|  |
| --- |
| **INDIVIDUAL’S TRAINING NEEDS ASSESSMENT**  Staff / PG-Student’s / Temp, Visitor’s name: QMUL Employee or Student No.:  School / Institute / Directorate:  Email address: |
| Start date: Finish date (if known): |
| Indicate worker’s employment status Staff  Visitor / Volunteer  PG-Student  other: Mat cover Temps: |
| Name of Manager / Supervisor completing form:  Date: |

| **Health Safety and Wellbeing Training required** | **Training Provider**  **(QMUL or external providers)** | **Mandatory** | **Desirable** | **Date to be attended / completed by** | | **Date attended / completed** |
| --- | --- | --- | --- | --- | --- | --- |
| **MANDATORY** |  |  | | | | |
| 1. [QMUL Staff / PG Induction](http://www3.imperial.ac.uk/safety/training/courseindex/induction) Event   *Access at* <http://www.profdev.qmul.ac.uk/what-we-offer-/types-of-training/induction/> | QMUL |  |  |  | | *Within 3 months of start date* |
| 1. Health, Safety, Fire and Wellbeing [Induction](http://www3.imperial.ac.uk/safety/training/courseindex/induction) *(local manager / Safety Coordinator – School / Institute – Center / Directorate). Baseline QMUL H&S Induction checklist and guidance at* [*http://www.ohsd.qmul.ac.uk/forms/index.html*](http://www.ohsd.qmul.ac.uk/forms/index.html) | School / Institute / Directorate |  |  |  | | *During first week* |
| 1. Fire Safety and Familiarisation for local area   *(local manager / Safety Coordinator – School / Institute – Center / Directorate). Use* [*http://www.hsd.qmul.ac.uk/documents/standard/firesafety/73485.pdf*](http://www.hsd.qmul.ac.uk/documents/standard/firesafety/73485.pdf) | School / Institute / Directorate |  |  |  | | *Within 1 month of start date* |
| 1. Display Screen Equipment Safety Awareness – online module   *Access link at* [*http://www.hsd.qmul.ac.uk/training/online%20learning/index.html*](http://www.hsd.qmul.ac.uk/training/online%20learning/index.html) | HSD – *access via website link* |  |  |  | |  |
| 1. Fire Safety Awareness – online module   *Access link at* [*http://www.hsd.qmul.ac.uk/training/online%20learning/index.html*](http://www.hsd.qmul.ac.uk/training/online%20learning/index.html) | HSD – *access via website link* |  |  |  | |  |
| **PHYSICAL AND INFRASTRUCTURE HAZARDS** |  | *Line manager to complete this section and agree dates* | | | | |
| 1. [Asbestos Awareness](http://www3.imperial.ac.uk/safety/training/courseindex/asbestos/) *(to be advised)* | External Provider – *contact HSD for details –* HS018 |  |  |  | |  |
| 1. [Construction (Design and Management) Regulations](http://www3.imperial.ac.uk/safety/training/courseindex/cdmregs/) *(to be advised)* | External Provider – *contact HSD for details –* HS007 |  |  |  | |  |
| 1. [Manual Handling and Lifting](http://www3.imperial.ac.uk/safety/training/courseindex/manhand) (2 hr) | HSD – HS004 |  |  |  | |  |
| 1. Working at Height (2-3 hr) *(to be advised)* | HSD – *to be provided -* HS008 |  |  |  | |  |
| 1. Electrical Safety *(to be advised)* | School / Institute / Directorate or HSD*(discuss requirements with OHSD) –* HS009 |  |  |  | |  |
| 1. Mechanical Safety *(to be advised)* | School / Institute / Directorate or HSD *(discuss requirements with HSD) –* HS010 |  |  |  | |  |
| **FIRE** |  |  | | | | |
| 1. Evacuation chair use *(to be advised)* | HSD – *on demand –* HS011 |  |  |  | |  |
| 1. Fire Marshal (full day with practical elements) | HSD – HS016 |  |  |  | |  |
| 1. Fire Safety Awareness Training (to be advised) | HSD - *on demand -* HS012 |  |  |  | |  |
| 1. [Fire](http://www3.imperial.ac.uk/safety/training/courseindex/firepreventionandfiresafetyatwork) Extinguishers (to be advised) | HSD - *on demand –*HS013 |  |  |  | |  |
| **FIRST AID** |  |  |  |  | |  |
| 1. [First Aid at Work (3 day)](http://www3.imperial.ac.uk/safety/training/courseindex/firstaid) | HSD - *course code to be issued*) |  |  |  | |  |
| 1. Emergency [First Aid at Work](http://www3.imperial.ac.uk/safety/training/courseindex/firstaid) (1day) | HSD – *course code to be issued* ) |  |  |  | |  |
