



# Leicester Event Medical LTD

**Health, Safety & Security Training Policy and Provision of H&S Information for  
Health, Safety and Security Training**

## **DOCUMENT PROFILE**

**Purpose of the document:** is to ensure the effective development of staff, through constructive health, safety and Security training to enhance performance of individuals and thereby improve the performance and efficiency of the Company.

**Author/Reviewer:** C.JOHNSTON To be reviewed by DEC 2019

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**Document Status:** Final

Date	Author/Contributor	Amendment Details

**1. Introduction**

Training plays an essential part in the effective development of staff. Constructive health, safety and risk management training will enhance performance of individuals and thereby improve the performance and efficiency of the Company. A trained employee is able to work confidently, because they know and understand what the work involves, why it is being carried out and how it should be undertaken safely.

**2. Scope**

This policy outlines Leicester Event Medical(LEM) approach to identifying the risk management training requirements for all permanent staff and production of the annual training needs analysis.

### 3. Objectives

1. To define the health, safety and risk management training requirements of the Company

### 4. Responsibilities

Managing director

- The Managing director has overall responsibility for Health & Safety in the Organisation.

The Corporate Health and Safety Committee has responsibility

- To review quarterly Health and Safety statistics and to recommend appropriate action, including additions to the learning & development programme for all staff.
- To monitor the progress of the actions taken to reduce Health & Safety Risk on the Company Risk Register.

The Education Manager has responsibility

- To prioritise the training programme and determine what training gets delivered in a context of competing pressures. Decisions will be based on managing the organisation's principal risks and improving patient care.

Safety & Risk Advisors have responsibility

- To develop the content of all Health, Safety & Security Training provided to staff in conjunction with external training providers where necessary.
- To deliver general Health, Safety & Security Training in a range of formats to Operational and Non-Operational staff (including Managers).
- To ensure all Health, Safety & Security Training that is delivered , is recorded by the appropriate learning management system. and achievement records for all courses are maintained.

Departmental Managers:

- Ensure that staff under their responsibility attend mandatory Health, Safety & Security Training, and where courses are available , that they encourage appropriate staff to attend.
- Ensure that the content of any external courses that staff may attend does not contravene the Company's Health & Safety Policy.
- Ensure that all new and existing LEM Health & Safety Policy and Procedures are brought to the attention of staff within their responsibility.
- Understand which staff within their area of responsibility have a particular requirement for which Health, Safety and Welfare training.

Individual Staff Members –

- Ensure that they attend all Health, Safety and Security courses that are mandatory, and take personal responsibility for the safety of their actions and undertakings.

## 6. Legal Requirements

6.1 The Health and Safety at Work Act 1974 (HASAWA) places a duty upon the employer to provide such information, instruction, training and supervision as is necessary to protect the health and safety at work of their employees.

This duty is comprehensive and requires that appropriate training is given in all aspects of safety in the workplace and during any work activity. The extent of training will vary according to the size and type of organisation and the extent and potential severity of hazards associated with work activities.

6.2 Regulation 13 of the Management of Health and Safety at Work Regulations 1999 (MHSWR) is more specific than the HASAWA. It requires that employees are provided with adequate health and safety training.

6.3 On joining the organization when the risks they face are increased due to:

6.3.1. A change in their tasks or responsibilities.

6.3.2. A change in equipment or technology.

6.3.3. A change in the system of work.

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## 7. Training of Employees

In order to fulfil the duty under Section 2 of the Health and Safety at Work Act 1974 the Company will:

- Introduce comprehensive safety rules, procedures and induction training programmes for all new staff.
- Provide refresher training (either on the job or in a classroom or equivalent environment) at the required intervals.
- Ensure that no employees transferred or promoted from one job activity to another are permitted to start work in their new job until they have received adequate training and instruction sufficient to enable them to perform the job safely.
- Ensure that health and safety representatives are adequately trained.
- Provide adequate training for managers at all levels, in Health, Safety & Security Management issues.
- Pay attention to the needs of existing employees.
- Document details of all training given and received.

## 8. Induction of New Employees

### 8.1 Training Objectives

The Company will deliver Health & Safety Training as a part of the Corporate Induction Programme, for all new staff.

- To enable the employee to understand the legal duties of the employer and employees and is deemed complaint by law.
- To enable the employee to understand and adhere to Company's Health & Safety Policy
- To enable the employee to recognize hazards in the workplace and how to avoid risk
- To emphasise the importance of safe systems at work and any emergency procedures
- To enable the employee to understand all the consequences of failure to comply with health and safety requirements.

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## 8.2 Scope of Training

Induction training will centre around compliance with the requirements of the HASAWA and the LEM's Health & Safety Policy & Procedures. It will be factual and informative, giving sufficient information to enable the individual to understand and follow the Policy & Procedures.

