University of Essex
Health and Safety Competence and Training Matrix (Updated September 2015)

Please note that the “Means of achieving” are examples of a range of ways an employee may achieve competence. The employee and/or their manager should choose the most appropriate method(s), taking account of the individual’s needs. For example online training is unlikely to be appropriate for employees who do not usually have access to a computer for their work. Information on the University’s health and safety induction and training resources can be found by following the link at http://www.essex.ac.uk/health-safety/training

Where departments / sections / businesses are responsible for teams that carry out high risk activities, they should develop specific training and competence matrices for the roles, using the following as a guide.

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<tr>
<th>Job role</th>
<th>Competence requirement</th>
<th>Means of achieving¹</th>
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<tbody>
<tr>
<td>All employees</td>
<td>Understands own responsibilities for health and safety including fire safety) and who are the key people in their Department with responsibilities for health and safety.</td>
<td>▪ Completion of health and safety induction checklist with manager.</td>
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<td>Knows how to report accidents, hazards and safety concerns.</td>
<td>▪ Read University or UECS version of Employee Guide to the Health and Safety Policy as appropriate and fire safety responsibilities at: <a href="http://www.essex.ac.uk/health-safety/policies/hs-policy">http://www.essex.ac.uk/health-safety/policies/hs-policy</a></td>
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<td>Knows first aid and emergency evacuation procedures.</td>
<td>▪ Read health and safety information within Moodle New Staff Induction</td>
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<td>▪ Read Departmental Health and Safety Management Statement</td>
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<td>▪ Health and safety briefing at staff meeting</td>
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<td>▪ Complete online Health and Safety Essentials course</td>
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<td>▪ Complete face to face (F to F) basic fire safety training (or online if unable to attend face to face).</td>
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<td>▪ Attend University Academic Staff induction and/or departmental induction sessions.</td>
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<td>▪ Read relevant information on health and safety / occupational health pages of the University’s website: <a href="http://www.essex.ac.uk/health-safety">http://www.essex.ac.uk/health-safety</a> or <a href="http://www.essex.ac.uk/staff/ohs">http://www.essex.ac.uk/staff/ohs</a></td>
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<td>▪ Manager to check understanding through questioning (e.g. as part of</td>
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¹ Policy documents, checklists and details of training available can be found at www.essex.ac.uk/health-safety
² References to Department includes Section, School, Unit and Business Unit
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<td>Employees – according to their job role</td>
<td>Knows risks associated with their work and what they need to do to protect themselves and others affected by their work.</td>
<td>• Departmental on the job or formal instruction / training.</td>
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<td>• Read risk assessments or health and safety procedures associated with work. (e.g. department’s risk assessment for offices and low risk areas)</td>
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<td>• Read health and safety literature relating to work (e.g. manufacturers guidance, industry codes of practice).</td>
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<td>• Manager to check understanding through supervision and questioning (e.g. as part of normal supervision or “tool box talk”).</td>
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<td>• Read relevant H&amp;S/OH leaflets</td>
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<td>o <strong>Under pressure</strong>: Advice on stress at work (available from occupational health)</td>
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<td>o <strong>Using a Computer</strong>: Advice on safe use</td>
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<td>o <strong>Is your back safe</strong>: Advice on preventing back pain</td>
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<td>o <strong>A Step Too Far</strong>: Preventing falls from heights in offices and similar locations.</td>
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<td>• IOSH Working Safety: For employees / supervisors doing <strong>high risk work activities</strong> or using high risk equipment/substances.</td>
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<td>• <strong>Computer Safety</strong> (online course): Those that <strong>use computers</strong></td>
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<td>• Those that <strong>drive for business</strong> read their departments risk assessment or Policy on driving for work</td>
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<td>• Those that <strong>travel abroad</strong> read University guidance at:</td>
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<td><strong><a href="http://www.essex.ac.uk/health-safety/overseas-travel">http://www.essex.ac.uk/health-safety/overseas-travel</a></strong> and leaflet:</td>
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<td><strong>Going Overseas? Stay Safe.</strong></td>
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<td>• Those that <strong>travel to high risk</strong> destinations complete travel security course (details available at above website)</td>
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<td>• Depending on nature of work, instruction/training in:</td>
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<td>o <strong>Changing the water cooler bottle</strong> – team talk and <strong>Changing the water cooler bottle</strong> guide.</td>
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<td>o Job specific manual handling (F to F) - Employees for whom lifting and handling forms a significant part of the work or a</td>
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| Employees – according to their job role (continued) | | significant risk.  
