

## Essential Training Matrix

Course	Frequency	Mandatory Groups
Essential Training: Data Protection Briefing	Yearly	All staff
Essential Training: Equality, Diversity and Inclusion	Yearly	All staff
Essential Training: Fire Safety	Yearly	All staff
Essential Training: Information Security Essentials	Yearly	All staff
Essential Training: Safeguarding Essentials	Yearly	All staff
Essential Training: Understanding Health and Safety	Yearly	All staff
Asbestos Awareness	2 years	<ul style="list-style-type: none"> <li>• CO Estates and Projects,</li> <li>• CO Health and Safety,</li> <li>• CO Maintenance</li> <li>• Director of Estates and Campus Services"</li> </ul>
COSHH	2 years	<ul style="list-style-type: none"> <li>• CO Maintenance</li> <li>• CO Catering Operations</li> <li>• CO Grounds and Gardening</li> <li>• CO Cleaning</li> <li>• CO Security</li> <li>• CO AV and Client Services</li> <li>• FASTH Technical Services</li> <li>• Director of Estates and Campus Services</li> </ul>
Driver Safety Awareness	2 years	Campus Drivers
Electrical Safety	2 years	<ul style="list-style-type: none"> <li>• CO Maintenance</li> <li>• CO Grounds and Gardening</li> <li>• CO Cleaning</li> <li>• CO Campus Services Team</li> <li>• CO Telecoms Infrastructure</li> <li>• FASTH Technical Services</li> <li>• CO AV and Client Services,</li> <li>• Drama Technicians</li> </ul>

Fire Marshal and Warden Responsibilities	2 years	Fire Marshals
Food Safety L2	2 years	CO Catering
Legionella Awareness	2 years	<ul style="list-style-type: none"> <li>• CO Estates and Projects</li> <li>• CO Health and Safety</li> <li>• CO Maintenance</li> <li>• CO Cleaning</li> <li>• Director of Estates and Campus Services</li> </ul>
Manual Handling	2 years	<ul style="list-style-type: none"> <li>• CO Catering Operations</li> <li>• CO Grounds and Gardening</li> <li>• CO Maintenance</li> <li>• CO Cleaning,</li> <li>• CO Campus Services Team</li> <li>• CO AV and Client Services</li> <li>• FASTH Technical Services</li> <li>• Drama Technicians</li> </ul>
Safeguarding Awareness for Children	Yearly	<ul style="list-style-type: none"> <li>• Lead Safeguarding Officers</li> <li>• Designated Safeguarding Officers</li> </ul>
Safeguarding Awareness for Adults		<ul style="list-style-type: none"> <li>• Lead Safeguarding Officers</li> <li>• Designated Safeguarding Officers</li> </ul>
Working at Height	2 years	<ul style="list-style-type: none"> <li>• CO Maintenance</li> <li>• CO Grounds and Gardening</li> <li>• CO Cleaning</li> <li>• CO Catering Operations</li> <li>• CO Telecoms Infrastructure</li> <li>• CO Campus Services Team</li> <li>• FASTH Technical Services</li> <li>• Drama Technicians</li> </ul>