

STFC Safety, Health and Environment (SHE) Training catalogue

To use this catalogue:

- Identify the SHE hazards that you work with;
- Consult the relevant SHE code for each hazard and the recommended courses, each SHE Code is summarised in [BiteSize training courses](#);
- Discuss your training needs with your line manager and agree the relevance and suitability of the courses listed – this can be during your APR or at any point when working with new SHE hazards, such discussions can be structured by undertaking a [Training Needs Analysis](#) (TNA); and
- Book onto agreed courses listed in this catalogue by contacting:
 - At **RAL** - June Preston, June.Preston@stfc.ac.uk, ext. 8288;
 - At **DL** and **ROE** - Samantha Morris, Samantha.Morris@stfc.ac.uk, ext. 3035; and
 - At **SO** – Rose Russell, Rose.Russell@stfc.ac.uk, ext. 2061.

The STFC SHE Management System addresses the major hazards associated with our science and technology programmes. This training programme, [based on the codes](#), will not address the specific hazards for example associated with using a particular piece of machinery or equipment – this training should be sourced as appropriate from their manufacturer or supplier directly. Similarly this catalogue does not address the training required to undertake specific experiments or activities - how these are undertaken should be based on the risk assessment and as appropriate method statement for the activity planned with instruction and as appropriate supervision from your line manager.

Please note that SHE Group optimises the delivery of training courses across STFC sites to deliver in-house courses which are significantly cheaper than off site equivalents. To do this we hold course waiting lists which consequently means that individuals may need to wait for course numbers to reach a cost effective minimum before courses are planned. If you are commencing work with a new hazard and require training more urgently please contact SHE Group and we will put you in contact with a public provider.

If you have any questions about the suitability of any SHE training or advice on other more specialist SHE training not listed do not hesitate to contact your local SHE Group.

STFC Safety, Health and Environment (SHE) Training catalogue

SHE Code	Course Code	Title	Role	Ref. / Course Title	Duration	Refresh Frequency
1	SC0101	Lone and out of hours working		No specific training courses recommended - see BiteSize course .		
2	SC0201	Safe movement of vehicles on STFC sites		No specific training courses recommended - see BiteSize course .		
3	SC0301	Safe use of cryogenic materials	Cryogen users	3.1 Basic Introduction to Cryogenic Safety	1 hr	5 years
3	SC0302	Safe use of cryogenic materials	Cryogen users	3.2 Cryogenic Safety + case study	3 hrs	5 years
3	SC0303	Safe use of cryogenic materials	Cryogen users	3.3 Full cryogenics safety course + worked examples	1 day	5 years
4	SC0401	Safety and safe use of work equipment	MEWP users	4.1 MEWP (Genie, Niftylift etc.)	1 day	3 years
4	SC0402	Safety and safe use of work equipment	FLT users	4.2 Fork Lift Truck users (initial 4 days (SC0402); 1 day refresher)	4 days	3 years
4	SC0403	Safety and safe use of work equipment	Pallet truck users	4.3 Powered Pallet Truck	1 day	3 years
4	SC0404	Safety and safe use of work equipment	Designers/providers of equipment used by or provided to third parties.	4.4 CE Marking Awareness	1 day	5 years
4	SC0405	Safety and safe use of work equipment	Ladder users	4.5 Safe Use of Ladders	1 hr	5 years
4	SC0406	Safety and safe use of work equipment	Ladder inspectors	4.6 Ladder and Step Ladder Inspection	1.5 hrs	5 years
4	SC0407	Safety and safe use of work equipment	Users of Scaffold Towers	4.7 Users of Mobile Access Towers	1 day	3 years
4	SC0408	Safety and safe use of work equipment	Abrasive wheel users	4.8 Abrasive Wheels	0.5 day	3 years
4	SC0409	Safety and safe use of work equipment	Staff procuring of scaffold services	4.9 Scaffold Awareness Training	0.5 day	3 years
5	SC0501	Incident reporting and investigation		No specific training courses recommended – see BiteSize course . Incident investigation is included within the 3 day Technical SHE Managers course, see SHE Code 10, below. Help files and 'Quick Start' guides for SHE Assure can be found here .		
6	SC0601	Risk management	Line managers and staff	6.1 STFC Risk Management Course (Refresher 2 hrs)	3 hrs	5 years
6	SC0602	Risk management	Line managers and staff	6.2 STFC Risk Management Lunchtime Learner Course	1 hr	N/A
6		Risk management	Line managers	6.3 Risk management is included within the 3 day Technical SHE Managers course, see SHE Code 10, below.		
7	SC0701	SHE Improvement planning		No specific training courses recommended - see BiteSize course .		
8	SC0801	Travel on council business	High mileage drivers (>3000 m/y) including Professional Drivers	8.1 Driving Development	3.5 hrs	5 years
8	SC0802	Travel on council business	Inexperienced/young travellers	8.2 On-line Personal Travel Safety	As required	
9	SC0901	Working at height	Staff working at height	9.1 Working at Heights	1 day	5 years