  o Working at height / safe use of access equipment (F to F) – employees likely to regularly use access equipment as part of their work.  
  o Safe use of hazardous substances  
  o Use and care of hazardous work equipment (in some cases formal certificates of competence are required)  
  o Use and care of personal protective equipment (PPE)  
  o Health risks arising from work activities (e.g. noise, hazardous substances, dusts/fumes, Hand-arm Vibration)  
  o Personal security, dealing with aggressive people, lone working;  
  o Asbestos and / or Legionella awareness  
  o First aid  
  o Fire evacuation steward  
  o Fire Warden  
  o Fire Extinguisher operator  
  o Evacuation chair operator  
  o Managing own stress  
  o DSE Facilitator |
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| Employees responsible for projects and events | Knows how to risk assess activities, events or projects (including research projects) they are responsible for. | As appropriate to project / event:  
  - Read or given instruction / training in departmental safety / risk assessment procedures  
  - Read University guidance on organising events at: [http://www.essex.ac.uk/health-safety/activities/events](http://www.essex.ac.uk/health-safety/activities/events)  
  - Instruction / training in risk assessment process  
  - Training / instruction on completing written schemes of work (e.g. biological or radiation hazards)  
  - Specific training in risk assessment for manual handling, hazardous substances etc.  
  - Read University guidance on Fieldtrips at [http://www.essex.ac.uk/health-safety/field-trips](http://www.essex.ac.uk/health-safety/field-trips), UCEA / USHA Guidance on *Health and Safety in Fieldwork* and, where relevant *BS 8848:2014: Specification for the provision of visits, fieldwork, expeditions and adventurous activities outside the United Kingdom* (available on above field trips link).  
  - Fieldwork Leader and Fieldwork First Aid training for higher risk fieldwork. |
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| All line managers                            | Knows own responsibilities for managing health and safety under law and the University’s Health and Safety Policy  
Understands risks associated with the work they are responsible for and what they need to do to control them.  
Knows what they need to do to ensure the competence and capability of employees under their control.  
Knows what they need to do to monitor health and safety in their area of responsibility.  
Knows how to support employees with long term sickness absence to return to work  
Has an understanding of the impact of work on health and health on work. | • Read or given instruction / training in departmental safety / risk assessment procedures  
• Read University or UECS Health and Safety Policy and other University / UECS Policies and standards relevant to risks in their area of responsibility  
• Read relevant information on University’s health and safety website  
Training in:  
• Managing health and safety at the University of Essex  
• Managing work related stress / resilience  
• Managing absence and return to work  
• Mental health first aid  
For managers of areas where risks are potentially high / complex  
• IOSH Managing Safely  
• Additional training/coaching in specific management areas as required (e.g. incident investigation)  
Training in:  
• Risk assessment process  
• Risks associated with work (see list under all employees)  
• Where relevant, training in risk assessment for manual handling or hazardous substances. |
| Heads of Department / Section / Business Unit and Executive Deans | Knows own responsibilities for managing health and safety in their Department/Faculty under law and the University’s Health, Safety and Wellbeing policy  
Understands risks profile of their Department and how they are controlled. | • 1:1 Inductions with Lead H&S Adviser and a Fire Safety Officer on taking up role  
• Induction meeting with or HSLO / DHSO to become familiar with departmental arrangements  
• Coaching by Lead H&S adviser, Fire Safety Officer  
• Other training as detailed under all line managers. |
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| Those with strategic health and safety responsibilities      | Knows own responsibilities for the strategic management of health and safety under law and the University’s Health, Safety and Wellbeing Policy. Understands and demonstrates good H&S leadership Understands key H&S risks that impact on the University | • Read University / UECS Health and Safety Policy and other University Policies and standards relevant to risks in their area of responsibility  
• Read HSE/UCEA/USHA guidance on Leading Health and Safety at Work  
1:1 Inductions and briefings / coaching by Head of Health and Safety/ and fire safety officer  
• IOSH Leading Safely. |
| Health and Safety Liaison Officers (HSLO)                     | Understands role in supporting Department on health and safety  
Understands basic legal requirements and risks that impact on their Department / Section and the University’s arrangements for controlling them.  
