



Health and Safety Policy for Newcastle University
Business School

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1. Policy Statement

1.1 Newcastle University Business School will follow the statement of intent from the [University Health and Safety Policy](#) and accept our statutory duty to ensure the health, safety and welfare of all our colleagues or other persons who may be affected by our work activities.

Signed:

Date:

William Maloney
Interim Director
Newcastle University Business School

2. Organisational Responsibilities

2.1 Unit responsibilities

The [University Health and Safety Policy](#) details the health and safety responsibilities of the Heads of Units, managers and supervisors, staff and students and unit/ school safety officers.

2.2 Colleagues Holding Other Health & Safety Roles

Colleagues holding other health and safety roles should be appointed by the Director of Newcastle University Business School and Head of Newcastle University London. The name and contact details of these colleagues is detailed in [Appendix 1](#). Roles include:

- Units/ School Safety Officer (SSO)
- Deputy School Safety Officer
- Fire Marshalls
- Fire Wardens
- Display Screen Assessor
- First aider

The functions of the above roles are described in further detail in an OHSS guidance document entitled '[Roles of Staff Holding Safety Related Posts](#)'.

3. Organisational Arrangements

3.1 Health and Safety Management Standards

The organisational arrangements are documented in a series of [Health and Safety Management Standards](#) which set out what the University expects to be achieved for each individual health and safety topic. The arrangements define the standards required to ensure that the necessary health and safety controls are in place for specific topics and further describe the responsibilities of those required to ensure that the standards are met. These arrangements are to be considered as University policy and must be complied with at all times.

3.2 Local Arrangements

Further specific arrangements will be identified in the remainder of this section of the policy.

3.2.1 Accident and Near Miss Reporting

All accidents and near misses must be reported to OHSS via the incident reporting database. Colleagues should report any accidents or near misses to their line manager at the earliest opportunity. The line manager is responsible for registering to access the incident database and entering details of the incidents. An e-alert is automatically generated by the database which shares anonymized details of what has happened with senior managers in NUBS, the insurance team and Occupational Health and Safety Service (OHSS).

Further information on how to register, definitions of the terms 'accident' and 'near miss' and how to enter a new accident or near miss onto the database can be found on the [incident reporting section](#) of the OHSS website.

All incidents will be followed up by the School Safety Officer (SSO). Some significant and all major incidents will be fully investigated by the SSO and the incident investigation report shared with the Senior Management Team and Health and Safety Committee.

3.2.2 Building Defects

Any defects in NUBS can be reported to the facilities team by emailing nubsreception@ncl.ac.uk

Any defects in the Frederick Douglass Centre (FDC) can be reported to the facilities team by emailing fdcreception@ncl.ac.uk

Any defects relating to the rest of campus can be reported to Estate Support Service by submitted a [defect report form](#) or by contacting the [ESS helpdesk](#). ESS will issue a unique reference number which can be used to monitor the progress of reported faults.

Children at Work

The University has a [policy on bringing children into work](#). If staff are bringing children into work this should be notified to NUBS or FDC reception.

3.2.3 Communication of Health and Safety Information

Health and safety information will be shared with colleagues in NUBS using a range of communication methods:

- Email;
- Staff blog <https://microsites.ncl.ac.uk/nubsstaffblog/>
- NUBS health and safety sharepoint; <https://newcastle.sharepoint.com/hub/nubs>
- Health and safety committee
- Staff and student inductions.

In addition, the SSO will provide a quarterly update to the senior management team to provide a summary of health and safety performance and any new management standards or information which is relevant to NUBS.

Health and Safety Committee

NUBS has a health and safety committee which meets quarterly and includes representatives from NUBS and FDC. The chairs of the Committee is the Head of Professional Services. The terms of reference for the Committee is provided as Appendix 3

3.2.4 Display Screen Equipment

Any colleagues who use computer equipment for a continuous period of 1 hour or more a day are required to have their workstation assessed.

For new staff and post graduate research (PGR) students they are emailed a [DSE checklist](#) following their induction. The completed checklist should be emailed to nubsreception@ncl.ac.uk The checklist is reviewed by the Deputy SSO and if any further action is required a DSE assessor will arrange to visit the individual to offer assistance.

