary with this policy, and the associated policies, procedures and documentation which support it.

Executive and Leadership Teams

The role of the Executive and Leadership Teams is responsibility for ensuring that this policy, and the associated policies, procedures and documentation which support it, are implemented within Viewpoint. The Executive and Leadership Teams shall ensure that mandatory training is delivered to staff. The Executive and Leadership Teams shall also ensure that relevant managers and team members familiarise themselves with this policy, and the associated policies, procedures and documentation which support it, as well as undertaking any associated training.

Staff

All staff are responsible for ensuring that they familiarise themselves with this policy, and the associated policies, procedures and documentation which support it. Staff are responsible for ensuring that any mandatory training is

completed within required timescales.

6. Monitoring & Evaluation

To ensure this policy remains current and effective it will be reviewed every 3 years or where a need is identified by monitoring methods, for example through audits, inspections or accident investigations.

Viewpoint's Health and Safety Consultative Group will monitor compliance with this policy through key performance indicators - for example, monitoring the mandatory training completion rates.

Viewpoint's Health and Safety Advisor and Exec Team will ensure that regular reports on training data are provided to the Operations Committee for their review and discussion.