STFC Safety, Health and Environment (SHE) Training catalogue

SHE Code	Course Code	Title	Role	Ref. / Course Title	Duration	Refresh Frequency
9	SC0902	Working at height	Staff using harnesses	9.2 Harness and Fall Arrest	1 day	5 years
9	SC0903	Working at height	Managers and Supervisors of others working at height	9.3 Managers & Supervisors Responsibilities for Working at Height (Refresher 3.5 hrs)	1 day	3 years
9	SC0904	Working at height	Permit to Work on Roof Issuers	9.4 As 9.3 plus Work on Roof Permitting	0.5 day	2 years
10	SC1001	Provision of SHE training	All Staff	10.1 SHE Induction/Refresher – MANDATORY As Swindon Office tenants STFC attend the JBOS induction	1 hr	5 years
10	SC1002	Provision of SHE training	All Staff	10.2 STFC Health & Safety BiteSize – MANDATORY (On-line)	No requirement to refresh or repeat this course.	
10	SC1003	Provision of SHE training	Managers of staff in workshops, laboratories, science facilities or technical projects.	10.2 STFC Technical SHE Managers course (initial 3 days; 1 day refresher)	3 days	5 years
10	SC1004	Provision of SHE training	Managers of staff in offices	10.3 STFC Non-Technical SHE Managers course	4 hrs	5 years
10	SC1005	Provision of SHE training	Graduate and postgraduate new starters (for technical new starters)	10.4 STFC Technical Graduate SHE Induction course	1 day	N/A
10	SC1006	Provision of SHE training	Apprentice new starters (for technical apprentices)	10.5 Under development	1 day	N/A
10	SC1007	Provision of SHE training	Directors and Senior Managers	10.6 Department Director & Senior Manager SHE Workshop	1 day	3 years, or as required
10	SC1008	Provision of SHE training	Departmental Safety Contacts	10.7 NEBOSH Certificate (advised)	11 days	N/A
11	SC1101	Work in confined spaces	Staff working in confined spaces	11.1 Confined Space Entry (as determined by confined space risk – low/med/high)	At least 1 day	3 years
11	SC1102	Work in confined spaces	Managers of staff working in Confined space and their permit issuers	11.2 Confined Space Awareness	1 day	3 years
12	SC1201	Safe manual handling operations	All staff	12.1 Safe Manual Handling - MANDATORY	1 hr	5 years
13	SC1301	Construction, Design & Management (CDM)	Staff working under CDM	13.1 CDM Awareness	3.5 hrs	5 years
13	SC1302	Construction, Design & Management (CDM)	Staff working directly under CDM	13.2 CDM Regulations 2015 : Duty Holders and Responsibilities	1 day	5 years
13	SC1303	Construction, Design & Management (CDM)	Contractors/Principal Contractors	13.3 CDM for Principal Contractors	1 day	5 years