For existing staff their DSE assessments are reviewed every 2 years. The Deputy SSO maintains a database of DSE assessments and sends out checklists when required. Any staff or PGR students who move locations in buildings are also send a new checklist to complete.

If the local DSE assessor cannot solve the issue, then one of the health and safety advisers in OHSS will meet with the colleague. Finally, if these previous steps have not been successful the line manager will make a referral for the colleague to the Occupational Health service.

3.2.5 Driving for Work

Most colleagues are not required to drive for work. However, some NUBS colleagues may be required to visit off campus locations e.g. meetings with businesses. In these circumstances colleagues can decide the best way to travel to and from these locations, options include:

- Use of public transport (train, bus/ metro);
- Taxi- the University has an agreement with Noda taxis. Further information on booking a taxi can be obtained from the NUBS or FDC reception;
- Fly from Newcastle Airport;
- Hire a vehicle;
- Drive their own vehicle on University business.

Colleagues hiring or driving their own vehicle must comply with OHSS policy on transportation. In summary colleagues will have to:

Activity	Action Required
Hiring a vehicle	The Procurement Team have a number of hire agreements for cars, vans and minibuses. The procedure for hiring a vehicle is provided on the Procurement Teams website.
Driving own vehicle on University business	<ul style="list-style-type: none"> • Sign a driver declaration; • Show their line manager proof of: <ul style="list-style-type: none"> ○ MOT – a MOT check can be carried out online with the Driver Vehicle and Licensing Agency (DVLA); ○ Insurance for using the vehicle for business (sometime called business class insurance) ○ A summary of their driver's license using the DVLA online system to share driver's license details

3.2.6 Electricity

The fixed electrical system i.e. sockets, and wiring is maintained by building managers and by the Estate Support Service.

Portable electrical appliances are checked by users and any obvious faults are reported to NUBS or FDC reception. Portable appliance testing is carried out by an external company. The arrangements for each building occupied by The Business School are provided below:

Building	PAT Arrangements
NUBS/ FDC	PAT arranged by the facilities manager

Records of PAT are kept by the facilities manager of each service. The frequencies of testing are in accordance with OHSS [Management Standard on Portable Appliance Testing](#).

3.2.7 Emergencies

For all campus emergencies requiring the assistance of the Fire Brigade, Ambulance Service or Police dial the University Security 24 hour emergency telephone number **9-999**. All staff must be aware of the fire and bomb emergency procedures and follow these protocols at all times.

3.2.8 Fire Safety

It is important for all colleagues to know what to do in the event of a fire. The [action to take in the event of a fire](#) is provided on the OHSS website and during inductions. In the event of a fire colleagues should leave the building and proceed to the following assembly points:

- Business School Barrack Road - The Courtyard beside The View student accommodation
- Frederick Douglass Building- the square opposite the Urban Sciences Building.

Where the Service has disabled colleagues or visitors who cannot walk easily or require assistance to exit the building in the event of a fire alarm special arrangements will be made

for their evacuation in an emergency. These arrangements will be recorded in a Personal Emergency Evacuation Plan (PEEP) for each colleague. The SSO will complete and maintain records of all PEEPs. If anyone thinks they need a PEEP please contact NUBS or FDC reception in the first instance.

3.2.9 First Aid

The list of first aiders is provided as Appendix 1. If colleagues require a first aiders the school has set up a telephone number which automatically tries the first aiders extensions until it is answered. The number for NUBS is 0191 208 1730 and for FDC is 0191 208 3454.

If these numbers are unanswered all security personnel are first aid trained and can be contacted on 0191 208 6817 or 0191 208 6666.

First aid kits are located in the following locations at NUBS:

8.11(Tea Room) 7.09 (PS office), 6.20 (Tea Room),5.07 (The Hub),4.03 IT cluster),3.03 (IT cluster),2.06 (meeting room),1.05 (Technicians office) and G06 (post room).

At FDC First Aid kits can be found in the 1st floor kitchen the printer areas on floors 1 and 2 and in the 3rd floor kitchen.

