



Training Needs Analysis

Department of Physics

V1.3

**UNIVERSITY
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Introduction

Training is a key aspect of Health and Safety management and an important driver in promoting a positive Health and Safety culture throughout the University. Different roles often require different training, so it is therefore important that Senior Management and the Head of Department carry out a Training Needs Analysis (TNA) for all staff within their department.

In accordance with the [Leadership and Management of Health and Safety at the University of Warwick](#) document a Training Needs Analysis is required and should be implemented by the Department of Physics. This analysis will ensure that mandatory Health and Safety training requirements for staff (PhD & Post Doc) students are identified.

Staff and students who do not conduct any work on university sites (e.g. distance learning students) will not be required to complete the training specified in this document.

[Link to Health and Safety Services Training Courses](#). N.B not all courses listed in this document are available through H&S Services. Others are available through the Department of Physics and/or an external training provider organised by the department. If you have highlighted a need for specific training not listed in this document, you will be responsible for organising and monitoring that training accordingly.

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 - Non-ionising radiation (AOR) and broadband sources - [Approved Code of Practice](#)
 - Ionising radiation can be found in the [Approved Code of Practice](#).

M	Mandatory
S	Strongly recommended

The TNA is to be used by Department of Physics staff members during the risk assessment process to determine training requirements for their equipment and activities.

Monitoring

Mandatory training (H&S Induction, Fire Safety, DSE) attendance figures will be provided to the Physics Department by Health and Safety Services and will be monitored by the Physics Health and Safety Committee. Staff and students (PhD & Post Doc) must keep a copy of their training course completion in their local training records. Those who are responsible for managing others must oversee the completion of training that is required for space, equipment and activities.

Local Induction Training

Space Owners, Principal Investigators, Technical Services Manager and Facility Manager are responsible for local H&S inductions of staff, students and visitors to spaces, activities and equipment under their responsibility. See Section 7 of the Leadership and Management of Health and Safety Document SO's, PIs for further information on responsibilities regarding training and supervision.

1. Leadership and Management of Health and Safety Training Requirements

Training	Type of Training	Delivery Method	Target Personnel
H&S Legal Update Training	M	Face to face via H&S Services	H&S Legal update training is mandatory for Principal Investigators, Facilities Manager, Head of Department, Director of Operations and Technical Services Managers. This training is organised by H&S Services for Departments and delivered by the Director of H&S Services.
H&S Induction (this course is for new starters only)	M	E-Learning / Moodle	To be completed at least once, unless a refresher is required due to an incident or procedure update.
H&S Induction Refresher (this course is for existing staff)	M	E-Learning / Moodle	To be completed at least once, unless a refresher is required due to an incident or procedure update.
<u>Fire Safety Training</u>	M	E-Learning / Moodle	To be completed at least once, unless a refresher is required due to an incident or procedure update.
<u>Display Screen Equipment Awareness</u>	M	E-Learning / Moodle	Once every 3 years.
<u>Risk Assessment Training</u>	M	E-Learning / Moodle	Risk assessment training is mandatory for individuals (not exclusive to Supervisors and Managers) that need to undertake or approve risk assessments in the Department for their activities.
<u>Accident and Investigation Training (Assure)</u>	M	E-Learning / Moodle	Accident and Investigation training is mandatory for individuals (Supervisors, Managers, Head of Department) that are required to undertake line management investigations on Assure following an incident, accident or near miss.

2. Additional Training Requirements

Training	Type of Training	Delivery Method	Target Personnel
<u>First aid</u>	M	Face to face via H&S Services	First Aid training is mandatory for those individuals who are appointed (volunteer) as first aiders. First aid needs assessment details the required numbers of First Aid at Work trained individuals are needed in Department buildings.
<u>Automated External Defibrillator (AED) Awareness</u>	S	E-Learning / Moodle	This course is strongly recommended for staff and students who are interested in finding out more information regarding Automated External Defibrillators (AEDs).
<u>Asbestos awareness</u>	S	E-Learning / Moodle	Asbestos awareness training is strongly recommended for Technical Services Manager.
<u>Work equipment safety</u>	M	E-Learning / Moodle	Work equipment safety is mandatory for individuals who are responsible for and/or operate work equipment as part of their role or research.
<u>Work at height and using ladders and stepladders</u>	M	E-Learning / Moodle	Work at height using ladders and step ladders is mandatory for those use who ladders and step ladder as part of their role or research.
<u>Hazard Waste Consignment Note Training</u>	M	E-Learning / Moodle	Hazard waste consignment note training is mandatory for the individual/s nominated within the Department to manage the collection of hazard waste by licensed contractor.
<u>Risk Assessment (RA), Control of Substances Hazardous to Health (COSHH) and Safe Systems of Work (SSoW)</u>	S	Face to face via H&S Services	These practical workshops are to supplement the available mandatory Moodle Modules (Risk Assessment Training & Chemical Safety). This series of face-2-face workshops is intended for individuals who write Risk Assessments (RA), Control of Substances Hazardous to Health (COSHH) assessments and Safe Systems of Work (SSoW). It is also important for PI's and other competent individuals who are required to approve the assessments, ensuring they are suitable and sufficient.
<u>Manual Handling</u>	M	E-Learning / Moodle	Manual handling training is mandatory for individuals who transport or support a load by hand or bodily forces.
<u>Local Induction Training</u> (spaces, work equipment, activities)	M	Face to face via Department Staff	Space Owners and Principal Investigators are responsible for local H&S inductions of staff, students and visitors to spaces, equipment and activities under their responsibility. N.B this training is organised by a SO and/or PI and not through H&S Services. N.B Local induction training records are to be held and maintained by the individual responsible for a space, equipment or activity.
<u>Departmental H&S Induction</u>	S	Face to face via H&S Services	Departmental H&S Induction is strongly recommended for new members of the Physics Department. Information on how to attend this can be found on the staff induction programme . N.B this induction does not replace the mandatory induction requirements under section 1 of this document.
<u>Contractor Management</u>	M	E-Learning / Moodle	Contractor Management training is mandatory for departmental representatives.

