Revised Safety Training Matrix 18 August 2020

	Training	Governing Body	Executive Leadership	Senior Leadership	Line Management (managers)	Supervisors (influencers)	Safety advisers or persons with defined safety roles.	Department Safety officers/Safety Co-ordinators	Building managers	Visitors	Contractors	Soft services	Staff in General e.g Admin, Postal, Reception	PhD students
Covered by Imperial College Essentials	Computer Health Self -Assessment		✓	✓	✓	✓	✓	✓	✓	if visit > 1 month		as appropriate	✓	✓
	Day 1 induction		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Fire Safety and Awareness e-learning			✓	✓	✓	✓	✓	✓			✓	✓	✓
	Month One Safety Training		✓	✓	✓	✓	✓	✓	✓	if visit > 1 month		✓	✓	✓
	Risk assessment (aka RAFT)				for working in lab only	for working in lab only	✓	✓	Mandatory for Estate Managers					for practical subjects
	Accident and Incident Investigation						✓	✓	✓					
	Eversheds Safety Leadership day or equivalent		✓	✓	✓	✓	✓	✓	✓					
	Inspections training						✓	✓						
	Local area hazards induction (Delivered by research groups in line with standard checklist)				for working in lab only	for working in lab only	✓	✓		for working in lab only	as appropriate	as appropriate		as appropriate
	Safe Working in Hazardous Areas					for working in lab only	✓	✓						for working in lab only
	Safety pack - IOD/HSE leading health & safety at work plus USHA Guidance	✓												