Tool 6: Training

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What is training needs analysis?

Training needs analysis is the identification of safety, health and welfare training needs for the school. A training needs analysis should be carried out regularly and especially when staff members leave, in order to identify and address any gaps in the provision of an effective safety, health and welfare management system in the school. Risk assessments will also be a very good indicator of staff training needs.

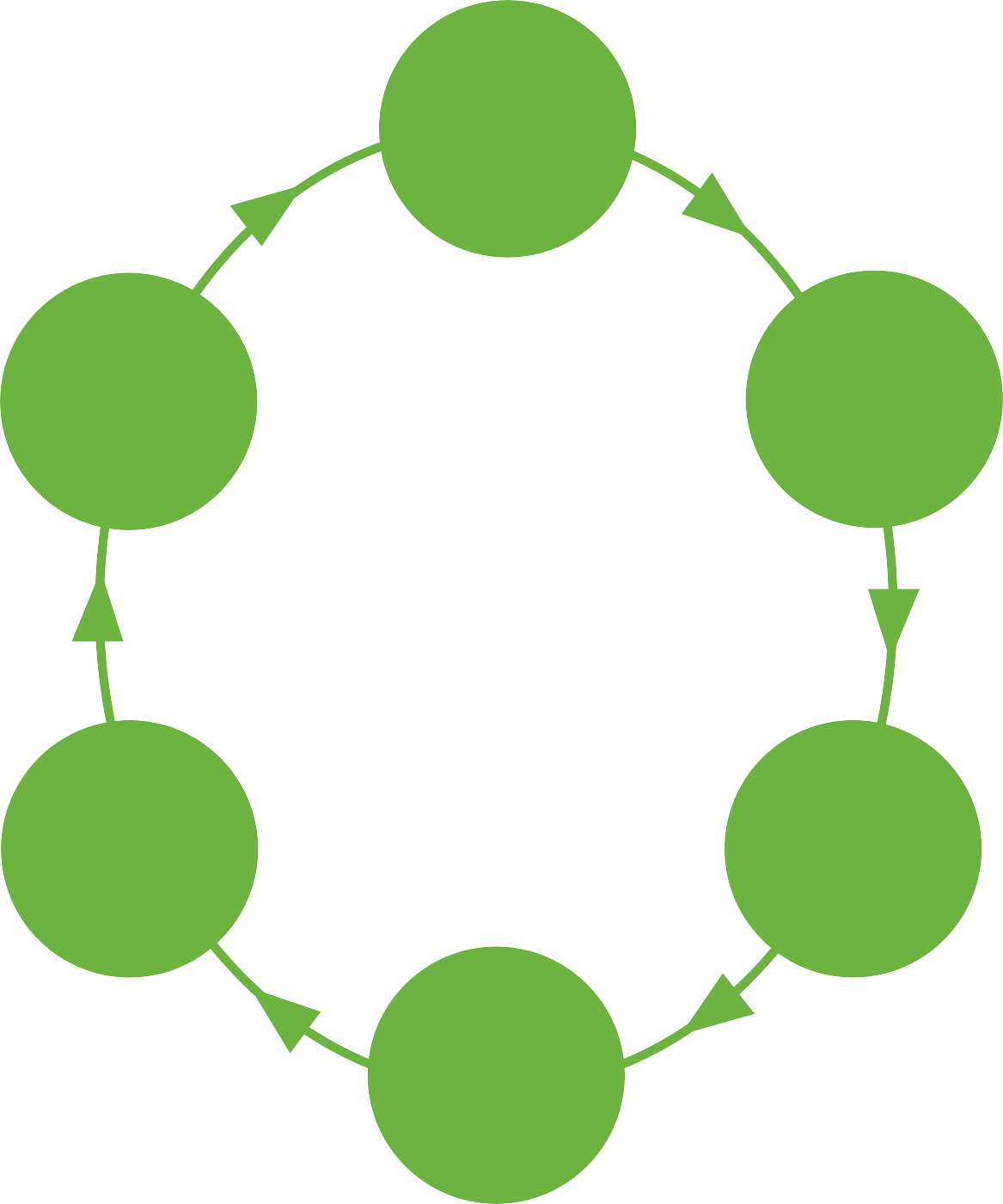
Under Section 10 of the Safety, Health and Welfare at Work Act 2005, training should be given in the following circumstances:

* on recruitment
* in the event of a change of task assigned to a staff member, e.g. if a teacher who is a first-aider goes on maternity leave then she will need to be replaced and that another teacher may need the relevant first-aid training
* the introduction of new systems of work, new work equipment or changes in existing work equipment or systems of work
* the introduction of new technology by the employer

Refresher training is a short term course aimed at recall and reinforcement of previously acquired knowledge and skills. It has to be carried out for certain courses after a defined period of time has lapsed from the initial training, e.g. refresher first-aid training should be taken every 2 years.

Tool 6(A) Sample procedure for planning for safety, health and welfare training

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1.

The school assesses the staff training needs

database

6.