| 1. [First Aid Requalification](http://www3.imperial.ac.uk/safety/training/courseindex/firstaid/firstaidcourses2)(3 year mandatory re-qualification) (2 day course) | HSD - *course code to be issued*) |  |  |  | |  |
| 1. First Aid Skills Update for all Qualified First Aiders (1 day) | HSD - HS014 |  |  |  | |  |
| 1. Specialist First Aid Topics (e.g. for fieldwork, handling of toxic chemicals) *(to be advised)* | School / Institute / Directorate *in consultation with HSD* |  |  |  | |  |
| **LABORATORIES (including fieldwork)** |  |  |  |  | |  |
| 1. Containment level 3 - Principles and Practices (1 day) | HSD – HS019 |  |  |  | |  |
| 1. COSHH Risk Assessment in Laboratories (Chemical safety and includes DSEAR) (3 hr) | HSD – HS005 |  |  |  | |  |
| 1. REFRESHER - COSHH / DSEAR Risk Assessment (1.5 hr) | HSD – *to be provided –* HS015 |  |  |  | |  |
| 1. GM and Biosafety for Clinical Trials Staff (2 hr) | HSD – HS025 |  |  |  | |  |
| 1. GM Risk Assessment and Notification (2 hr) | HSD – HS029 |  |  |  | |  |
| 1. Safe Management of Laboratory Hazardous Waste (2 hr) | HSD - HS024 |  |  |  | |  |
| 1. Field Work Risk Assessment (2.5 hr) | HSD – HS017 |  |  |  | |  |
| 1. Laboratory safety for non-Research Staff (2.5 hr) | HSD – HS018 |  |  |  | |  |
| 1. Selection of Laboratory Personal Protective Equipment (PPE) (2 hr) | HSD – HS023 |  |  |  | |  |
| 1. Decontamination and Sterilisation (2 hr) | HSD – HS026 |  |  |  | |  |
| 1. Transport of Dangerous Goods- Infectious Agents and related materials – online (IATA accredited)   *Details and bookings* [*http://www.hsd.qmul.ac.uk/training/online%20learning/index.html*](http://www.hsd.qmul.ac.uk/training/online%20learning/index.html) | HSD |  |  |  | |  |
| 1. Working Safely with Biological Hazards (3 hr) | HSD – HS020 |  |  |  | |  |
| 1. REFRESHER - Working Safely with Biological Hazards and GM Agents (1.5 hr) | HSD – HS030 |  |  |  | |  |
| 1. Working Safely with Ionising Radiation (3 hr) | HSD – HS006 |  |  |  | |  |
| 1. Working with Non-Ionising Radiation *(to be advised)* | HSD – *to be provided –* HS021 |  |  |  | |  |
| 1. Laser Safety Management (full day) | External Provider *– arranged in conjunction with HSD –* HS022 |  |  |  | |  |
| 1. Local Exhaust Ventilation (LEV) Workshop (half a day) | HSD – *arranged once or twice a year dependent on demand –* HS023 |  |  |  | |  |
| 1. Microbiological Safety Cabinets – online training course *(****Access to be confirmed*** *once operational on QMPlus* [*http://qmplus.qmul.ac.uk/*](http://qmplus.qmul.ac.uk/)*)* | Accessible on QMPlus *(provided by HSD)* |  |  |  | |  |
| **OCCUPATIONAL HEALTH** |  |  | | | | |
| 1. Face Fit Testing (Quantitative methodology- for Respiratory Protective Equipment) – approx 30-45 min. *Contact* [*occ-health@qmul.ac.uk*](mailto:%20occ-health@qmul.ac.uk) *for appointments* | HSD test, fit and training – *contact Occ Health Unit* |  |  |  |  | |
| 1. Stress Risk Assessment (2-3 hr) | HSD – *to be provided –* HS003 |  |  |  |  | |
| **HEALTH AND SAFETY RISK MANAGEMENT AND ASSESSMENT** |  |  | | | | |
| 1. [IOSH](http://www3.imperial.ac.uk/safety/training/courseindex/workshop) Working Safely (covers the principles and practical features of hazard, risk and risk assessment in the workplace, 1 day course) | HSD – HS031 |  |  |  | |  |
| 1. IOSH Managing Safely (covers the management of health and safety in the workplace, 4 full day course, aimed at Managers / Supervisors) | HSD – HS032 |  |  |  | |  |
| 1. Accident and Incident Investigation for Managers / Supervisors (2 hr) | HSD – *to be provided* – HS002 |  |  |  | |  |
| 1. Risk Assessment (general) (2 hr) | HSD – *to be provided* – HS001 |  |  |  | |  |
|  |  |  | | | | |
| **OTHER TRAINING FOR HSW TOPICS** | School / Institute / Directorate *(consult HSD as required)* |  | | | | |
| 1. In-house Training for HSW topics   Specify: |  |  |  |  | |  |
| 1. Supervision for HSW topics   Specify: |  |  |  |  | |  |
| 1. Mentoring for HSW topics   Specify: |  |  |  |  | |  |
| 1. External courses / events for HSW topics   Specify: |  |  |  |  | |  |