

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 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.

The Learning and Development Team in Corporate Services, provide a comprehensive range of safety opportunities for all levels of employees. Co-ordinators can be contacted by telephone on 01344 352211 or 01344 352911 or via e-mail at: CorpServ.training@bracknell-forests.gov.uk for up to date information.



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:

Janine. Watkins - Senior Learning and Development Officer
Tel: 01344 352316
Janine.watkins@bracknell-forest.gov.uk.

Further information can be obtained from the Learning and Development Co-ordinators in Corporate Services. They are:

Sue Dyckes - e-learning issues
Tel: 01344 352293
susan.dyckes@bracknell-forests.gov.uk.

Charmaine Jenking-Rees - any workshops excluding those relating to safeguarding children and young people

Tel: 01344 352911

charmaine.jenking-rees@bracknell-forest.gov.uk.

(Liz Challis - for any workshops involving aspects of safeguarding of children and young people).

Tel: 01344 352211

liz.challis@bracknell-forest.gov.uk.