1.0 INTRODUCTION

1.1 Preventing accidents and ill health caused by work is a key priority for the NIGALA.

1.2 The aim of this bulletin is to detail the NIGALA’s arrangements for identification, provision and recording of Health & Safety-related Training.

1.3 The Health and Safety at Work etc Act 1974\(^1\) requires organisations 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.

1.4 This is expanded by the Management of Health and Safety at Work Regulations 1999\(^2\), which identify situations where health and safety training is particularly important, e.g. when people start work are exposed to new or increased risks and where existing skills may need refreshing/updating.

1.5 The Safety Representatives and Safety Committees Regulations 1977\(^3\) and the Health and Safety (Consultation with Employees) Regulations (NI) 1996\(^4\) require organisations to consult employees, directly or through safety representatives, on health and safety issues.

1.6 The Health and Safety (Training for Employment) Regulations 1990\(^5\) ensure that learners doing work experience are covered by health and safety law.

1.7 The Health and Safety (First-Aid) Regulations 1981\(^6\) require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

2.0 IDENTIFICATION OF TRAINING

2.1 The NIGALA will take into consideration a number of factors when identifying health and safety training needs, including:

- Training for new recruits.
- Identify skills and knowledge needed for people to do their job in a safe and healthy manner.
- Legislation requirements.

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- Change in role/new responsibilities.
- Review experience of injuries, near misses or cases of ill health (conducted by Risk Management Committee).
- Review risk assessments to see where information and/or training have been identified as factors in controlling risks.
- Consult employees for views/training suggestions.

### 3.0 PROVISION OF TRAINING

#### 3.1 METHODS

The method of training will be dictated by a number of factors including the type of training required, the number of employees attending training, cost-effectiveness.

The NIGALA will take into account whether training can be provided in-house by NIGALA or whether the service of an external provider is required.

#### 3.2 INDUCTION

On appointment to the NIGALA, employees (permanent and temporary) will receive a health and safety induction, as per the NIGALA H&S Induction Programme (Appendix 1).

On the first day of appointment, the fire warden/nominated person will discuss emergency evacuation procedures with the employee so the employee is provided with necessary information in the event of an emergency evacuation.

**Centre House**  Declan McAllister, Fire Warden  
James Lawne, Deputy Fire Warden

**Spencer House**  Sinéad Casey, Fire Warden

**Dobbin Centre**  Angela Marshall, Fire Warden

If a fire warden is unavailable on the new employee’s first day, arrangements will be made for a member of the Health & Safety Committee to provide the employee with necessary information in the event of an emergency evacuation.

The remainder of H&S induction will be completed within the first two weeks of employment in conjunction with the Health & Safety Officer (Sinéad Casey).

#### 3.3 HEALTH & SAFETY COMMITTEE

All members of the NIGALA Health & Safety Committee have received accredited Institution of Occupational Safety and Health (IOSH) Working Safety training. This is refreshed as necessary.
3.4 **RISK ASSESSORS**

Risk assessors have received training regarding the different types of risk assessment in order conduct risk assessments in accordance with the NIGALA Risk Assessment Programme.

Risk Assessors:  
James Lawne, ext 269  
Sinéad Casey, ext 309

3.5 **RISK ASSESSMENTS**

In accordance with the NIGALA Risk Assessment Programme set out by the Health & Safety Committee, risk assessors conduct DSE risk assessments on an annual basis. When risk assessments are being conducted, the assessor will provide information and advice to the person being assessed as to how best to work safely at workstation.

Manual handling risk assessments are conducted for those tasks involving lifting. Staff have received manual handling training and assessors are available to provide advice and guidance. Staff can also refer to the Manual Handling Bulletin which provides guidance on how to lift safely.

3.6 **FIRST AID**

Each NIGALA office has first aid officers who have received the appropriate and necessary training. This training is refreshed every three years.

First Aid Officers:

<table>
<thead>
<tr>
<th>Office</th>
<th>First Aid Officer:</th>
<th>Ext No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre House</td>
<td>Leah Hughes</td>
<td>232</td>
</tr>
<tr>
<td></td>
<td>Louise Tweedie</td>
<td>245</td>
</tr>
<tr>
<td></td>
<td>John Sheldon</td>
<td>250</td>
</tr>
<tr>
<td>Spencer House</td>
<td>Sinéad Casey</td>
<td>309</td>
</tr>
<tr>
<td></td>
<td>Sarah McKee</td>
<td>306</td>
</tr>
<tr>
<td>Dobbin Centre</td>
<td>Angela Marshall</td>
<td>331</td>
</tr>
</tbody>
</table>

The NIGALA will have at least one trained first aid officer in each office.

3.7 **FIRE SAFETY LECTURES**

It is a requirement that all employees should receive annual fire awareness training covering fire prevention, what to do in the event of a fire and a demonstration on how to use a fire extinguisher.
This training is mandatory and is available for completion by NIGALA employees by following the link below and clicking on Fire Awareness Training.

http://www.hsclearning.com

The Health & Safety Officer (Sinéad Casey) will monitor compliance regarding completion of Fire Awareness Training. A report will be forwarded to the Health & Safety Committee and Executive Team on an annual basis.

4.0 RECORDING OF TRAINING/EVALUATION

4.1 The NIGALA has in place a Training and Staff Development System (SDMS). Records of attendance and training evaluation are held within this system. Employees are also able to record and request training through ‘My Training & Development/CPD’ link on GCIS and also complete evaluation forms for courses/training undertaken. Comments from evaluation forms regarding training events held are collated by John Sheldon, Quality Assurance & Training Manager and referenced for the organisation of future training events.

4.2 Where training is completed on the NIGALA HSC elearning site, on completion of the module employees are invited to complete evaluation form online.

4.3 Administrators for the elearning site are able to view that have completed the training and also evaluation of the training. As above, comments from evaluation are used as reference for the planning of future training events.

Administrators for the elearning site are:

- Declan McAllister, ext 233
- James Lawne, ext 269
- John Sheldon, ext 250
- Leah Hughes, ext 232
- Sinéad Casey, ext 309

APPENDIX 1 NIGALA H&S Induction Programme