Tr

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further training needs identified

updated.

R

efresher and

develops an annual training plan detailing course type, staff and schedule

2.

The

school

completed and training records signed and retained

5.

C

ourse

3.

Include in the Safety Action Plan

4.

Staff are notified

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Tool 6 (B) Training chart

The following chart outlines some safety, health and welfare training applicable to staff working in a school environment. This chart is not exhaustive but gives a sample of training which may be obtained to fulfill competency requirements.

Training requirements are determined following a risk assessment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Training | Applicable legislation/  standard | Details | To be received by | Refresher training required |
| Safety,Health andWelfare | Safety, Health and Welfare at | All staff should be provided with an overview of the safety, health | All staff | Annually in conjunction with Induction Training. It is |
| Trainingfor Staff | Work Act 2005 | and welfare management system (SMS). This will ensure that all staff are familiar with the school’s safety |  | recommended that all staff receive refresher training annually or where the need |
|  |  | statement and risk assessments |  | arises |
| Induction | Safety, Health | All new staff should receive induction | All staff including principals, part-time staff, contractors etc should receive | Induction training should |
| Training | and Welfare at Work Act 2005 | training on safety, health and welfare matters on appointment to the school | Safety, Health and Welfare induction on commencement of work in the school. This induction training will outline safety procedures e.g. emergency evacuation policy | commence on employment or appointment to the school as soon as possible to ensure staff are familiar with |
|  |  |  |  | emergency evacuation policy, |
|  |  |  |  | first-aiders etc. |
| Manual | Safety, Health | Should be specific to the tasks a staff | Staff who may potentially be involved in manual handling of loads -priority | Not more than every three |
| Handling | and Welfare at Work, (General Application) | member will be involved in and aims to ensure that the staff member understands the reasons for doing the | to be given to those who spend a significant amount of time involved in this task, e.g. caretaker | years and when there is any major change in the work a member of staff is involved in |
|  | Regulations 2007 | job with least risk, can recognise the risks, and decide the best wayto go about performing a manual handling task.The |  | or in the equipment used |
|  |  | training should include instruction and |  |  |
|  |  | practical training |  |  |

Tool 6 (B) Training chart cont’d.

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| --- | --- | --- | --- | --- | --- | --- |
| Training Applicable legis- Details To be received by Refresher training lation/standard required | | | | | | |
| Manual Handling Instructor | Safety, Health and Welfare at Work (General Application) Regulations 2007 | See ’Guidance on the New Manual Handling Training System’at [www.](http://www/) hsa.ie/publications | A school may decide to have a member of staff trained as a Manual Handling Instructor. This is purely at the discretion of the school and should only be undertaken where deemed appropriate | | | Instructors must undergo refresher training at intervals of not more than every five years |
| First-Aid | Safety, Health and Welfare at Work (General Application) Regulations 2007 | Occupational First-Aid training should be provided by an approved organisation (See First- Aid Guidelines at [www.hsa.ie/](http://www.hsa.ie/) publications) | The Regulations place requirements on employers in respect of their own employees while they are at work and employees in this context include persons undergoing training for employment or receiving work  experience on the employer’s premises. Account will also need to be taken of non employees on the employer’s premises (e.g. students in schools and other places of public assembly). Where first aid provision is made for both employees and visitors, care should be taken that the level of first  aid provision available to employees is not less than the standard required by the Regulations and these guidelines.”For further information; please refer to the Application section of the Health and Safety Authority Guidelines on First Aid at Places of Work 2008 | | | Re-certification required every 2 years |
|  | | | Typeof Maximum Number of Occupational First Aiders workplace number of required  employees present at any one time | | |  |
| School | Up to 99 | 1 if Safety Statement Risk Assessment shows its necessary |
|  | 100-399 | 1 Person |
|  | 400 -699 | 2 People |
|  | More than 700 | 1 extra person for every 300 employees or part thereof. |

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Tool 6 (B) Training chart cont’d.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Training | Applicable legislation/  standard | Details | To be received by | Refresher training required |
| Safety Representative | Safety, Health and Welfare at Work Act 2005 | Should be completed upon appointment and provide an overview of the role of a safety representative and current safety, health and welfare legislation and management. (See ‘Guidelines on Safety Representatives and Safety Consultation’available at [www.hsa.ie/publications)](http://www.hsa.ie/publications)) | Nominated safety representative | Annually |
| Fire Safety Training | BSI 9999:2008 | Fire safety training should be  continuous, commencing with induction training on the first day of appointment of new staff and continuing in the form of regular refresher training | All staff | At least once a year |
| Fire Marshall Training | BSI 9999:2008 | Staff with particular responsibilities in respect of fire safety should receive detailed instructions in their own duties and the necessary refresher training | Nominated staff | At least once, preferably twice a year |

Tool 6 (C) Safety, health and welfare training record

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Training course: Date of course: Course provider:

|  |  |
| --- | --- |
| Names of attendees Signatures of attendees | |
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Append course material