The following training matrix outlines NHSGGC’s Health & Safety training programme as identified by the Health & Safety Service. Additional subject specific health and safety training may be required out with the health & Safety Service, for example, fire evacuation; activities associated with radiation; and, activities associated with electricity.

| **Topic Area** | **Targeted at** | **Purpose** | **Training Delivery** | **Duration** | **Refresher Training** | **How to access training** |
| --- | --- | --- | --- | --- | --- | --- |
| Statutory / Mandatory Health & Safety (H&S) Training | All Staff | *Health & safety*  To provide you with awareness of key duties and responsibilities of employers and employees; organisations approach to managing H&S; and, how to promote a positive safety culture within the workplace | eLearning | 45 mins | 3 yearly | LearnPro   * Tab – ‘Statutory/ Mandatory’ * Module – ‘GGC: Health & Safety, An Introduction’ |
| *Violence & Aggression*  To provide you with an awareness of the key factors involved with the risks of violence and aggression within the organisation and how to prevent and manage them. | eLearning | 45 mins | 3 yearly | LearnPro   * Tab – ‘Statutory/ Mandatory’   Module – ‘GGC: Reducing Risks of Violence & Aggression’ |
| *Moving & Handling*  To provide underpinning knowledge necessary to reduce the risk of musculoskeletal disorders caused by poor manual handling practice in the workplace. | eLearning | 45 mins | 3 yearly | LearnPro   * Tab – ‘Statutory/ Mandatory’   Module – ‘GGC: Manual Handling Theory’ |
| Management of Sharps Injuries | All staff **who use** **or may come in contac**t with a healthcare related sharp (needles, blades etc) | To inform you of what you must do if you receive a sharps or body fluid splash injury in the workplace. | eLearning | 15 mins | 2 yearly | LearnPro   * Tab – ‘Role Specific Mandatory Modules’ * Module – ‘GGC: Management of Needlestick & Similar Injuries’ |
| PPFM staff face to face training | 30 mins | 2 yearly | Locally through PPFM Training & Recruitment Manager as part of Toolbox Talk sessions |
| All staff who **use** healthcare related sharps (needles, blades etc) | To equip you with the knowledge and skills you need to prevent and minimise your risk of acquiring an infection from blood or body fluids | eLearning | 45 mins | 2 yearly | LearnPro:   * Tab – ‘Infection Prevention and Control’ * Course – ‘NES: Scottish IPC Education Pathway’  / * Module – ‘Prevention and Management of Occupational Exposure’ |
| Management of Skin health surveillance | Managers / Supervisors of staff identified as wet workers, that is, staff whose hands are wet for more than 2 hours or washed in excess of 20 times per shift  (for additional guidance see Appendix 1 of [Managing Skin at Work Procedure 2017](http://www.nhsggc.org.uk/working-with-us/hr-connect/occupational-health/skin-health-surveillance/)) | To provide you with an understanding of your roles and responsibilities relating to skin issues and the prevention of skin ill health at work, including your role as a manager in the Skin Health Surveillance process and the role of the responsible person. | eLearning | 1 hour | 2 yearly | LearnPro   * Tab – ‘Role Specific Mandatory Modules’ * Module – ‘GGC: Managing skin care at work for managers’ |
| Staff who have been identified as responsible persons in relation to skin heath surveillance. | To provide you with knowledge of the Skin Health Surveillance process, the role of the manager and to ensure that you are familiar with all stages of the process. | eLearning | 1 hour | 2 yearly | LearnPro   * Tab – ‘Role Specific Mandatory Modules’ * Module – ‘GGC: Managing skin care for responsible persons’ |
| Violence & Aggression Reduction (VAR)  (Excluding Mental Health, Forensics, Learning Disabilities) | Staff working in high risk areas as identified through the risk assessment process | Conflict Management / Physical Skills | Face to face training | 1 day | Elearning Content – TBC | Through the Violence & Aggression Reduction corporate [training calendar](http://www.nhsggc.org.uk/working-with-us/hr-connect/health-safety/training-and-education/health-safety-violence-reduction-education/).  If resource allows there may be opportunities for this to be delivered locally. |
