

Health and Safety Policy

The Board of Trustees, CEO and Strategic team are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

This policy was created and ratified by the Trust Board in:	June 2022
The policy owner is:	Estates Manager
This policy will be reviewed by the Trust Board in: (unless earlier review is recommended by the Trust)	June 2025
Policy Version:	V4
Signed by the Chair of the Board of Trustees:	John Smith

Associated Documentation

- DfE Health and safety: responsibilities and duties for schools
- DfE Health and safety on educational visits
- DfE Storing and disposing of hazardous chemicals in schools
- HSE Guidance on health and safety at work
- Reporting of injuries, diseases and dangerous occurrences regulations 2013 (RIDDOR)
- Health and Safety at Work Act (1974)

Related Policies:

- Educational Visits Policy
- Complaints Policy
- Risk Management Policy
- Staff Induction Policy
- Probation Policy
- CPD Policy
- Appraisal Policy
- Equality, Diversity and Inclusion Policy

Part 1 - Statement of Intent

1.1. The Board of Trustees regard effective Health and Safety Management to be integral to delivering its ambition for excellence in education and the outstanding performance of The Wensum Trust. It is the Trust's objective to ensure that every reasonable step be taken to provide and maintain a safe and healthy environment for staff, students, visitors and others working within their schools. This will be achieved by;

- developing and maintaining a positive health and safety culture with an emphasis on continually improving performance taking into account human and cultural factors
- ensuring that health and safety management is an integral part of decision making and organisational processes
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within academies and during out-of- academies activities
- assessing and managing risk as part of the day-to-day management of academy activities, adopting a sensible and proportionate approach, with well-informed decision-making processes for higher risk activities and ensuring a disproportionate amount of time is not spent on trivial or everyday risks
- providing a safe and healthy working environment for staff, students and others working in the academy
- ensuring safe working methods are in place and providing safe equipment
- communicating and consulting with staff and their trade union representatives
- complying with statutory requirements and where possible best practice
- providing effective information, instruction and training to enable staff to be competent in their roles
- monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective
- ensuring adequate resources are made available to fulfil the school's health and safety responsibilities and objectives
- working with and monitoring the Trust's contractors to ensure consistent and comparable health and safety standards
- periodic review of the Health and Safety Policy as school activities and the associated risks, change.

1.2. It is recognised that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. However, all staff have a legal and moral responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

- 1.3. All employees within the Trust have an obligation to co-operate and comply with
- 1.4. this Policy so far as is reasonably practicable by:
- complying with health and safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions, inactions or omissions
 - not interfering with or misusing equipment that has been provided in the interests of health and safety
 - reporting any incident that has led, or could have led, to damage or injury
 - assisting in any investigation with regard to accidents, dangerous occurrences or near-misses.
- 1.5. In line with the Health and Safety Organisation set out in Part 2 of this Policy, it is the responsibility of all line managers to ensure compliance with health and safety arrangements within their areas of responsibility. From time to time, health and safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the academy.

Part 2 - Health & Safety Organisation

Responsibilities

2.1. Responsibilities of parties and individuals within the trust are assigned as follows:

The Wensum Trust

2.2. The Wensum Trust has responsibility for ensuring that suitable and adequate organisation and arrangements are in place for the management and control of health and safety within schools. In particular, it will ensure that:

- a written policy statement is created and communicated which promotes a positive attitude towards health and safety in staff and students
- responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities
- people have sufficient experience, knowledge and training to perform the tasks required of them
- clear procedures are created which assess the risk from hazards and produce safe systems of work
- sufficient funds are set aside with which to operate safe systems of work
- adequate time and resources are given to individuals to fulfil their roles as defined by this policy
- health and safety performance is monitored and targets for improvement are set
- the Trust's Health and Safety Policy is reviewed at least every three years
- the management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act

Local Advisory Board

2.3. The Local Advisory Board for each school within the trust will be responsible for:

- supporting the leadership team to promote a positive culture of sensible health and safety management throughout all school activities which affects all those involved in those activities whether pupils, staff, visitors or contractors
- supporting, advising and challenging the leadership team in implementing the Health and Safety Policy and good practices
- scrutinising Health and Safety performance and effectiveness in the school through reports presented by the Principal / Headteacher at LAB meetings
- support the Principal / Headteacher to ensure that statutory duties with respect to health and safety are met
- ensuring in particular that risk assessments of the premises and working practices have been carried out and documented
- reviewing incident trends and accident investigations through reports presented by the Principal / Headteacher at LAB meetings
- undertake training to fulfil their role effectively

