

Physics Training Needs Analysis

Introduction

Health and safety training is a key aspect of health and safety management and an important driver in promoting a positive health and safety culture throughout the University. Different roles often require different training, so it is therefore important that senior managers and heads of departments carry out a training needs analysis (TNA) for all staff within their department.

In accordance with the [Leadership and Management of Health and Safety at the University of Warwick](#) document a training needs analysis is required and implemented by the department of Physics. This analysis will ensure that mandatory health and safety training requirements for staff and students are identified for each post.

Staff and students who do not conduct any work on university sites (e.g., distance learning students) will not be required to complete the training specified in this document.

Content

The training needs analysis is split into three categories:

1. Requirements based on the [Leadership and Management of Health and Safety at the University of Warwick](#) document, led by Health and Safety Services
2. Other general Health and Safety training requirements for the physics department
3. Additional requirements for laboratory and workshop-based staff/students

Mandatory and applicable training courses are identified for each type of job role, as follows:

	Mandatory
	Strongly recommended
	Optional
	Not required

Monitoring

Mandatory Health and Safety Department-led training attendance figures will be provided by Health and Safety Services and will be monitored termly by the Health and Safety committee.

Individuals must also keep a copy of their training course attendance in their training records.

Review

This document will be reviewed on an annual basis by the Physics Health and Safety Committee.

1. Leadership and Management document training requirements

Training	Job Role	Head of Department	Senior Administrators	Technical Managers	Academic Staff and Principal Investigators	All University Staff	PhD and Post Doc Students
H&S Legal Update Training							
General University Induction							
H&S Induction							
Fire Safety Training							
Fire extinguisher training							
Display Screen Equipment Awareness							

Notes

1. IOSH Working Safely is optional additional training for staff and students in higher risk roles.
2. Risk assessment training is only mandatory for individuals who complete and approve risk assessments.
3. Chemical Assessment and Laboratory Safety Awareness is only mandatory for individuals who work in laboratories or carry out assessments for storage and use of chemicals under the Control of Substances Hazardous to Health (COSHH) Regulations and Dangerous Substances and Explosive Atmosphere Regulations (DSEAR).
4. Display Screen Equipment Awareness training course is only mandatory for individuals defined as Display Screen Equipment (DSE) or computer users under the DSE Regulations.

2. Other Health and Safety training requirements for the department

Training	Job Role	Head of Department	Senior Administrators	Technical Managers	Academic Staff and Principal Investigators	All University Staff	PhD and Post Doc Students
First aid							
Asbestos awareness							
Work equipment safety							
Work at height and using ladders and stepladders							
Using the asbestos management system							
Accident Training, inc SHE Assure basic training							
Risk Assessment Training							
RA, COSHH and SSoW Workshop							

Notes

1. First Aid training is only mandatory for those staff who are appointed as first aiders.
2. Work equipment safety is optional for those staff and student who operate work equipment as part of their role or research.
3. Asbestos awareness is mandatory for those who Technical Managers and optional for University Staff where applicable to their job role.
4. Work at height using ladders and step ladders is mandatory for those use who ladders and step ladder as part of their role or research.
5. Using the asbestos management system is mandatory for those who manage and access the asbestos register and surveys.
6. Accident training is mandatory for anyone in a supervisor or line manager role. This can also be extended to anyone who may become involved in the accident investigation process.
7. Risk assessment training is only mandatory for individuals who complete and approve risk assessments.
8. The RA, COSHH and SSoW workshop is intended for individuals who must write Risk Assessments (RA), Control of Substances Hazardous to Health (COSHH) and Safe Systems or Work (SSoW) assessments.

3. Additional requirements for laboratory and workshop-based staff/students

Job Role	Head of Department	Senior Administrators	Technical Managers	Academic Staff and Principal Investigators	All University Staff	PhD and Post Doc Students
Training						
Local Exhaust Ventilation Training						
Manual Handling						
Laser Safety						
Chemical Assessment and Laboratory Safety Awareness						
Radiation Protection Supervisor (RPS) Sealed Sources & X-Rays						
Radiation Protection Supervisor (RPS) Open Sources						
Basic Electrical Safety Awareness Training						
General Cryogenics						
Cryogenics Practical						
Gas Cylinder Safety						
Grinding Wheels						

Notes

1. LEV training is mandatory for all staff and students who use equipment such equipment.
2. Manual handling training is mandatory for those who transport or support a load by hand or bodily forces e.g., lifting, putting down, pushing, pulling carrying or moving loads.
3. Laser safety is mandatory for those working with artificial optical radiation.
4. Chemical Assessment and Laboratory Safety Awareness is only mandatory for individuals who work in laboratories or carry out assessments for storage and use of chemicals under the Control of Substances Hazardous to Health (COSHH) Regulations and Dangerous Substances and Explosive Atmosphere Regulations (DSEAR).
5. RPS sealed sources and X-rays is mandatory to anyone appointed the role of RPS for involving use of ionising radiation from sealed radioactive sources and X-ray generating equipment.
6. RPS open sources and use of laboratory radiochemical is mandatory to anyone appointed the role of RPS for involving use of ionising radiation from open radioactive sources, typically radioactive chemicals used in research laboratory applications.
7. Basic electrical safety awareness training is mandatory to staff who have to carry out electronic work, whether this is for teaching, research or as a supportive service.
8. General cryogenics training is mandatory for those all staff and students involved in cryogenics. For handling and dispensing of cryogenics an additional practical training session is required.

