**CVS Staff and Student Training Record**

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| --- | --- | --- | --- | --- |
| **Name of trainee** | **Start Date** | | **End Date** | **School/Building/Dept/Facility** |
|  |  | |  |  |
| **Supervisor/Line Manager** |  | | | |
| **Experienced Worker** | **Y/N** | **If yes – give brief details** | | |

**Form Sections:**

Section 1: University Level Training

Section 2: Departmental and Building General Safety Induction

Section 3: Specific Workplace Induction and Training

Section 4: Job Specific Training

New starters will require specific induction that is relevant to the actual location of their work. For low risk workplaces (e.g. offices), it is unlikely that anything other than Section 1 and 2 are required. For higher risk workplaces such as laboratories/engineering workshops more extensive induction is required, record as appropriate in Sections 3 and 4.

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| **Contract Extension (New Role)** | **Start Date** | **End Date** |
|  |  |  |

**Section 1: All Staff and Student University Level Training**

New Starters should be directed to relevant safety information or training provided by the University Safety Office. This may be in the form of delivered lectures or on the University’s e-learning platform. Identify relevant in-person and online courses below. Details of available courses are on the [H&S Webpage](https://www.ed.ac.uk/health-safety)

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| **UoE H&S in-person lecture or online course** | **Date attended/completed** |  |
| [***BioQuarter Health and Safety***](https://www.ed.ac.uk/medicine-vet-medicine/staff-and-current-students/cmvm-health-and-safety/edinburgh-bioquarter/bulletins)  with Lindsay Murray, BioQuarter H&S Manager |  | After completion, certificates will be send straight to CVS H&S Records Manager, if you would like copies please get touch. |
| EBQ H&S Induction |  | . |
| EBQ Lone and out of hours working |  |  |
| Risk Assessment Training and Clinic |  |  |
| [***CARDINUS***](https://www.ed.ac.uk/health-safety/training/accessing-training/cardinus) | **Date attended/completed** | **Date certificate sent to CVS H&S record manager** |
| Healthy Working |  |  |
| Fire safety awareness |  |  |
| Home working |  |  |
| Manual handling |  |  |
| [***Sustainability***](https://www.ed.ac.uk/sustainability/programmes-and-projects/sustainability-innovation-leadership/sustainable-leadership/professional-development/introduction-to-sustainability) |  |  |
| Introduction to Sustainability |  |  |

**Section 2: Departmental and Building Induction**

This section should be used to record health and safety induction training and training in specific procedures/use of equipment within the School/Department/Building/Facility.

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| **Declaration** | | |
|  | **Sign** | **Date** |
| I understand I will be responsible for my own lab housekeeping |  |  |
| I understand my PI/Line Manager and I am responsible for my safety |  |  |
| I understand the implications of failure to comply with the requirements and restrictions of working in QMRI |  |  |

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| **Topic** | | **Method by which competency/understanding assessed.** |
| **CVS Building Induction**  Fire safety (fire alarm, evacuation procedures and routes)  Emergency procedures and first aid (location of first aid boxes/first aider lists/nearest AED/summoning ambulance)  General Sustainability  Reporting accidents/incidents  Health and safety arrangements (local health and safety information, policies and resources)  Late/Lone working (arrangements)  Welfare facilities (location of toilets & refreshment areas) | | **Online quiz** |
| **CVS Lab induction**  Includes the topics for the building induction along with  General information regarding working in CL1&2 labs  PPE  Waste streams  Housekeeping  Lab sustainability  Risk assessments | | **Online quiz** |
|  | **Signature** | **Date** |
| **Person providing the training** |  |  |

**Section 3: Specific Workplace Induction and Training**

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| Topic | Documentation issued | **Date certificate sent to CVS H&S record manager** |
| *Introduction to Biological Safety*  *Course ID zu\_Introduction\_to\_biosafety* | [***eLearn***](https://www.learn.ed.ac.uk/ultra/course) |  |
| *Control Of Substances Hazardous to*  *Health*  *Course ID zu\_practical\_coshh\_assessment\_ultra* |  |
| *Transport of Biological Materials*  *Course ID zu\_transport\_of\_biological\_materials* |  |
| Cardinus: lab ergonomics | [***CARDINUS***](https://www.ed.ac.uk/health-safety/training/e-learning/cardinus) |  |
| Online training presentations on: | [***H&S Training Presentations***](https://www.ed.ac.uk/medicine-vet-medicine/staff-and-current-students/cmvm-health-and-safety/edinburgh-bioquarter/training-presentations) | **Date confirmation of reading sent to CVS H&S record manager** |
| Biological safety cabinets |  |
| Cleaning the lab |  |
| Disinfection and decontamination |  |
| Personal protective equipment |  |
| Sharps injuries |  |
| Slips and trips |  |
| Spill management |  |
| Waste management |  |
| **Role specific training** |  |  |
| Add courses and further inductions completed |  |  |
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**Section 4: Job Specific Training**

The scientific supervisor or line manager should identify the procedures and items of equipment that the trainee will need to be competent in and issue the relevant risk assessments. Note this will be an ongoing requirement and training needs will need to be reviewed as the individual develops in the role.

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| Laboratory Technique/Equipment | Reference numbers of RA/COSHH | Competent to use | | | Competent to train | | |
| Trainer | Signature | Date | Trainer | Signature | Date |
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