| Staff identified as Lone Workers | Conflict Management / Lone Workers | Face to face training | 1 day | Elearning Content – TBC |
| Specific staff groups identified by the V&A Team requiring additional skills, eg, security staff. | Additional Holding Skills | Face to face training | 1-3 days | Annually |
| Moving & Handling (MH) | All new members of staff (without a MH Passport) who physically assist people or handle loads as part of their normal work activity.  Range of courses provided. | Provide you with the MH skills and knowledge to reduce the risk of musculo-skeletal injuries to yourself and others caused by poor MH practice; and, for those working with people, to enable you to achieve optimum independence and safety of service users. | Face to face training | ½ - 2 day | 12-18 month, work place competency assessments | Through the Moving & Handling corporate [training calendar](http://www.nhsggc.org.uk/working-with-us/hr-connect/health-safety/training-and-education/moving-handling-education/).  If resource allows there may be opportunities for this to be delivered locally. |
| Clinical staff identified by their manager as Competency Assessors for staff who physically assist people. | Enable you to undertake competency assessments on staff undertaking people handling activities within their workplace | Face to face training | 1 day | 3 yearly with interim eLearning |
| Non-Clinical staff identified by their manager / supervisor as Competency Assessors for staff who manually handle loads. | Enable you to undertake competency assessments on staff undertaking load handling activities within their workplace | Face to face training | 1 day | 3 yearly with interim eLearning |
| H&S Management Manual | Health & Safety Management Manual holders and where identified their deputies, that is, a manager or supervisor with responsibility for the management of health and safety within their area of work | Facilitate the Health & Safety Management Manual holder to undertake the duties required within the manual. | Face to face training | 2-3 hours | No ongoing training required. | Through the Health & Safety corporate [training calendar](http://www.nhsggc.org.uk/working-with-us/hr-connect/health-safety/training-and-education/health-safety-education/).  If resource allows there may be opportunities for this to be delivered locally. |
| H&S Risk Assessment | Staff who have been identified to conduct workplace risk assessments by the H&S Management Manual holder. | This will supplement existing workplace knowledge and experience to enable you to undertake generic risk assessments. | Face to face training | 2-3 hours | No ongoing training required. | Through the Health & Safety corporate [training calendar](http://www.nhsggc.org.uk/working-with-us/hr-connect/health-safety/training-and-education/health-safety-education/).  If resource allows there may be opportunities for this to be delivered locally. |
| Control of Substances Hazardous to Health (COSHH) | Staff who have been identified as the COSHH Risk Assessor by the H&S Management Manual holder for the area they work in. | To enable you to undertake COSHH risk assessments. | Face to face training | 2-3 hours | No ongoing training required. |
| H&S Display Screen Equipment (DSE) | Staff who have been identified as the DSE Risk Assessor by the H&S Management Manual holder for the area they work in. | To enable you to undertake DSE risk assessments. | Face to face training | 2-3 hours | No ongoing training required. |
| Face Fit Testing | Staff who have been identified to become face fit testers for FFP3 respirators (oral nasal tight fitting disposable masks) | To provide you with both the background knowledge and the practical skills to face fit test staff to FFP3 respirators. | Face to face training | 3.5 hours | 2 yearly |
| Toolbox Talks on a variety of topic areas | Managers / supervisors should identify relevant topic areas to deliver to their staff | To enable managers / supervisors to provide key safety messages to their staff at existing meetings in short periods of time | Local delivery | 5-10 mins | 2 yearly | Through HRConnect, Health & Safety [Toolbox Talk page](http://www.nhsggc.org.uk/working-with-us/hr-connect/health-safety/policies-guidance-documents-forms/toolbox-talks-notes/) |