STFC Safety, Health and Environment (SHE) Training catalogue

SHE Code	Course Code	Title	Role	Ref. / Course Title	Duration	Refresh Frequency
13	SC1304	Construction, Design & Management (CDM)	Designers/Principal Designers	13.4 CDM for Principal Designers	1 day	5 years
13	SC1305	Construction, Design & Management (CDM)	Client	13.5 CDM for Clients	1 day	5 years
13		Construction, Design & Management (CDM)	These courses can be combined in any format to suit the respective roles STFC staff undertake			
14		Management of radioactive sealed sources	See SHE code 29: Management of ionising radiation hazards at work			
15	SC1501	Control of contractors	Staff supervising contractors	15.1 STFC Contractor Management course	1 day	5 years
15	SC1502	Control of contractors	Staff Letting Contracts	15.2 STFC Contractor Management course	1 day	5 years
16	SC1601	Biological safety	No specific training courses recommended - see BiteSize course .			
17	SC1701	Portable electrical equipment	PAT testers	17.1 PAT Testing Training course	1 day	5 years
18	SC1801	Control of noise at work	Competent Noise Assessor	External course attendance required, please contact your local SHE Group.		
19	SC1901	Work on buildings, premises, services and infrastructure	No specific training courses recommended - see BiteSize course .			
20	SC2001	Controlling explosive and flammable gases and dusts (DSEAR)	Managers responsible for DSEAR hazards	20.1 ATEX/DSEAR Training course	1 day	5 years
21		Management of radioactive waste	See SHE code 29: Management of ionising radiation hazards at work			
22	SC2201	Working with lasers	Laser Nominated Persons (LNPs) (laser users)	22.1 Laser Safety Awareness Seminar (Basic Laser)	2 hrs	3 years
22	SC2202	Working with lasers	Overall Laser Responsible Officers (OLROs) and Laser Responsible Officer (LROs)	22.2 Laser Safety Officer	1 day	3 years
23	SC2301	Working with time varying EMFs	Managers of EMF hazards	23.1 Electromagnetic Fields (EMF) Safety Awareness	1 day	5 years
23	SC2301	Working with time varying EMFs	EMF Advisors			
24	SC2401	Occupational health surveillance and health screening medicals	No specific training courses recommended - see BiteSize course .			
25	SC2501	Safe use of DSE	All staff	25.1 DSE Users (available on-line) - MANDATORY	45 mins.	5 years
26	SC2601	Safe use of lifting equipment and lifting accessories	Lifting operators/Crane users	26.1 Crane Drivers (Pelloby, X-Y, radio controlled etc.)	Various	3 years
26	SC2602	Safe use of lifting equipment and lifting accessories	Appointed Person LOLER Manager	26.2 Appointed Person LOLER Manager	5 days	5 years
26	SC2603	Training to carry out basic lifting operations	Lifting personnel	26.3 Simple Rigging	1 day	5 years
27	SC2701	Receipt and dispatch of hazardous substances	Logistics personnel	27.1 Dangerous Goods Awareness course	1 day	5 years

STFC Safety, Health and Environment (SHE) Training catalogue

SHE Code	Course Code	Title	Role	Ref. / Course Title	Duration	Refresh Frequency
27	SC2702 SC2703 SC2704	Receipt and dispatch of hazardous substances	Logistics personnel – specific courses for transport by: <ul style="list-style-type: none"> Road; Air; and Sea. 	27.2 <ul style="list-style-type: none"> Dangerous Goods Shipper (Road) (SC2702) ICAO accredited Dangerous Goods (Air) (SC2703) Dangerous Goods Shipper (Sea) (SC2704) 	3 days 3 days 2 days	2 years
27	SC2705	Receipt and dispatch of hazardous substances	Dangerous Goods Safety Advisor (DGSA)	27.3 DGSA Accredited Course	5 days	5 years
28		Management of radioactive open sources	See SHE code 29: Management of ionising radiation hazards at work			
29	SC2901	Management of ionising radiation hazards at work	Those working in radiation areas	29.1 General Radiation Awareness (available on-line)	1 hr	5 years
29	SC2902	Management of ionising radiation hazards at work	Users of radioactive materials	29.2 Working with Ionising Radiation (+ Refresher)	1 day	5 years
29	SC2903	Management of ionising radiation hazards at work	Radiation Protection supervisors	29.3 Radiation Protection Supervisors (RPS) (+ Refresher)	As required	3 years
30	SC3001	SHE auditing and inspection	Safety tour members	30.1 Safety Tour Training (Refresher 2 hrs)	2.5 hrs	5 years
30	SC3002	SHE auditing and inspection	SHE auditors	30.2 SHE Auditor Training	2 days	5 years
31	SC3101	Disposal of controlled and hazardous wastes	Waste Disposal Officers	31.1 CIWM Duty of Care	1 day	5 years
32	SC3201	Fire and emergency management	Building Wardens	32.1 Building Warden	2 hrs	3 years
32	SC3202	Fire and emergency management	Building Fire Managers	32.2 Building Fire Manager	3 hrs	5 years
32	SC3203	Fire and emergency management	All staff	32.3 Fire Safety – MANDATORY As Swindon Office tenants STFC complete JBOS fire training.	1 hr	5 years
32	SC3204	Fire and emergency management	Hot work permit issuers	32.4 Hot Work Permit Assessor	1 hr	3 years
33	SC3301	Safety of pressure and vacuum systems	Staff using pressurised gas cylinders	33.1 Gas Cylinder Safety Awareness	1.5 hrs	5 years
33	SC3302	Safety of pressure and vacuum systems	Pressure/vacuum system nominated engineers	33.2 Pressure Systems Safety Regulations Awareness (PSSR) Training	1 day	5 years
34	SC3401	Electricity	All STFC staff, and others working on STFC sites (including agency and fixed term staff, tenants, long term contractors)	34.1 Electrical Safety Essentials (on-line) - MANDATORY	No requirement to refresh or repeat this course.	
34	SC3402	Electricity	Electrical nominated persons, Authorised Persons, Authorising Engineers, Accompanying Safety Persons	34.2 First Aid for Electricians (only required where individuals are not already first aiders)	4 hrs	3 years
34	SC3403	Electricity	Electrical Nominated and Authorised Persons	34.3 Electrical nominated and authorised persons safety course	2hrs	5 years