Principal / Headteacher

2.4. The Principal / Headteacher, reporting to the Trust, is responsible for the overall effective communication, monitoring and implementation and compliance of all aspects of the Health and Safety Policy and procedures for staff and activities under their control. In particular, they will:

- be fully and visibly committed to the Trust's Statement of Intent for health and safety ensuring that a positive health and safety culture is actively demonstrated and promoted through their own leadership
- monitor and review health and safety performance through:
 - ensuring health and safety inspections of work areas/practices are undertaken
 - setting health and safety targets and objectives through appraisals and other supervisory reviews
 - ensuring that the management of health and safety in the areas under their control considers the needs of anyone with a protected characteristic under the Equalities Act
- set a personal example by including health and safety management in daily management practice and demonstrating safe personal working practices
- ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people
- ensure that they personally undertake all relevant training and all staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees and trainees
- ensure there are adequate and effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them
- ensure information that may assist safety representatives in their role is provided to them as necessary
- ensure that they seek timely assistance and advice where expert help is required from the Trust's Health and Safety Lead
- Act as the safety representative for the school if another person is not nominated
- Include a Health and Safety update to the Local Advisory Board on a termly basis.

The Health and Safety Lead

2.5. The Wensum Trust Health and Safety Lead acts as adviser to the CEO, Estates Manager and each Principal/Headteacher on health, safety and welfare issues within the Trust and individual schools. Additionally, the Health and Safety Lead will:

- provide advice to all personnel on meeting their individual responsibilities with regard to health & safety at work
- ensure that risk assessments are undertaken as appropriate by competent persons and that adequate control measures are taken on a risk basis to reasonably minimise the health and safety risks to staff and any other people who may be affected by the school's activities
- coordinate and manage the annual risk assessment review process
- coordinate the accident investigation and RIDDOR reporting processes with the school
- ensure that accidents and incidents are properly reported and investigated and the findings acted upon without delay
- working with the appropriate school personnel ensure that all plant and work equipment provided is, selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations
- develop safe systems of work and procedures and ensure that they are implemented
- ensure health and safety audits are completed by suitably qualified, external advisors on a regular basis, for each school
- support school caretaking teams to follow up on actions from audits and assessments
- undertake suitable training to be competent in their role.

Line Managers

2.6. All senior managers, middle managers and those with line management responsibility will:

- apply the Trust's Health and Safety Policy and the relevant Health and Safety Codes of Practice to their own department or area of work and be directly responsible to the Principal/Headteacher for the application of the health and safety procedures and arrangements
- carry out regular health and safety risk assessments of the activities for which they are responsible and ensure any precautions identified are communicated to their staff
- ensure that all staff they manage are familiar with the relevant health and safety Codes of Practice and procedures for their area of work
- resolve health, safety and welfare problems that members of staff refer to them, with the advice of the Trust's Health and Safety Lead where required, or refer to the Principal/Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them
- carry out regular inspections of their areas of responsibility to ensure that equipment and activities are safe and record these inspections where required
- ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and

students to avoid hazards and contribute positively to their own health and safety

- investigate any accidents that occur within their area of responsibility and report to the Principal/Head teacher

Teachers

2.7. Teachers are expected to:

- exercise effective supervision of their students, to know procedures in place which enable them to affect any health and safety guidance
- follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice and to ensure that they are applied
- give clear oral or written instructions and warnings to students when necessary
- follow safe working procedures
- ensure they and their students use appropriate protective equipment, clothing and guards as necessary
- report any defects of equipment to their line manager
- integrate all relevant aspects of safety into the teaching process report all accidents, defects and dangerous occurrences to their line manager and complete any appropriate forms/documentation as necessary

