



TRAINING

## Tool Box Talks & SHEQ Briefings

I am a strong believer of knowledge sharing. I have spent years learning, and training within the Health & Safety world and it's important to me to help educate with this knowledge.

### Background

I have devised top tips, guidance, refreshers, reminders, and quick snap guides to remind teams of procedure requirements.

I have delivered these verbally in the form of a briefing with all staff, backed up with supporting communications such as posters, newsletters, memos, text round Robbins etc. We have even created a fun and interactive quiz, used to check understanding.

### What's Involved

We have guides available on Updates to standards; Training Updates; guides on carrying out a Risk Assessment / Dynamic Assessment; Tips around keeping safe on site; Information around Display Screen Equipment; guide on how to manage and identify Stress in the workplace; guides on safely refuelling vehicles; guides around COSHH; guides on Environmental Impacts; Lone Working; Slips, trips and falls providing for Expectant Mothers.....and everything in between!

### Why This is Great for Business

Having accessible, easy to digest content around these areas encourages staff communication and they in turn want to suggest ways of improving processes once they start to understand them. This brings your team members in and involves them in driving compliance going forwards, helping promote inclusion and accountability.

### Training Needs Analysis

Training Needs Analysis is when a company commits to identifying the needs of its team, to help them do their job effectively and it runs across all levels of the organisation determining what gaps there are that can be filled with the provision of additional training. It also looks at how best to document and track the progress of any training being carried out.

## The Background

Training Needs Analysis involves evaluating the business and what works it carries out and evaluating what legislation is required for it. As a result of doing this we can then determine what health and safety training is required, e.g. first aid, manual handling, COSHH, food safety, management training etc., and how many staff needed that training.



## What's Involved

When working with a business on Training Needs Analysis it involves analysing, planning, monitoring and evaluating work that is done by the business to then make recommendations on, and carry out the training required.

The training itself varies from team to team, sometimes being classroom based, and other times run entirely online. Once delivered our job doesn't stop there as it's crucial to ensure we are monitoring and tracking the impact of the training, and how well it is being implemented in the day to day roles of the team. We do also evaluate via further audits and inspections to get a strong picture around this.

It's crucial to involve and engage staff into the process and before the training we always ask staff what they expected from the training session and how they thought it was relevant to their role. Following the training, they are asked to review whether the training met their expectations, and how they would implement the training into their role, and are also asked what other training they would like to attend to help provide a bigger picture of the team's ambitions and needs.



## Why This is Great for Business

Compliance and raising standards are key areas to consider when deciding on what training to implement but there are so many other areas too that can really benefit staff.

*“I initially saw carrying out a TNA as a ‘bit of red tape’ and to be honest a bit of an inconvenience, but I have to say I have been blown away by the impact. Not only has this process ensured we have identified any knowledge and skills gaps within our business but it has given the team a chance to talk to us about how they would like to develop - and we now have a really energised workforce who feel motivated and invested in. It really is so powerful”*