For DHSOs: more in depth knowledge of legal requirements and risks relating to their Departmental activities and the principals of good health and safety management. | • Read University / UECS Health and Safety Policy and other University Policies and standards relevant to risks in their area of responsibility  
• Coaching / induction from lead H&S adviser and fire safety officer.  
Training / coaching in:  
• Managing Health and Safety at the University of Essex  
• Other specific subjects according to needs (see all employees).  
• IOSH Working Safely (or IOSH Managing Safely)  
In addition to above, for DHSO:  
• IOSH Managing Safely  
• Appropriate professional qualification / higher level H&S qualification, depending on job requirements. |
| Departmental Health and Safety Officers (DHSO)                |                                                                                         |                                                                                     |
| Faculty Managers                                             | Understands role in supporting Department on health and safety  
Understanding of legal requirements and risks relating to their Faculties’ activities and the principals of good health and safety management. | • Training: Managing Health and Safety at the University of Essex  
• IOSH Managing Safely  
• Coaching / briefings from Health and Safety Advisory Service |
| Health and Safety Advisers                                    | In depth knowledge of health and safety legislation and principals of managing health and safety. Able to carry out risk assessments. | Depending on role: Chartered member or Technician member of Institution of Occupational Safety and Health (CMIOSH or Tech IOSH), or equivalent. Continuing professional development. |
| Occupational Health Advisers                                  | In depth knowledge of occupational health and legal requirements relating to occupational health. | Occupational Health degree or diploma, Qualified registered nurse.  
Continuing professional development |

¹ Depending on role: Chartered member or Technician member of Institution of Occupational Safety and Health (CMIOSH or Tech IOSH), or equivalent. Continuing professional development.
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<td>Fire Safety Officer</td>
<td>Working knowledge of fire safety and Fire &amp; Rescue Service practices. In depth knowledge of fire safety legislation and standards. Able to carry out fire risk assessment. Able to deliver training in fire safety</td>
<td>Evidence of, or qualifications demonstrating, a high level of fire safety management competency</td>
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<td>Continuing professional development</td>
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| Ionising Radiation | **RPA:** Must hold current RPA 2000 certificate, as required by IRR99 (Reg. 13). Must be experienced and competent in the University’s use of Ionising Radiation  
**RWA (Radioactive Waste Adviser):** Good understanding legislation relating to ionising radiation and the University’s local rules  
**UIRPO:** Good understanding legislation relating to ionising radiation and the University’s local rules  
**DIRPS:** Good understanding legislation relating to ionising radiation and the University’s local rules. See: HSE Guidance on Radiation Protection Supervisors: [www.hse.gov.uk/pubns/irp6.pdf](http://www.hse.gov.uk/pubns/irp6.pdf)  
**Radiation workers:** Understands safe handling, experimental protocols, departmental systems, legal and University requirements and emergency and contingency arrangements for working with sources of ionising radiation. | Certificate of Competence to be RPA: Qualification recognised by HSE i.e. as awarded by RPA 2000 (NVQ 4 or equivalent). Continuing professional development requiring submission of examples of work.  
The RWA must hold a Certificate of Recognition by the EA i.e. as awarded by RPA 2000.  
Formal RPS course, AURPO networking and conferences, continuing professional development. Refresher training will be required at least every 5 years.  
Formal RPS course. See also HSE Guidance on Radiation Protection Supervisors: [www.hse.gov.uk/pubns/irp6.pdf](http://www.hse.gov.uk/pubns/irp6.pdf). Refresher training will be required at least every 5 years.  
