



# Safety & Wellbeing Information Sheet

## Health and Safety Training for Managers/Supervisors

This sheet provides a brief introduction to the level of training managers and supervisors of North Lanarkshire Council are expected to hold in Health and Safety.

Preventing accidents and ill health caused by work is a key priority for everyone at work. Managers and supervisors are key to the achievement of this aim and in order help the Council better manage health and safety it is accepted that managers/supervisors will need specific training to manage health and safety.

The Health and Safety Executive (HSE) have indicated that local authority managers should be trained to a level equivalent to that of the Managing Safely Certificate endorsed by the Institution of Occupational Safety and Health (IOSH). The safety & wellbeing strategy for the Council approved that this training should be mandatory for all third tier officers. IOSH working safely is a mandatory course for all new Council employees (who are not eligible to attend managing safely) to ensure a basic level of safety awareness is held by all employees. The Council is currently licensed to provide this training.

Health and safety information and training helps you to:

- ensure your team members are not injured or made ill by the work they do;
- develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone;
- find out how you could manage health and safety better;
- meet your legal duty to protect the health and safety of your team.
- avoid the distress that accidents and ill health cause;
- avoid the financial costs of accidents and occupational ill health.

IOSH managing safely and IOSH for senior executives should be updated approximately every 3 years.

### Training Matrix

North Lanarkshire Council's Health and Safety Policy requires Heads of Service to ensure occupational safety and wellbeing policies, guidance, procedures, action plans and risk management programmes are implemented as an integral part of business and operational planning and service delivery. Satisfying this requirement necessitates competent employees who have been provided with necessary training. Heads of service should therefore ensure that health and safety training requirements for job roles within their service have been considered, that plans are in place to give effect to identified requirements, and that these plans are implemented through their line management structures.

The following matrix can be used to assist in identifying the expected health and safety training for job families. The list is not an exhaustive list as final information, instruction and training requirements are determined through the risk assessment process and this should be done at Service level.

**Mandatory**  
**Required**  
**Dictated by Risk Assessment**

Training Matrix							
Course	Job Family	Clerical Assistants/ Clerks, Modern Apprentices (M.A's)(Admin), Teachers	Employees and MA's with large manual element to job to including working outside	Senior Clerical, Administrative Officers. Professional Officers	Charge hand/ Supervisors of occupational with strong manual/ external working elements	Team Leaders, 3 <sup>rd</sup> &	Executive Directors, Heads of Service & Elected Members
General Risk Assessment							
DSE Assessor							
Manual Handling Assessor							
COSHH Assessor							
PPE Assessor							
Manual Handling Awareness							
Personal Safety Awareness							
Confined Spaces Awareness							
DSE Awareness (elearn)							
Asbestos Awareness							
Mental Health Awareness							
Induction Local							
Fire Safety Awareness(elearn)							
Intro to First Aid (elearn)							
Accident Investigation for Managers							
Asbestos Awareness							
IOSH Managing Safely							
IOSH for Senior Executives							
Specialist training							

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