



BBC Studioworks

# Health and Safety (Mandatory) Training Policy

Health and safety policy

# BBC Studioworks Mandatory Training Policy

## Policy

The purpose of BBC Studioworks mandatory training policy is to ensure that the organisation is resourced, at all times, with people who have appropriate skills, knowledge and experience to be competent in all aspects of their work duties.

Mandatory training is a response to a specific need either in terms of specific job role, studio operational safety requirements (fire evacuation, first aid), or from training needs identified via a role learning needs assessment. The use of an ongoing personal development review also identifies the need for developing new skills, contributing to improved performance, or assisting in the acquisition of knowledge to enhance existing professionalism.

The provision of any training, either in-house or externally, is subject to need, relevance to the individual's job, and where a level of competency is required.

BBC Studioworks is committed to excellence in people and legal compliance through appropriate training, ensuring employees are competent to fulfil their job role in order to maintain and enhance its position as a leading employer.

## Objective

To ensure that the studios/business has people with the appropriate knowledge, skills and behaviours to safely meet its business objectives in both the short and longer term.

### Aims

- To equip people with the technical skills required;
- To identify the mandatory training needs of individuals for their job role;
- To ensure that mandatory training needs are identified as part of the business planning process and reviewed regularly;
- To promote the use of the full range of training opportunities, ensuring that where a formal course is chosen it is the most appropriate solution;
- To ensure the effective delivery of the mandatory training

## Procedures

### Identifying Needs

**Individual** - these are identified through learning needs assessments and during personal development reviews. When individuals work objectives have been agreed they will, with their line manager, identify the mandatory training needs to enable them to meet those work objectives.

**Organisational** - these may arise as the result of promotions, changes in legislation, changes in job role responsibilities, the introduction of new policies or procedures etc and will be agreed between H&S (Estate Management), HR and the department director.

As new mandatory training is agreed, this is recorded within the training matrix, which is shared between HR, Estate Management and the Senior Management Board.

### **Roles and responsibilities**

**Individual** - the prime responsibility for attending and completing any mandatory training that has been identified and agreed for their job role. In addition, the individual is also responsible to assist the business with reviewing mandatory training throughout the year, utilising personal development reviews (PDRs) and learning needs assessments (LNA)

**Line manager** – assisting Estate Management to identify mandatory training needs for job roles within their department.

**Estate Management** – responsible for assisting line managers outline job role titles and scope of work activity. In addition, provide knowledge and advice to line managers with regards to the mandatory requirements and legislation changes.

**Health and Safety Responsible department** – assisting Estate Management and line managers outline mandatory training associated with each job role in association with a learning needs assessment. Estate Management will hold the mandatory training spreadsheet which outlines training needs for each job title, the date it was completed, whether it has been completed and when the required review date is (if applicable).

In all cases, there could be a need for earlier refresher training or instruction if:

- work methods change
- the type of equipment used changes
- the type of work carried out changes significantly
- gaps in competency are identified