There are automatic external defibrillators (AED) close to both NUBS and FDC. There is one unit on the NUBS building next to the side entrance on Barrack Road. There is another unit on the right-hand side of the entrance door to the Urban Science building close to FDC.

If students suffer injury or ill health, please can this be reported to the school office reception – The Hub 5.07.

3.2.10 Inductions

All new colleagues including temporary workers should be briefed on the health and safety arrangements shortly after their arrival. A health and safety induction checklist should be completed by the line manager for all new colleagues in addition to the [corporate induction procedure and welcome event](#).

New colleagues are also given a specific health and safety briefing by the Deputy SSO and are also sent a display screen equipment self-assessment and are sent links to relevant health and safety training courses to complete. PGR students have a health and safety induction provided by the Education Assistant. All other NUBS students are provided with a health and safety presentation.

3.2.11 Out of Hours

The University considers out of hours as 6pm to 8am on weekdays or at any time at weekends, on public holidays or any other time when the University is officially closed. The main risks associated with out of hours working are fire, accidental injury, medical emergency and threats from intruders, out of hours work is not encouraged to encourage a healthy work life balance for Business School colleagues but is occasionally required to meet service demands. The school have a risk assessment for out of hours working in the buildings.

If you plan to work in the building out of hours this should be agreed with your line manager. In addition it is recommended that you download the [Safezone app](#) onto your smartphone. This system allows you to check in with security to let them know you are working late, shares your location on campus and also allows you to communicate directly with the

security control room in the event of an emergency. You can register to use the app using your @ncl.ac.uk email address.

Both the Business School and the Frederick Douglass buildings access control changes at 17:30. After this time colleagues and students are required to use their smartcard to access the building. The current access times are summarised below:

	Evening Access Periods	Weekend Access Periods
Staff	Mon-Fri 07:00-23:00	Sat/ Sun 07:00-20:00
Postgraduate	Mon-Fri 07:00-23:00	Sat/ Sun 07:00-20:00
Undergraduates	Mon-Fri 07:00-23:00	No weekend access

Please note that the Philip Robinson Library and a number of computer clusters are available 24 hours a day for student use. Colleagues can also use the remote access service (RAS) to access their desktop from home.

Where colleagues are planning events at either NUBS or FDC outside of normal University business hours the event organizer is expected to manage the event including any health and safety issues e.g. fire alarm or fire aid. If event organizers need any further advice please contact the reception team.

3.2.12 Risk Assessments

A risk assessment is a way of thinking about what might cause harm to people and deciding whether you are taking reasonable steps to prevent that harm. The University has a number of risk assessment forms:

- General risk assessment form;
- Display screen equipment (DSE) risk assessment- see separate DSE section
- Manual handling risk assessment;
- Travel risk assessment- see separate travel abroad section.

Most of the work of NUBS is low risk. A generic risk assessment for office work is provided as [Appendix 2](#).

Line managers are responsible for carrying out risk assessments for any other activities which may cause harm to colleagues. Any colleagues carrying out risk assessments should have completed risk assessment training. The SSO is happy to review risk assessments or help managers to complete risk assessments for their work activities. Completed risk assessments should be saved in the health and safety folder on the i drive in the shared health and safety folder. [I:\Health and Safety\Risk Assessment](#)

3.2.13 Security

The University has a security team who are based in the Barras Bridge building on main campus but who cover the Helix site.

The following information is provided by the security team:

- [Newcastle University Bomb Threat Guidance](#);
- [Cycle security](#)
- [Personal safety](#)
- [Crime incident reporting](#)

The Security team can be contacted 24/7 by:

- Email: security.control@ncl.ac.uk
- Telephone: 0191 208 6817 or 0191 208 6666 (emergencies)

The Security Team also offer a 'free Safezone App' for your mobile, [instructions on how to install and use the Safezone App](#) can be found on the Security Teams website.

Colleagues and students are expected to wear their staff or student smartcard and have it displayed at all times. Colleagues are encouraged to challenge individuals if no identification is visible.

Both the NUBS and FDC buildings are covered by CCTV on all external entrances including the car park entrance.

If colleagues or students have any security concerns, they can speak to the reception team in either NUBS or FDC buildings.

