



Health and Safety Training Policy

Training means helping people to learn how to do something, telling people what they should do or should not do, or simply giving them information. Training isn't just about formal 'classroom' courses.

Providing Health and Safety Training for employees and councillors will help the Council to:

- Ensure that employees and councillors know how to work safely and without risks to health;
- Develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone;
- Meet the legal duty to protect the health and safety of employees.

Effective training:

- Will contribute towards making the Council's employees competent in Health and Safety;
- Will help the Council avoid the distress that accidents and ill health may cause.
- Will help the Council avoid the financial costs of accidents and occupational health.

The **Health and Safety at Work etc Act 1974** requires employers to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees. This is expanded by the **Management of Health and Safety at Work Regulations 1999**, which identifies situations where health and safety training is particularly important, e.g. when people start work, on new or increased risks and where existing skills may have become rusty or need updating.

Illogan Parish Council will ensure that information and instruction is given to all employees and councillors. Training will be provided where necessary to all employees and councillors by a suitably qualified, experienced and competent chartered practitioner. The Clerk and Proper Officer to the Council will be trained to a minimum of CIEH Level 3 in Health and Safety and also Risk Assessments or equivalent level qualifications; these qualifications will be gained within the first twelve months of employment. The Clerk and Proper Officer shall attend refresher training as and when appropriate. The Clerk and Proper Officer will keep up to date with legislation changes by signing up to the HSE alerts and newsletters. Training and refresher training requirements for employees will be highlighted, discussed, agreed and prioritised during the annual appraisal process. During the annual appraisal process and at any other relevant time employees will be consulted by the Council on the relevance and effectiveness of any training they have received or are going to receive.

Training will usually take place during working hours, although some may be held out of an employee's usual working hours. The training course, employee's time and travel will be paid for by the Council.



Whilst the Clerk and Proper Officer are in the process of completing the necessary training and qualifications health and safety advice will be sought from a suitably qualified, competent, experienced chartered practitioner.

Review Date	Reviewed By	Amendments	Minute Number
24.02.16	Governance Review Committee	None	GR16/02/20.2
08.02.17	Governance Review Committee	Page 1 – last sentence of last paragraph – amended from ‘The Clerk and Proper Officer shall undertake Health and Safety refresher training every 3 years.’ to ‘The Clerk and Proper Officer shall refresher training as and when appropriate. The Clerk and Proper Officer will keep up to date with legislation changes by signing up to the HSE alerts and newsletters.’	GR17/02/16.2
27.03.19	Governance Review Committee	None	GR19/03/22.2
14.08.19	Governance Review Committee	None	GR19/08/21.2
26.01.22	Governance Review Committee	Page 1 – 4 th paragraph – 2 nd sentence – amend to read ‘This is expanded by the Management of Health and Safety at Work Regulations 199, which identifies	GR22/01/11.2
22.02.23	Governance Review Committee	<ul style="list-style-type: none"> • Page 1 – Effective training – 2nd bullet point – amend to read ‘Will help ...’ • Page 1 – Effective training – 3rd bullet point – amend to read ‘Will help...’ • Page 1 – last paragraph – amend to read ‘Training will usually take place during working hours, although some may be held out of an employee’s usual working hours. The training course ...’ 	GR23/02/22.2