



Code: QA191

Title: Safety Training Cancellation

Date: November 28th, 2020

Approval: University Management Team

1.0 Purpose

The purpose of this policy is to set out how University Management will ensure the attendance of staff at safety training to ensure course places are fully availed of, valued, and proceed as scheduled. This responsibility is devolved to Heads of Units*(and Principal Investigators in the case of their Research Staff) accordingly they are required to plan and facilitate staff attendance at health and safety training and in this way, NUI Galway and it's employees will comply with the Safety, Health and Welfare at Work Act 2005 and ensure staff are competent and informed.

2.0 Legislation

Section 10 of the Safety, Health and Welfare at Work Act 2005 requires that the employer provides adequate instruction, training and supervision in a form, manner and, as appropriate, language that is reasonably likely to be understood by the employees concerned, so as to ensure in so far as is reasonably practicable, the safety, health and welfare of the employees. Staff will require periodic updating in this safety training.

Section 13 requires employees to attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee.

3.0 Description

As the number of places on certain specified Safety Training courses are limited, the Health and Safety Office will need specific co-operation from Heads of Schools/Units and Staff to ensure that staff who have received confirmation of a course place on these specified safety training courses, provide advance notice of cancellation by email a minimum of five working days to allow the Health and Safety Office the opportunity to offer the place to another member of University staff; failure to provide adequate notice will result in the requirement for the School/Unit to pay a fine directly to the Health and Safety Office.

Course Title	Cancellation Fee	Max. Capacity on Course
First Aid Responder Initial	€125	8
First Aid Responder Reaccreditation	€125	8
Fieldwork First Aid – REC 3	€185	12
Biological Safety Training	€100	20
Chemical Safety Training	€100	10

Unit Workstation and Computer Training	€ 50	8
SOLAS Safe Pass	€100	15
PAT Testing	€100	12
Other Courses with limited capacity	€100	

This policy and its practical implications have been communicated to all Heads of Schools and Units in advance of its application. All staff attending the specified courses are informed by email of the requirement to cancel their place with sufficient notice.

5.0 Responsibilities

Name	Responsibility
University Management Team	Agree this policy. Approved by the Safety Working Group.
Chief Operating Officer	Oversee Health and Safety systems including effective safety training in NUI Galway.
Health and Safety Officer	<ul style="list-style-type: none"> • Provide effective safety training in NUI Galway (subject to resources). • Support Units to fulfil their safety training roles and their safety training obligations and needs.
Health and Safety Training Co-ordinator	<ul style="list-style-type: none"> • Develop and deliver annual Central Safety Training Programme. • Promote Safety Training and, assist and support Heads and Safety Co-Ordinators with their safety training needs.
Heads of Units* (All Colleges, Schools, Research Institutes and Support Services) and Principal Investigators in the case of their Research Staff.	<ul style="list-style-type: none"> • Assess risks and identify Unit's annual safety training needs. • Develop and communicate Units' safety training plan. • Schedule individual safety training plans. • Support and facilitate attendance at training. • Monitor safety training attendance and maintain local safety training records. • Measure and evaluate performance and effectiveness of safety training within Unit.

6.0 Related documents

QA151 Safety Training

Safety Training Needs Assessment Form

Risk Assessment Checklist

Unit Safety Statement Policy