

17. TRAINING

Employees need to be competent to undertake the duties and responsibilities assigned to them. It is essential, therefore, that employees are appropriately trained in any aspect of their duties for managing sites and buildings including health and safety. It is also important that the skills required are kept up to date through regular refreshers.

It is up to line managers and headteachers to identify the training needs of their staff, and to then arrange any relevant learning, which will usually relate to specific departmental or school activities. Sufficient resources in terms of staff time and money should be allocated to meet these identified needs. [Corporate Health and Safety Manual - training](#) Appendix 1 contains useful information which can assist managers in determining individual training needs.

Induction training must include basic health, safety and welfare information and information security/GDPR and be carried out before employees are put at risk. This may need to be supplemented by detailed technical information on safety where the work warrants this being done.

Details for all training courses can be found in Employee Self Service



Attending training workshops is not the only means by which employees acquire skills and experience in any subject. Developing knowledge and skills can be achieved through many different routes, including e-learning, reading relevant books/leaflets, watching television programme on relevant subjects, having team discussions, through being coached or mentored or shadowing a more experienced colleague. Schools can access the e-learning available to all employees at a cost of £2 per person, per year, which gives access to all the packages currently available. This can be arranged by contacting:

Organisational.Development@bracknell-forest.gov.uk

A range of funded apprenticeships are also available to both new and existing staff in a number of disciplines. More information can be obtained by contacting Organisational Development.

Organisational.Development@bracknell-forest.gov.uk

Responsible Person Training

This training is required for Head Teachers/Principals/Business Managers etc. to ensure they meet their responsibilities for the school buildings. Bracknell Forest Council's Organisational Development team run the Responsible Persons training course which provides an overview of responsibilities around the management of asbestos, fire and legionella.

Asbestos Awareness Training

The Control of Asbestos Regulations 2006 (Regulation 10) requires asbestos awareness training for those persons who are liable to disturb asbestos while carrying out their normal everyday work, or who may influence how work is carried out, such as site maintenance staff;

Asbestos awareness training is required to be given to employees whose work could foreseeably expose them to asbestos. In particular, it should be given to all workers involved in refurbishment and maintenance and where it is foreseeable that their work will disturb the fabric of the building because Asbestos Containing Materials (ACMs) may become exposed during their work.

Exemption from this requirement would apply only where the employer can demonstrate that work will only be carried out in or on buildings free of ACMs. This information should be available in the school's asbestos management plan.