3.2.14 Self Inspections

Safety inspections will be carried out by the SSO/DSO annually for each location occupied by NUBS colleagues using a checklist.

An action plan will be created following each inspection. The findings of inspections and progress to close out actions will be reported to the health and safety committee and the senior executive board (SEB).

3.2.15 Health & Safety Training

NUBS have a health and safety training policy which is provided as [Appendix 3](#). The training policy includes a training matrix which details what health and safety training colleagues must complete. The matrix has the job titles listed across the top as columns with OHSS training courses as rows. In the middles of the matrix are two letters M or A which denote whether the training is:

- **Mandatory**- this training is required for all colleagues and must be completed;
- **As required**- this training is completed 'as required' by the individual job role and duties e.g. if colleagues are responsible for lifting and carrying then they should complete manual handling training.

Training is required to be refreshed every 3 years. The SSO is responsible for obtaining lists of training records from Organisational Development. The training records from each team are shared with line managers to monitor and ensure colleagues attend refresher training as required. The SSO monitors the overall implementation of the training matrix.

3.2.16 Travel Abroad

OHSS have published a [management standard](#) and [guidance](#) on travel abroad. Depending on the destination colleagues are required to complete either a:

- European Business Travel Form- for conferences or meetings in the European Economic Area;
- Travel Risk Assessment- for travel to all other international destinations.

The [blank travel forms and some completed examples](#) can be found on the OHSS website. The travel risk assessment must be authorised by each colleague's line manager. A copy of

the completed travel risk assessment must also be provided to the SSO so that the information is readily accessible in case of emergency.

The University has a comprehensive travel insurance policy which can be found on the [Insurance Teams website](#).

3.2.17 Work Equipment

NUBS have few pieces of equipment including:

- Kitchen equipment
- Heaters
- Events and promotional equipment.

All users should follow the manufacturer's instructions which are provided with each piece of equipment.

Policy Author	Michaela O'Doherty
Approved by	Director NUBS
Approval Date	02/02/2020
Review Date	3 years

Appendix 2 Office Risk Assessment

Newcastle University - Risk Assessment

Project title	General risk assessment for office based activities		
Description of work activity	General office based work environment including use of display screen equipment, filing, printing and moving deliveries.		
Unit name	NUBS	Location	Various
Assessor	Andrew McKenna	Approver (Manager / Responsible person)	Sharon Mavin
Date of assessment	06/01/2020	Review Date (2 years)	06/08/2021
	Hazards	Risks (Who might be harmed & how?)	Controls
1.	Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> • General good housekeeping. • All areas well lit, including stairs. • No trailing leads or cables. • Staff keep work areas clear e.g. no boxes left in walkways. • Offices are cleaned every evening.
2.	Chemicals - i.e. inks, photocopier toner	Staff may be at risk from dermatitis or respiratory problems from contact with chemicals used in multifunction printers/ scanners.	<ul style="list-style-type: none"> • Replacement toners and other consumable for multi-function devices (MFDs) are sealed units. Colleagues are trained on replacement of consumables by supplier of MFDs. • MFDs are sited away from colleague's desks. Office is well ventilated. • MFDs are provided with a service contract to fix defects or leaks.
3.	Display screen equipment (DSE)	Staff risk posture problems and pain, discomfort or injuries e.g. to their hands/ arms from overuse of improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur.	<ul style="list-style-type: none"> • DSE assessors are present to provide advice to colleagues. DSE assessors are trained by staff from Occupational Health and Safety Service (OHSS). • All colleagues who use DSE equipment are sent a self-assessment questionnaire to complete. Face to face follow up visits are arranged by DSE assessors. • Additional equipment e.g. replacement chairs or ergonomic keyboard and mice is provided for colleagues following DSE assessments. • Occupational health referral is provided for colleague with serious musculoskeletal issues. • Environment e.g. heating/ lighting meets current building regulations and is maintained by Estate Support Service. Blinds are provided to minimise glare.