STFC Safety, Health and Environment (SHE) Training catalogue

SHE Code	Course Code	Title	Role	Ref. / Course Title	Duration	Refresh Frequency
34	SC3404	Electricity	Electrical Appointed Persons	34.4 Electrical appointed person safety course	1hrs	5 years
34	SC3405	Electricity	Electrical Authorised Persons	34.5 Electrical authorised person safety course	2 days	5 years
34		Electricity	Electrical Authorising Engineers	See code		
34		Electricity	All staff engaged in electrical operations should also undertake an Asbestos Awareness Course, see below			
35	SC3501	Asbestos Management	All STFC staff, and others working on STFC sites (including agency and fixed term staff, tenants, long term contractors)	35.1 Asbestos Essentials (on-line) - MANDATORY	No requirement to refresh or repeat this course.	
35	SC3502	Asbestos Management	Any STFC staff member (including agency staff) whose work, directly or through others, could potentially influence or disturb asbestos containing materials secured within the fabric of STFC sites, buildings, plant or equipment.	35.2 Year 1: Asbestos Awareness course (tutor led) – 3.5hrs Years 2 and 3: Asbestos Awareness Course (on-line) (NOTE: this is not the Asbestos Essentials course) Year 4: Asbestos Awareness course (tutor led) – 3.5hrs etc.		
35	SC3503	Asbestos Management	Asbestos Control Officers	35.3 British Occupational Hygiene Society accredited asbestos management course: P405: Management of asbestos in buildings Exempt from completion of the Asbestos Awareness Courses (tutor led or on-line)	4 days	3 years
36	SC3601	Management of first aid	First aiders	36.1 First Aid at Work (Initial 3 day followed by 2 day course every 3 years) – LEGAL REQUIREMENT	3 days	3 years
36	SC3602	Management of first aid	First aiders	36.3 Annual Basic Skills update and Defibrillator Refresher – COMPANY POLICY (Refresher carried out ideally mid-way between legal courses).	4 hrs	18 months after legal course
36	SC3603	Management of first aid	HF users	36.4 HF First Aid training	2.5 hrs	3 years
37	SC3701	COSHH	Chemical users	37.1 Basic COSHH Awareness (available on-line)	30 mins	5 years
37	SC3702	COSHH	COSHH Assessors	37.2 COSHH Assessor	2.5 hrs	5 years
37	SC3703	COSHH	Chemical users	37.3 Dust Masks (1:1 fitting session with Face Fit Tester)	30 mins	5 years
38		Control of Legionella	Legionella Responsible Persons	See SHE Group	TBA	3 years
38	SC3801	Control of Legionella	Staff working in areas where legionella hazards exist.	38.1 Legionella Awareness	1 day	3 years
39	SC3901	Working with static magnetic fields	No specific training courses recommended - see BiteSize course .			
41	SC4101	Controlling pollution to air, water and land	Estates and other staff engaged in	41.1 Environmental Awareness	1 day	5 years

STFC Safety, Health and Environment (SHE) Training catalogue

SHE Code	Course Code	Title	Role	Ref. / Course Title	Duration	Refresh Frequency
			managing waste streams to land, air and water			
41	SC4102	Controlling pollution to air, water and land	Potential users of spill kits	41.2 Spill Kit Training	2 hrs	5 years