



# Workforce Development - Social Care and Inclusion

Growing a world class workforce

## Managers safety training briefing guide - Number 7

Issue date: 31 March 2015

Training topic: **Health & safety training needs analysis**

### Background/introduction

To ensure that our employees are kept safe whilst at work, we need to ensure that they are competent (e.g. have the knowledge, skills, ability, and training) to carry out their roles effectively. To ensure this is the case, each manager should carry out training needs analysis (TNA) based upon job title and the roles/responsibilities that each employee has within their team/establishment.

If we have competent employees who carry out their roles safely, then it follows that they will be able to offer a more effective and safe service to our customers/service users.

### The law and Care Quality Commission (CQC) requirements

Health and safety law requires that employers have competent staff to carry out the roles/tasks for which they are employed. Walsall council's [safety management standards](#) (SMS) also require identified persons to be trained when carrying out specific roles/responsibilities. There are various tasks/roles that we ask our staff to carry out where a form of training will be required. These tasks/roles include; carrying out risk assessment, accident reporting & investigating, Display Screen Equipment (DSE) Assessors etc.

The CQC inspectors measure against a set of 15 standards (The [Care Certificate](#) Standards) that must be met by employees who work in the health and social care sector. These standards include specific health and safety elements (Standards 8, 12, 13 & 15).

The type of training that is required to meet these standards includes;

- First aid awareness
- Assisted moving & handling of people
- Accident reporting procedures
- Stress awareness
- COSHH awareness
- Hygiene and infection control
- Understand H&S duties and responsibilities

### What training do my staff members require?

This will depend upon what their actual job role is and what additional responsibilities you may have delegated to them. You will also need to take into account the councils SMS and the Care Certificate Standards/CQC Standards. A sample TNA can be found on the next page and a blank pro-forma template is available for you to populate on the [ASC workforce development website](#).

### Additional information

If you require any further information regarding health and safety training, please contact [Terry Hassall](#) (Workforce Health and Safety Training Officer)

**Team/Establishment name: Happy Days Care team**
**Date of Plan: April 2015 – March 2016**

	IOSH Managing Safety	H&S for WMBC Managers & Supervisors	CIEH Level 2 Risk Assessment	Accident Report/Investigation	Workplace H & S induction	CIEH Level 2, Principles of Manual Handling (Module 1)	Assisted Manual handling of People (Module 2)	Hoists & Slings (Module 3)	Manual Handling Risk Assessment (Module 4)	Manual Handling of people Refresher (Module 5)****	User of DSE (e-learning)	DSE Assessor	CIEH Level 2 Emergency First Aid**	First Aid Awareness/refresher***	Fire Awareness – annual briefing	Fire Warden	"Street-Safe" SLT Personal Safety & Lone Working	CIEH Level 2 Principles of COSHH	H&S in Health & Social Care	Hygiene & Infection Control****	Nutrition & Food Safety Awareness****	
Area/ Registered Manager	✓			✓		✓	✓		✓	✓	✓											✓
Lead/Senior Reablement Officer		✓		✓		✓	✓			✓	✓			✓					✓	✓	✓	✓
Administrator											✓											
Reablement Officers						✓	✓			✓				✓					✓	✓	✓	✓
Caretaker / Cleaner						✓												✓	✓	✓	✓	
Kitchen Staff																					✓	✓
All Employees					✓										✓							
Identified Person(s)*			✓					✓	✓		✓	✓	✓			✓	✓					

\* This could be through a job description, risk assessment, etc

\*\* Three yearly requalification required

\*\*\* Every two years for all front line care staff

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**Adult Social Care Workforce Development Team**

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