## 8.3 Employees will need to understand;

- Their own legal obligation to work safely and to report problems.
- The contents of the health and safety policy and how it affects them.
- Where to obtain first aid assistance.
- The fire and emergency procedures.
- How to seek advice and assistance.
- General Health & Safety procedures, which apply at the work place.
- The identity of those persons with particular health and safety responsibilities, for example, first aiders, fire marshals and employee safety representatives.

## 8.4 Workplace Specific Training

i. All Staff: will cover the following health and safety aspects through local induction

- Health & Safety Policy and individual responsibilities
- Local procedures for clinical waste
- Fire drill action
- Security and car parking procedures
- Personal Protective Equipment issue and use
- Incident reporting procedure and completion of Casus web base reporting.

ii. Clinical Operational Staff: In addition to the above, are trained in:

- Patient Assessment & Treatment Regimes
- Clinical Risk
- Moving and Handling of Patients
- Driving & Care of Service Vehicles

- Use of LEM Equipment (vehicle & patient related)
- Infection Prevention & Control
- Use of the Occupational Health Service (incl. vaccination programme)
- Scene Assessment & Management of Incidents
- Law & the Paramedic

## 9. Managers

9.1 In addition to the above, new managers will need to understand:

- Relevant policies and procedures which they are required to implement.
- Procedures for dealing with problems which arise.
- How and where to gain professional or further advice and assistance when required.

9.2 Attendance at the Health, Safety & Security Awareness Training should form part of the development of all operational and non-operational managers and supervisors.

## 10. Additional Training

10.1 Induction training is intended to give a general understanding of key Company responsibilities and procedures and must be attended by all new staff. It is not a substitute for in-depth and more specific training that should be given within the department in which the recruit will actually work.

10.2 Re-training will be given where there is reason to doubt the effectiveness of that given originally. This requirement will be identified through the ongoing PDR Appraisal and / or OWR.

10.3 Ongoing Continuous Professional Development (CPD)

10.4 Clinical Staff updates will be achieved through in service training and refresher programmes.

10.5 Control Staff updates will be achieved through the in service training and refresher programmes.

## **11. Strategic Approach to Risk Management Associated Training Needs Analysis**

11.1 In house Risk Management Sessions are provided for Managers across the Company.

11.2 The sessions are half a day in length and attendees are expected to come away from the training with the following competencies:

1. A basic understanding of risk management (the difference between an incident and a risk and how they link)
2. Their role and responsibility to manage risk within their respective area in line with risk severity.
3. How to identify risks
4. How to assess and escalate risks.
5. How to report risks using the Company's risk management system 'Casus'
6. An understanding of the importance of risk control and mitigation
7. How to communicate upwards and across the organisation in the management of risks

## **12. Education & Development Prospectus and Plan**

12.1 The LEM Education Education and Development calendar identifies the development and update courses that are available to established staff, as well as recruitment and basic training courses.

## **13. Performance Indicators and Monitoring**

13.1 Recruitment

13.1.2 Provide sufficient courses to meet the requirements of the Company.

13.1.3 All new staff (irrespective of role) receives Corporate Induction training.

13.1.4 All basic/recruitment courses for clinical and non-clinical staff cover mandatory risk management training pertinent to role.

13.1.5 Continuous Personal & Professional Development

13.1.6 All staff have access to development courses as appropriate to their role,

13.1.7 Upon promotion all staff receive relevant skills development to their role

13.1.8 Risk Management Training & Development

13.1.9 All staff receive mandatory elements of risk management training during induction and basic training courses.

13.1.10 Update & Refresher Courses

#### **14. Course Attendance**

##### 14.1 Records of Attendance at Training Courses

The recording of training course attendance will be held in the learning management documentation adopted by the Company. This will be maintained by the department responsible for the delivery of the training for example clinical education and standards will be responsible for the entry all training completions for modules delivered through update refreshers for clinical staff. The education department will be responsible for the recording of all training completions delivered refresher courses.. Management information will be available to enable managers to view the compliance of their specific direct reports and for submission to the Education and Development Group, Risk Compliance & Assurance Group, the Clinical Safety and Standards Committee, and Improving Patient Experience Committee.

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**IMPLEMENTATION PLAN TEMPLATE**

<b>Intended Audience</b>	For all LEM staff
<b>Dissemination</b>	Available to all staff on salus
<b>Communications</b>	New document to be announced on salus and a link provided to the document
<b>Training</b>	Corporate and Local Induction

**Monitoring:**

<b>Aspect to be monitored</b>	<b>Frequency of monitoring AND Tool used</b>	<b>Individual/ team responsible for carrying out monitoring AND Committee/ group where results are reported</b>	<b>Committee/ group responsible for monitoring outcomes/ recommendations</b>	<b>How learning will take place</b>
Attendance at courses		The Education manager		
Information regarding course attendance and performance	Numbers receiving training will be reported quarterly at the Corporate Health and Safety Committee. Incident data will also be monitored for trend analysis	Corporate Health and Safety Committee	Recommendations will be made to Managing Director	Learning will inform future training modules and where there is doubt as to the effectiveness of any training given, retraining will be required. Data analysis will be used to inform future delivery of training packages.

