



Health and Safety Services	IN744.72	Trinity 2014	Issuance	74
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Specialist audits

The following specialist audits are planned:

- *Microbiological safety cabinets* – July
- *X-ray units* – July
- *Placements* – rolling programme over the summer
- *Overseas travel* – rolling programme over the summer.

Training matrix for lab and workshop staff

It is a legal requirement that training is provided to enable employees to work safely. We have therefore developed model training matrices for technician roles in the science Schools, which are available on the H&SS web site.

Training needs analysis, by job role, and for individuals, should identify appropriate training and competency levels. To help with this, H&SS have published a model training matrix that sets out the current training requirements, including refresher training, for typical roles in laboratories and workshops. It allows lab and workshop supervisors to identify training needs, by job role and for individuals, and keep a record of training received.

The Excel spreadsheet can be downloaded from our **‘Forms and Other Resources’** web page. All Schools will be expected to adopt this or an equivalent system, to be able to identify and demonstrate that H&S training needs of staff, and postgraduate students where relevant, are met.

Calling for an ambulance

There have been a couple of recent accidents on campus where the ambulance arrived at the wrong building. If you are involved in responding to an incident, please follow the guidance below. This will help to ensure an effective response by the emergency services.

- Dial 999 and ask for an ambulance.
- Be prepared to respond to questions about location, the incident, and the status of the casualty (if you can).
- Give the building name, number and **sat nav post code** if you know it.
- Phone University Security on 0118 378 6300 to tell them an ambulance has been called.