	Hazards	Risks (Who might be harmed & how?)	Controls
			<ul style="list-style-type: none"> • Eye tests are provided for those who need them. Colleagues can claim back the cost of eye tests.
4.	Violence at work	Staff could suffer verbal or physical assault or threatening behaviour.	<ul style="list-style-type: none"> • Meeting rooms are provided with viewing windows. • Colleagues plan work and can ask colleagues or line managers to attend if they anticipate difficult situations. • Staff wear smartcards when on University premises. • Staff are made aware of safezone app and the telephone number for the security team -0191 208 6666. • Visitors to wear a visitors badge so that they can be identified. Colleagues are asked to challenge strangers in the building or report potential intruders to security. • Access to most building locations is controlled by smartcard access and CCTV is often provided. Colleagues to ensure entrance doors are closed behind them.
5.	Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	<ul style="list-style-type: none"> • Colleagues are asked to spot and report any defective plugs, discoloured sockets or damaged cables/ equipment to School Safety Officer, NUBS/FDC management team or ESS. • Defective equipment is taken out of use safely and promptly. • Kitchens with microwaves, fridges etc. is provide for staff. Staff are reminded not to bring in their own appliances, toasters, fans etc. • Portable appliance testing is carried out in accordance with the PAT management standard.
6.	Fire	If trapped staff could suffer fatal injuries from smoke inhalations/ burns	<ul style="list-style-type: none"> • Building has a fire risk assessment, multiple evacuations routes, trained fire wardens and firefighting equipment. Fire drills are held on an annual basis.
7.	Out of Hours working	Staff could suffer injury or ill health whilst working outside of normal hours.	<ul style="list-style-type: none"> • Out of hours working is agreed with line manager. Work activities undertaken out of hours are low risk. • Staff will download and use the safezone app which shares location and allows staff to contact security in an emergency. • Staff will review their ability to work out of hours with their line manager if they have pre-existing medical conditions or are currently taking prescription medications.

	Hazards	Risks (Who might be harmed & how?)	Controls
8.	Office related equipment / machinery / mechanical hazards	Staff could suffer injury caused by contact with hot surfaces and moving parts, e.g. traps, nips and drawing in points.	<ul style="list-style-type: none"> • Equipment is used in accordance with the manufacturer's instructions. • Staff are training on the use of equipment. Only certain staff are trained to repair simple faults on MFDs. Maintenance contract is in place for more complex faults. • Equipment is provided with guards e.g. shredder/ guillotine. • Any faults are reported and equipment is taken out of use.
9.	Manual handling of paper, office equipment etc	Staff risk injuries or back pain from handling heavy/ bulky objects e.g. boxes of files	<ul style="list-style-type: none"> • Sack barrow belonging to OHSS is provided in G.06 and can be used by any colleagues. • Staff who are required to lift and carry should attend manual handling training. • Majority of records are kept electronically. • Office moves are organised and porters are used to move furniture, computers and other heavier equipment.
10.	Kitchen	Staff could suffer burns from boiling water from the zip boiler or from microwaves	<ul style="list-style-type: none"> • Boilers are maintained by ESS. • Staff use boilers and microwaves in accordance with the manufacturer's instructions. • Staff place cups directly under the water boiler tap and pay attention whilst filling cups. • Trays are available if carrying multiple cups

Additional Controls (is there anything you need to plan for?)	Who	Target Date	Completion Date
None	[Insert Name]	`	Click or tap to enter a date.

Emergency procedures

In case of emergency staff to contact the security team on **0191 208 6666**.

In the event of a fire staff are to leave the building by the nearest emergency route and make their way to the fire assembly point.

Signature of Responsible Person (Double click on the signature box below)

X

Appendix 3 Business School Training Policy

Policy on Health and Safety Training for Business School

This policy document describes the requirements for 'mandatory' and 'as required' health and safety training in the Business School. Managers are required to identify the appropriate training for their colleagues and to ensure that it is completed.

The Training Matrix

The training matrix is provided at the end of this policy and has been produced to assist managers to identify the appropriate health and safety training for their direct reports. The matrix is a grid with the current health and safety courses as rows and job titles and safety specific roles as columns. Further information on each course and instruction on booking a place on training can be found on the [Organisational Development website](#).

