

University of Essex

Health and Safety Competence and Training Matrix (Updated May 2018)

Please note that the “Means of achieving” are examples of a range of ways an employee may achieve competence. The employee and/or their manager should choose the most appropriate method(s), taking account of the individual’s needs. For example online training is unlikely to be appropriate for employees who do not usually have access to a computer for their work. Information on the University’s health and safety induction and training resources can be found by following the link at <http://www.essex.ac.uk/health-safety/training>

Where departments / sections / businesses are responsible for teams that carry out high risk activities, they should develop specific training and competence matrices for the roles, using the following as a guide.

Job role	Competence requirement	Means of achieving ¹
All employees	<p>Understands own responsibilities for health and safety (including fire safety) and who are the key people in their Department² with responsibilities for health and safety.</p> <p>Knows how to report accidents, hazards and safety concerns.</p> <p>Knows first aid and emergency evacuation procedures.</p>	<ul style="list-style-type: none"> ▪ Completion of health and safety induction checklist with manager. ▪ Read University or UECS version of <i>Employee Guide to the Health and Safety Policy as appropriate</i> and fire safety responsibilities at: http://www.essex.ac.uk/health-safety/policies/hs-policy ▪ Read health and safety information within Moodle New Staff Induction ▪ Read <i>Departmental Health and Safety Management Statement</i> ▪ Health and safety briefing at staff meeting ▪ Complete online <i>Health and Safety Essentials</i> course ▪ Complete online Fire Safety Essentials course. ▪ Attend University Academic Staff induction and/or departmental induction sessions. ▪ Read relevant information on health and safety / occupational health pages of the University’s website: http://www.essex.ac.uk/health-safety or http://www.essex.ac.uk/staff/ohs ▪ Manager to check understanding through questioning (e.g. as part of normal supervision or “tool box talk”).
Employees – according to their job	Knows risks associated with their work and what they need to do to protect themselves and others affected	<ul style="list-style-type: none"> ▪ Departmental on the job or formal instruction / training. ▪ Read risk assessments or health and safety procedures associated

¹ Policy documents, checklists and details of training available can be found at www.essex.ac.uk/health-safety

² References to Department includes Section, School, Unit and Business Unit

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		<ul style="list-style-type: none"> ○ Use and care of personal protective equipment (PPE) ○ Health risks arising from work activities (e.g. noise, hazardous substances, dusts/fumes, Hand-arm Vibration) ○ Personal security, dealing with aggressive people, lone working; ○ Asbestos and / or Legionella awareness ○ First aid ○ Fire evacuation steward ○ Fire Warden ○ Fire Extinguisher operator ○ Evacuation chair operator ○ Managing own stress ○ DSE Facilitator
Employees responsible for projects and events	Knows how to risk assess activities, events or projects (including research projects) they are responsible for.	<p>As appropriate to project / event:</p> <ul style="list-style-type: none"> ▪ Read or given instruction / training in departmental safety / risk assessment procedures ▪ Read University guidance on organising events at: http://www.essex.ac.uk/health-safety/activities/events ▪ Instruction / training in risk assessment process ▪ Training / instruction on completing written schemes of work (e.g. biological or radiation hazards) ▪ Specific training in risk assessment for manual handling, hazardous substances etc. ▪ Read University guidance on Fieldtrips at http://www.essex.ac.uk/health-safety/field-trips, UCEA / USHA Guidance on <i>Health and Safety in Fieldwork</i> and, where relevant <i>BS 8848:2014: Specification for the provision of visits, fieldwork, expeditions and adventurous activities outside the United Kingdom</i> (available on above field trips link). ▪ Fieldwork Leader and Fieldwork First Aid training for higher risk fieldwork.

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All line managers	<p>Knows own responsibilities for managing health and safety under law and the University's Health and Safety Policy</p> <p>Understands risks associated with the work they are responsible for and what they need to do to control them.</p> <p>Knows what they need to do to ensure the competence and capability of employees under their control.</p> <p>Knows what they need to do to monitor health and safety in their area of responsibility.</p> <p>Knows how to support employees with long term sickness absence to return to work</p> <p>Has an understanding of the impact of work on health and health on work.</p>	<ul style="list-style-type: none"> ▪ Read or given instruction / training in departmental safety / risk assessment procedures ▪ Read University or UECS <i>Health and Safety Policy</i> and other University / UECS Policies and standards relevant to risks in their area of responsibility ▪ Read relevant information on University's health and safety website <p>Training in</p> <ul style="list-style-type: none"> ▪ Managing health and safety essentials (on Moodle) Or Managing H&S for research staff / Principal Investigators (bespoke to department) ▪ Managing work related stress / resilience ▪ Managing absence and return to work ▪ Mental health first aid <p>For managers of areas where risks are potentially high / complex</p> <ul style="list-style-type: none"> ▪ IOSH Managing Safely ▪ Additional training/coaching in specific management areas as required (e.g. incident investigation) <p>Training in:</p> <ul style="list-style-type: none"> ▪ Risk assessment process ▪ Risks associated with work (see list under all employees) ▪ Where relevant, training in risk assessment for manual handling or hazardous substances.
Heads of Department / Section / Business Unit and Executive Deans	<p>Knows own responsibilities for managing health and safety in their Department/Faculty under law and the University's Health, Safety and Wellbeing policy</p> <p>Understands risks profile of their Department and how they are controlled.</p>	<ul style="list-style-type: none"> ▪ 1:1 Inductions with Lead H&S Adviser and a Fire Safety Officer on taking up role ▪ Induction meeting with or HSLO / DHSO to become familiar with departmental arrangements ▪ Coaching by Lead H&S adviser, Fire Safety Officer ▪ Other training as detailed under all line managers.

