

XXX SCHOOL HEALTH AND SAFETY TRAINING MATRIX

| | Induction | H&S Awareness | Manual Handling | DSE | Working at Height | First Aid | Fire | Risk Assessment | COSHH | Food Hygiene |
|------------------------------------|-----------|---------------|-----------------|-----|-------------------|-----------|------|-----------------|-------|--------------|
| Head Teacher | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Deputy Head Teacher | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Safety Representative | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Teacher | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Teaching Assistant | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Special Needs Assistants | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Office Administration | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Site Supervisor / Caretaker | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Cleaner | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Kitchen Staff / Welfare Assistants | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| New & Expectant Mothers | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Young Person – Work Experience | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Temporary Staff – Agency | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |

Instructions for use:

- a) Insert name against listed positions
- b) Once training undertaken remove the tick and insert date of training and date of any follow up training.
- c) Further rows and columns can be added for any additional training requirements and for total numbers of employees