For each job title/role a course is designated as either 'mandatory' or 'as required' having regard to the specific job description or work activities carried out by the individual e.g. a colleague who travels abroad is expected to attend the travel abroad training but not all colleagues will travel abroad so this course is only completed as required. Some squares in the matrix are left blank which denotes the course is not necessary or appropriate for that job title. Please note that in certain circumstances (i.e. proof of appropriate training at a previous place of work) an exemption may be granted by the School Safety Officer for some training.

Each Manager should ensure that the matrix is:

- a) Included in the welcome pack or local induction for new colleagues and
- b) Distributed to all current colleagues.

Each manager is responsible for making their own arrangements for ensuring training needs are identified and met. The training matrix may be discussed as part of the [personal review and development \(PDR\)](#) process or as a stand-alone exercise.

All the safety courses (excluding any local Inductions) will be organised and delivered by either OHSS and Organisational Development and are free to colleagues. Please note however that a charge of £50 may be made if an individual books training and fails to notify OHSS they are unable to attend prior to the course starting.

The matrix is not an exhaustive list of safety training required by all colleagues. There may be occasional instances where an individual or their line manager (with advice from the SSO) may require additional training some of which may be provided by external organisations. Examples may include:

- International Powered Access Federation (IPAF) Powered Access Card (PAL) for operating mobile lifting equipment e.g. scissor lifts;
- Pre-fabricated Access Suppliers and Manufacturers Association (PASMA) training on erecting tower scaffolding;
- Driver Certificate of Professional Competence (CPC) or Minibus Driver Awareness Scheme (MIDAS) for driving minibuses on University business.

A template is provided at the end of this policy for recording details of external or specialist training.

Change in Job Role and Refresher Training

The need for training should be considered by the individual and their line manager when colleagues change their current working activities, take on new activities and after accident or near miss investigations.

All colleagues must undergo refresher training every **three** years. This will involve repeating safety courses (although shorter 'refresher' courses are available for some subjects). The responsibility for identifying the need for refresher training rests with each colleague and their line manager although the DSO may be able to assist with providing training records for each team. The following courses are now required to be refreshed:

- IOSH Leading Safely;
- IOSH Managing Safely.

Monitoring Training

Safety training will be monitored by the SSO annually and the results shared with the senior management team.

Business School Training Matrix

Course Title M = Mandatory AR = as required if relevant to job role/ work activity Training should be renewed every 3 years for most courses. Refresher courses are available in some instances.	Faculty/ School Roles			Specific Safety Roles				
	Executive Director/ Assistant Directors	Managers and supervisors	All other NUBS Staff	School/Deputy Safety Officer	DSE Assessors	PAT Testers	Appointed First Aider	Fire Wardens/ Marshalls
Incident Investigation	AR	AR	AR	M				
Basic chemical safety		AR	AR					
Basic Fire Safety (e-learning)	M	M	M	M				
Basic Health and Safety	M	M	M	M				
Display Screen Equipment				AR	M			
Display Screen Equipment Refresher				AR	M			
Emergency First Aid			AR	AR				
EVAC (evacuation) Chair		AR	AR	AR				
Fire Warden and Marshal		AR		AR				M
First Aid at Work (3 day)		AR		AR			M	
Annual Skills (first aid update)							AR	
First Aid Refresher (2 day)							M	
IOSH Leading Safely	M							
IOSH Managing Safely		AR	AR	M				
Manual Handling		AR	AR	M				
Manual Handling (refresher)		AR	AR	M				
PIMS (Principal Investigators, managers & supervisors)		M	M	AR				
Portable Electrical Appliance Testing (PAT)		AR	AR	AR		M		
Risk Assessment	AR	AR	AR	M				
STEP (introductory and slips and trips modules only)		M	M	M				

Course Title M = Mandatory AR = as required if relevant to job role/ work activity Training should be renewed every 3 years for most courses. Refresher courses are available in some instances.	Faculty/ School Roles			Specific Safety Roles				
	Executive Director/ Assistant Directors	Managers and supervisors	All other Business school staff	School/Deputy Safety Officer	DSE Assessors	PAT Testers	Appointed First Aider**	Fire Wardens/ Marshalls
Travel abroad	AR	AR	AR	M				
Work at Height		AR	AR	M				