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Those with strategic health and safety responsibilities	<p>Knows own responsibilities for the strategic management of health and safety under law and the University's <i>Health, Safety and Wellbeing Policy</i>.</p> <p>Understands and demonstrates good H&S leadership</p> <p>Understands key H&S risks that impact on the University</p>	<ul style="list-style-type: none"> ▪ Read University / UECS <i>Health and Safety Policy</i> and other University Policies and standards relevant to risks in their area of responsibility ▪ Read HSE/UCEA/USHA guidance on <i>Leading Health and Safety at Work</i> 1:1 Inductions and briefings / coaching by Head of Health and Safety/ and fire safety officer ▪ IOSH Leading Safely or University H&S Leadership course for Council
<p>Health and Safety Liaison Officers (HSLO)</p> <p>Departmental Health and Safety Officers (DHSO)</p>	<p>Understands role in supporting Department on health and safety</p> <p>Understands basic legal requirements and risks that impact on their Department / Section and the University's arrangements for controlling them.</p> <p>For DHSOs: more in depth knowledge of legal requirements and risks relating to their Departmental activities and the principals of good health and safety management.</p>	<ul style="list-style-type: none"> ▪ Read University / UECS <i>Health and Safety Policy</i> and other University Policies and standards relevant to risks in their area of responsibility ▪ Coaching / induction from lead H&S adviser and fire safety officer. <p>Training / coaching in:</p> <ul style="list-style-type: none"> ▪ Managing Health and Safety Essentials (on Moodle) ▪ Other specific subjects according to needs (see all employees). ▪ IOSH Working Safely (or IOSH Managing Safely) <p>In addition to above, for DHSO:</p> <ul style="list-style-type: none"> ▪ IOSH Managing Safely ▪ Appropriate professional qualification / higher level H&S qualification, depending on job requirements.
Faculty Managers	<p>Understands role in supporting Department on health and safety</p> <p>Understanding of legal requirements and risks relating to their Faculties' activities and the principals of good health and safety management.</p>	<ul style="list-style-type: none"> ▪ Training: Managing Health and Safety Essentials (on Moodle) ▪ IOSH Managing Safely ▪ Coaching / briefings from Health and Safety Advisory Service
Health and Safety Advisers	In depth knowledge of health and safety legislation and principals of managing health and safety. Able to carry out risk assessments.	Depending on role: Chartered member or Technician member of Institution of Occupational Safety and Health (CMIOSH or Tech IOSH), or equivalent. Continuing professional development.
Occupational Health Advisers	In depth knowledge of occupational health and legal requirements relating to occupational health.	Occupational Health degree or diploma, Qualified registered nurse. Continuing professional development

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Fire Safety Officer	Working knowledge of fire safety and Fire & Rescue Service practices. In depth knowledge of fire safety legislation and standards. Able to carry out fire risk assessment. Able to deliver training in fire safety	Evidence of, or qualifications demonstrating, a high level of fire safety management competency Recognised Fire risk assessment competency (See: National Competency criteria) Continuing professional development
Ionising Radiation	<p>RPA: Must hold current RPA 2000 certificate, as required by IRR99 (Reg. 13). Must be experienced and competent in the University's use of Ionising Radiation</p> <p>RWA (Radioactive Waste Adviser)</p> <p>UIRPO: Good understanding legislation relating to ionising radiation and the University's local rules</p> <p>DIRPS: Good understanding legislation relating to ionising radiation and the University's local rules. See: HSE Guidance on Radiation Protection Supervisors: www.hse.gov.uk/pubns/irp6.pdf</p> <p>Radiation workers: Understands safe handling, experimental protocols, departmental systems, legal and University requirements and emergency and contingency arrangements for working with sources of ionising radiation.</p>	<p>Certificate of Competence to be RPA: Qualification recognised by HSE i.e. as awarded by RPA 2000 (NVQ 4 or equivalent). Continuing professional development requiring submission of examples of work. The RWA must hold a Certificate of Recognition by the EA i.e. as awarded by RPA 2000.</p> <p>Formal RPS course, AURPO networking and conferences, continuing professional development. Refresher training will be required at least every 5 years.</p> <p>Formal RPS course. See also HSE Guidance on Radiation Protection Supervisors: www.hse.gov.uk/pubns/irp6.pdf. Refresher training will be required at least every 5 years.</p> <p>Refer to Section 3(b): Registered Radiation Workers of Local Rules for Ionising Radiation at http://www.essex.ac.uk/health-safety/phys-agents/ionising-radiation</p>

