

Tool 6: Training

What is training needs analysis?

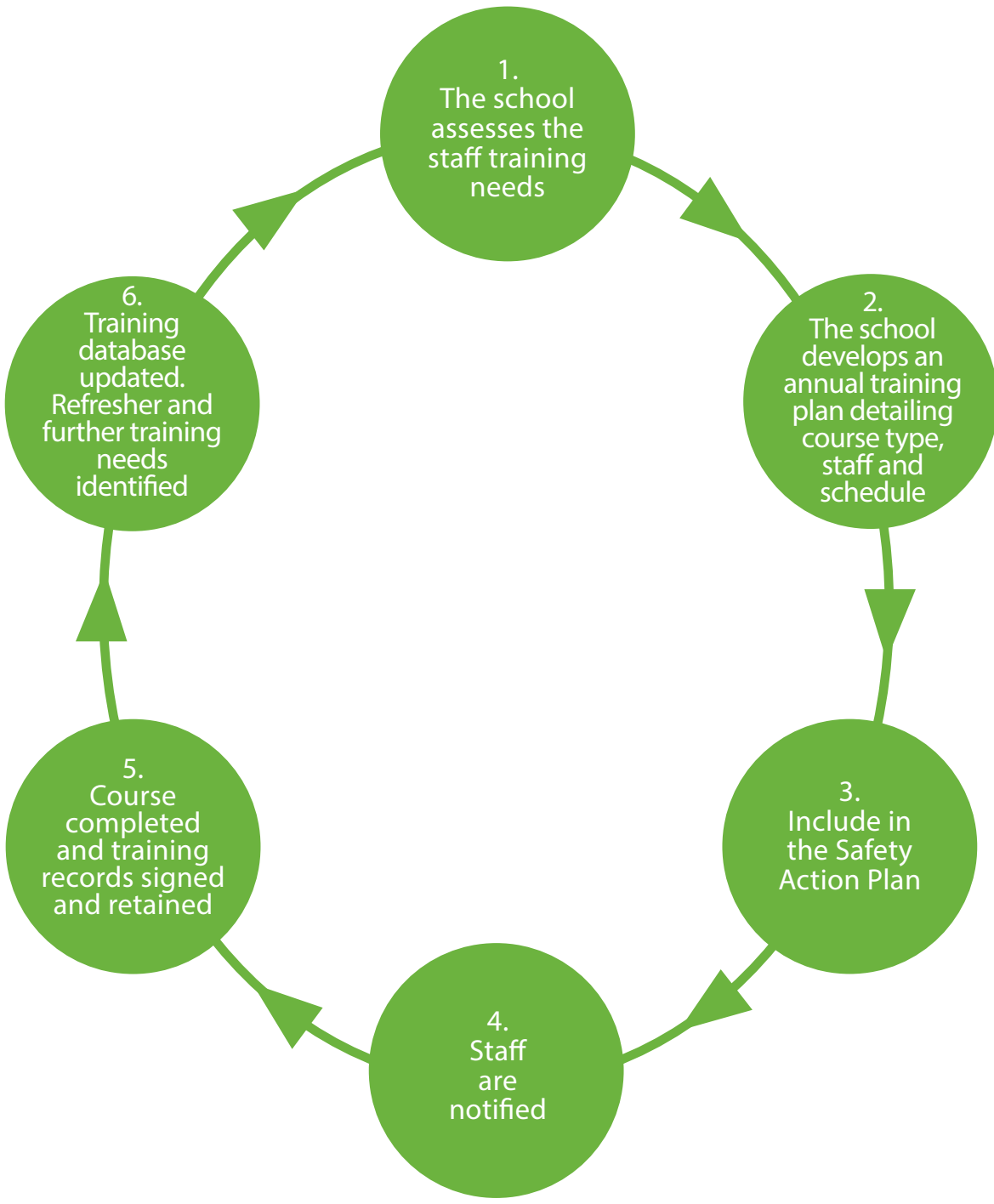
Training needs analysis is the identification of safety, health and welfare training needs for the school. A training needs analysis should be carried out regularly and especially when staff members leave, in order to identify and address any gaps in the provision of an effective safety, health and welfare 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



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

Tool 6 (B) Training chart cont'd.

Training	Applicable legislation/standard	Details	To be received by	Refresher training 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.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/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

Type of workplace	Maximum number of employees present at any one time	Number of Occupational First Aiders required
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.

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)	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

