

POLICY, RESOURCES AND PERSONNEL COMMITTEE – MARCH 2023

REQUIRED TRAINING AND TESTS – ALL STAFF

1.0 INTRODUCTION

The Council has a variety of training available and required however there is no agreed policy for mandatory training for all staff and different departments. This policy aims to bring all mandatory training requirements into one policy to be delivered by line managers. All e-learning is completed by staff using the Bright App provided to the Council by Peninsula.

2.0 ALL STAFF

Managers consider the following e-learning (E) and eye test to be mandatory for all staff:

- Health and Safety Awareness
- Manual Handling
- Fire Safety Awareness
- Safeguarding
- Fire Extinguisher Use
- Lone Working
- GDPR
- VDU eye test (every 2 years)
- Equality Diversity and Inclusion
- Cyber Security

3.0 GROUNDS AND MAINTENANCE TEAM

The Assistant Clerk (Grounds and Maintenance) considers the following mandatory for all Grounds and Maintenance Team members:

- Working at Height (E)
- First Aid at Work (1 day every 3 years)
- First Aid at Work (3 day every 3 years) (Assistant Clerk Grounds and Maintenance)
- COSHH (E)
- Fire Warden(E)
- RoSPA Play Safety Training (1 day every 3 years)

4.0 RECREATION CENTRE AND RECEPTION STAFF

The Assistant Clerk (Sports and Facilities) considers the following mandatory for all Recreation and Reception staff:

- Display Screen (E)
- Fire Warden (E)
- First Aid at Work (1 day every 3 years) (Receptionists, Fitness Instructor)

APPENDIX 6b

- First Aid at Work (3 day every 3 years) (Assistant Clerk Sports and Facilities, Team Leaders)

5.0 PARISH OFFICE STAFF

The Clerk considers the following mandatory for all Parish Office and Youth Service staff:

- Display Screen (E)
- First Aid at Work (3 day every 3 years) (Youth Workers)
- Mental Health First Aid (Clerk and Assistant Clerks)
- Children's Mental Health First Aid (Youth Workers)
- Sexual Health (Youth Workers)
- Fire Warden (E) (Youth Workers)

6.0 CARETAKERS AND CLEANERS

The Assistant Clerk (Sports and Facilities) considers the following mandatory for all Caretaking and Cleaning staff:

- COSHH (E)
- Display Screen (Caretakers) (E)
- First Aid at Work (3 days)

7.0 ALL STAFF WHO DRIVE OWN VEHICLE FOR WORKS PURPOSE OR WORKS VEHICLE

The following is mandatory for all staff who drive in the course of their work:

- Driving for Business (E)

8.0 ALL STAFF AND VOLUNTEERS WHO DRIVE MINIBUS WITH PASSENGERS

The following is a requirement of the Council's insurance policy.

- MIDAS (every 4 years)

9.0 RECOMMENDATIONS

It is recommended that Council approves the mandatory training policy set out above

For more information contact:

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