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Biological safety	<p>UBSA: A thorough understanding of the legislation, guidance, procedures and best practice relating to the management of the risks arising from biological agents and genetic modification. Knowledge of all relevant sets of Local Rules.</p> <p>DBSO: Must have a good understanding of the legislation, guidance, procedures and best practice relating to the management of the risks arising from biological agents. Knowledge of all relevant sets of Local Rules</p> <p>Employees working with GM and biological agents: Understands safe handling, experimental protocols, departmental systems, legal and University requirements and emergency and contingency arrangements for working with GM and biological agents</p>	<p>Formal Biological Safety Officer training (ISTR-accredited Bio-safety level 1 and level 2 course), BSO network, conferences and workshops, continuing professional development</p> <p>Formal Biological Safety Officer training (ISTR-accredited Bio-safety level 1 or other appropriate training e.g. Health and Safety Laboratory Biosafety – concepts and working practices at Containment Level 2) or sufficient recent experience in an appropriate area of work</p> <p>Employees working with GM and biological agents should refer to:</p> <ul style="list-style-type: none"> ▪ The local rules for training requirements. (available at http://bsintra.essex.ac.uk/bsadmin/restricted/bio-safety/default.htm) for training requirements for GM and biological agents ▪ University standard on blood work for guidance on the defined standard for phlebotomy training.
Non Ionising Radiation	<p>Lasers: Laser Protection Adviser (LPA): Demonstrate a combination of knowledge (e.g. attending the HPA 5 day Laser Safety Management) and competence (through submitting a portfolio of written evidence under RPA 2000)).</p> <p>UNIRPA including the role of Laser Protection Adviser (LSA³): Must have a good understanding of legislation relating to non-ionising radiation, including lasers, and the University's NIR standards. Knowledge of safe management of lasers and other non - ionising radiation sources.</p>	<p>Lasers: RPA 2000 Certificate of Competence to be RPA for lasers (NVQ 4 or equivalent). Continuing professional development requiring submission of examples of work</p> <p>Public Health England (PHE) Laser Safety Course (minimum 2 days) and regular attendance to the Laser Safety Forum.</p> <p>PHE courses relating to non-ionising radiation to sources: artificial optical radiation, electromagnetic fields and radiofrequency radiation are available. Reading legislation and standards relating to non- ionising radiation. Continuing professional development.</p>

³ AURPO [Guidance on the safe use of lasers on education and research](#)

Job role	Competence requirement	Means of achieving ¹
Non Ionising Radiation (continued)	<p>DNIRPA including the role of Departmental Laser Safety Officer (DLSO)⁴: Good understanding of legislation relating to non-ionising radiation, including lasers, and the University's NIR standards and departmental local rules. Working knowledge of safe management of lasers within their department and other non-ionising radiation sources.</p> <p>Registered laser users. Understanding of risks and what they need to do to protect themselves from harm</p> <p>Artificial Optical Radiation (AOR) users. Understanding of risks and what they need to do to protect themselves from harm</p> <p>People at indirect risk from laser or artificial optical radiation exposure (e.g. cleaners, maintenance, servicing contractors). Awareness of risks and what they need to do to protect themselves from harm</p>	<p>PHE Laser Safety Course (minimum 2 days), PHE courses relating to non-ionising radiation to sources: artificial optical radiation, electromagnetic fields and radiofrequency radiation are available. Reading legislation and standards relating to non-ionising radiation. Continuing professional development.</p> <p>Basic Laser Safety Training for all laser users and specific laser equipment training.</p> <p>High risk laser users require additional laser safety training (e.g. National Physical Laboratory training videos) including findings from the risk assessment, laser scheme of work and emergency procedures.</p> <p>AOR basic training (hazard, harm, risk controls and emergency procedures) including risk assessment findings, specific information on the work process and source,</p> <p>Basic Laser Safety Training and risk assessment findings relevant to their work.</p> <p>Training on the AOR hazards and risk assessment findings relevant to their work</p> <p>Further information at: http://www.essex.ac.uk/health-safety/phys-agents/lasers.aspx</p>