3. Additional Training Requirements for Laboratory-Based Staff/Students & Technical Staff

Training	Type of Training	Delivery Method	Target Personnel
<u>Local Exhaust Ventilation Training</u>	M	E-Learning / Moodle	LEV training is mandatory for individuals who use extraction equipment (fume cupboards, portable and fixed extraction units).
<u>Chemical Awareness Training</u>	M	E-Learning / Moodle	Chemical Safety is mandatory for individuals who work with hazardous substances as defined in the COSHH Regulation 2002.
LabCup - Chemical Inventory Management Software	M	E-Learning / Moodle	This course is mandatory for all individuals who wish to use the LabCup inventory system. Access to LabCup will not be granted unless this training is completed.
<u>General Cryogenics (Theory)</u> (pre-requisite to practical cryogenic training)	M	E-Learning / Moodle	Where this applies to activities then the general cryogenics theory training is mandatory for individuals involved in use of cryogenics. For handling and dispensing cryogenics an additional practical training session is required.
<u>Cryogenics Practical Training</u>	M	Face to face via Department	Cryogenic practical training is mandatory for all staff and student who are required to handle cryogenics and dispense DEWARS (this include use of the filling stations). N.B this training must be arranged within the Department of Physics.
<u>Gas Cylinders Safety (Theory)</u> (pre-requisite to practical gas regulator and manifold training)	M	E-Learning	Gas cylinder safety (theory) course is mandatory for individuals who use, handle and store compressed gas cylinders and associated equipment within a laboratory or other similar environments. N.B this training must be arranged with an external company through Technical Services Manager.
<u>Gas Regulator and Manifold Practical Training</u>	M	Face to face via external training provider	Gas regulator and manifold practical training is mandatory for individuals who connect gas cylinders to a fixed piped gas supply manifold. The gas cylinder safety theory course must be completed before commencing with the practical course. N.B this training is with an external company through Technical Services Manager.
Installation of Tubing Systems (Pressure Systems)	M	Face to face via external training provider	Installation of tubing for pressure systems is mandatory for technical staff who are required to undertake installation work on pressure systems. N.B this training is with an external company through Technical Services Manager.
Lifting Operations & Lifting Equipment	M	Face to face via Department	Training is mandatory for individuals who work with and use fork-lift trucks, cranes, mobile elevated working platforms (MEWP), use of hoists and lifting accessories. Please note this training must be arranged with an external company through Technical Services Manager.

4. Additional Training Requirements for Non-ionising radiation (AOR) and Ionising radiation

Training	Type of Training	Delivery Method	Target Personnel
Artificial Optical Radiation LASER User Safety Awareness (pre-requisite to local competency training or if necessary, LSO training)	M	E-Learning / Moodle	AOR LASER use safety training is mandatory for individuals who work with non-ionising radiation such as lasers and broadband sources. N.B this training is a pre-requisite to local competency training on equipment by the individual responsible for the non-ionising radiation equipment. AOR Training matrix can be found in the approved code of practice as linked on pg. 2 of this document.
Laser Safety Officer (LSO) training course (including class 3B and 4 open beam and alignment users)	M	Face to face via H&S Services	LSO training is mandatory for nominated individuals who have been delegated responsibility of supervising work with lasers in the department.
Radiation Protection Supervisor (RPS) Sealed Sources and X-rays	M	Face to face via H&S Services	This training is mandatory for individuals training to become a departmental RPS (Radiation Protection Supervisor) or SRPS (Senior Radiation Protection Supervisor).
Radiation Protection Supervisor (RPS) Open Sources	M	Face to face via H&S Services	This training is mandatory for individuals training to become a departmental RPS (Radiation Protection Supervisor) or SRPS (Senior Radiation Protection Supervisor).
Ionising Radiation Safety Awareness (pre-requisite to local competency training)	M	E-Learning / Moodle	Ionising radiation safety awareness is mandatory for individuals who work with ionising radiation. N.B this training is a pre-requisite to local competency training on equipment by the individual responsible for the ionising radiation equipment or source. Ionising radiation training matrix can be found in the approved code of practice as linked on pg. 2 of this document. If you already have prior experience or knowledge of ionising radiation safety, you are only required to complete the knowledge check (quiz) to demonstrate competency. If you are new to working with ionising radiation or need a refresher, you must complete the full training content and the quiz.
Radiation Protection Supervisor (RPS) Refresher	M	Face to face via H&S Services	This refresher training is mandatory for individuals who have attended previous departmental RPS (Radiation Protection Supervisor) or SRPS (Senior Radiation Protection Supervisor).

Document Control

Version	Author	Date	Changes
V1.0	Stephanie Brown & Thomas Hase	09/11/2022	First draft
V1.2	Stephanie Andrews-Brown	09/10/2025	Update to training course links, addition of training courses and local induction training information.
V1.3	Stephanie Andrews-Brown	14/04/2026	Update to refresher periods for mandatory H&S training courses.