Refer to Section 3(b): Registered Radiation Workers of Local Rules for Ionising Radiation at [http://www.essex.ac.uk/health-safety/physics-agents/ionising-radiation](http://www.essex.ac.uk/health-safety/physics-agents/ionising-radiation) |
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<td>Biological safety</td>
<td><strong>UBSA:</strong> A thorough understanding of the legislation, guidance, procedures and best practice relating to the management of the risks arising from biological agents and genetic modification. Knowledge of all relevant sets of Local Rules.</td>
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|                  | **DBSO:** Must have a good understanding of the legislation, guidance, procedures and best practice relating to the management of the risks arising from biological agents. Knowledge of all relevant sets of Local Rules. | Employees working with GM and biological agents should refer to:  
- The local rules for training requirements. (available at [http://bsintra.essex.ac.uk/bsadmin/restricted/biosafety/default.htm](http://bsintra.essex.ac.uk/bsadmin/restricted/biosafety/default.htm) for training requirements for GM and biological agents
- University standard on blood work for guidance on the defined standard for phlebotomy training. |
|                  | Employees working with GM and biological agents: Understands safe handling, experimental protocols, departmental systems, legal and University requirements and emergency and contingency arrangements for working with GM and biological agents |                                                                                                                                                                           |
| Non Ionising Radiation | **Lasers:** Laser Protection Adviser (LPA): Demonstrate a combination of knowledge (e.g. attending the HPA 5 day Laser Safety Management) and competence (through submitting a portfolio of written evidence under RPA 2000)). |
|                  | **UNIRPA** including the role of Laser Protection Adviser (LSA³): Must have a good understanding of legislation relating to non-ionising radiation, including lasers, and the University’s NIR standards. Knowledge of safe management of lasers and other non-ionising radiation sources. | **Lasers:** RPA 2000 Certificate of Competence to be RPA for lasers (NVQ 4 or equivalent). Continuing professional development requiring submission of examples of work |
|                  |                                                                                                                                                                                                                           | Public Health England (PHE) Laser Safety Course (minimum 2 days) and regular attendance to the Laser Safety Forum.  
PHE courses relating to non-ionising radiation to sources: artificial optical radiation, electromagnetic fields and radiofrequency radiation are available. Reading legislation and standards relating to non-ionising radiation. Continuing professional development. |

³ AURPO [Guidance on the safe use of lasers on education and research](http://bsintra.essex.ac.uk/bsadmin/restricted/biosafety/default.htm)
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<td>Non Ionising Radiation (continued)</td>
<td><strong>DNIRPA</strong> including the role of Departmental Laser Safety Officer (DLSO)⁴: Good understanding of legislation relating to non-ionising radiation, including lasers, and the University’s NIR standards and departmental local rules. Working knowledge of safe management of lasers within their department and other non-ionising radiation sources. <strong>Registered laser users.</strong> Understanding of risks and what they need to do to protect themselves from harm. <strong>Artificial Optical Radiation (AOR) users.</strong> Understanding of risks and what they need to do to protect themselves from harm. <strong>People at indirect risk</strong> from laser or artificial optical radiation exposure (e.g. cleaners, maintenance, servicing contractors). Awareness of risks and what they need to do to protect themselves from harm.</td>
<td>PHE Laser Safety Course (minimum 2 days), PHE courses relating to non-ionising radiation to sources: artificial optical radiation, electromagnetic fields and radiofrequency radiation are available. Reading legislation and standards relating to non ionising radiation. Continuing professional development. Basic Laser Safety Training for all laser users and specific laser equipment training. High risk laser users require additional laser safety training (e.g. National Physical Laboratory training videos) including findings from the risk assessment, laser scheme of work and emergency procedures. AOR basic training (hazard, harm, risk controls and emergency procedures) including risk assessment findings, specific information on the work process and source. Basic Laser Safety Training and risk assessment findings relevant to their work. Training on the AOR hazards and risk assessment findings relevant to their work.</td>
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<td>Further information at: <a href="http://www.essex.ac.uk/health-safety/phys-agents/lasers.aspx">http://www.essex.ac.uk/health-safety/phys-agents/lasers.aspx</a></td>
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