All Staff

2.8. All staff have an individual responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, they must:

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- comply with the Trust's Health and Safety Policy and procedures at all times
- co-operate with managers in complying with relevant health and safety safe systems of work and procedures
- use all work equipment and substances in accordance with instruction, training and information received
- wear, use, store, maintain and replace Personal Protective Equipment (PPE) as appropriate
- not intentionally misuse anything provided in the interests of health, safety and welfare
- take part in and contribute to health and safety inspections, risk assessments etc. as appropriate
- report any defects of equipment to their line manager
- report all accidents, ill health, incidents of violence and aggression, near misses, hazardous situations, general health and safety concerns, defective equipment or premises and attend all training relevant to their role

Students

2.9. Students, allowing for their age and aptitude, are expected to:

- take personal responsibility for the health and safety of themselves and others
- observe standards of dress consistent with safety and/or hygiene
- observe all the health and safety rules of the academy and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with equipment provided for their health and safety

Safety Representatives / Employee Consultation

2.10. The trust believes that consulting employees on health and safety matters is important in creating and maintaining a safe and healthy working environment.

2.11. Each school should nominate a safety representative to lead on health and safety matters in each school. If a member of staff is not identified this responsibility will sit with the Principal/Headteacher.

2.12. Safety representatives of trade unions recognised by the school will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted.

2.13. Before making any decisions, which could have health and safety consequences for staff, the Board of Trustees will inform safety representatives about the proposed course of action and give an opportunity to express their views.

2.14. It is the responsibility of safety representatives, as appointed by trade unions or Principals/Headteachers to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in their area(s) of responsibility.

Contractors

2.15. It is the responsibility of contractors and their employees to:

- comply with the Trust's Health & Safety Policy, Safe System of Work and local procedures
- abide by relevant Codes of Practice for their trade or discipline
- adhere to any Permits to Work supplied to them from the Trust
- supply any appropriate Risk Assessments/Method Statements as and when required
- report any accidents or dangerous occurrences to the Trust Health and Safety Lead

Named Individuals with Specific Responsibilities

2.16. Named individuals responsible for Health and Safety (e.g., Trust Health and Safety Lead, Safety Representatives) and their contact details shall be recorded and displayed on the Statutory Health and Safety Law Posters erected on notice boards around the school.

Risk Assessments

2.17. Responsibility for assessing and controlling risks rests with all personnel within the school. General risk assessments for specialist areas will be performed by the Head of Department or the Principal/Headteacher in consultation with the Trust Health and Safety Lead.

Terms of Reference

2.18. Under Section 2(7) of the Health and Safety at Work Act 1974, the Trust and school has the function, in consultation with the staff and students it represents, of keeping under review the measures taken to ensure the health and safety at work of the employees and students. Specific functions will include:

- the study of accident and notifiable disease statistics and trends so that reports can be made to the Principal/Headteacher on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- examination of safety audit reports on a similar basis
- consideration of reports and factual information provided by inspectors of the enforcing authority
- consideration of reports that Safety Representatives may submit
- assistance in risk assessment and the development of Health & Safety procedures and safe systems of work
- monitoring the effectiveness of the Health & Safety procedures and safe systems of work
- monitoring the effectiveness of the Health & Safety content of employee training
- monitoring the adequacy of Health & Safety communication and publicity in the individual school.

Part 3 - Health & Safety Arrangements

Introduction

- 3.1. The Health and Safety arrangements are for the information, guidance and compliance of all personnel in The Wensum Trust. Health and Safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health & Safety at Work Act 1974 and common law, employers and employees must look after children in their care. In carrying out their normal functions, it is the duty of all staff to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk.
- 3.2. More specific arrangements are set out below and will be amended from time to time as necessary to address new risks. All personnel have a statutory duty to co-operate in fulfilling the objectives of the Trust and a personal responsibility to take reasonable care to ensure that their actions or inactions do not cause injury to themselves or others. Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their Principal/Headteacher or line manager. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Specific arrangements for Health & Safety

Accident reporting

- 3.3. Any accident or injury shall be reported to the Trust Health and Safety Lead by Principal/Headteacher and should be recorded in the First Aid book or accident/incident folder held in the individual school.
- 3.4. The school shall ensure that the CEO and Chair of Trustees are informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013).

Accident investigation

- 3.5. All accidents, incidents and near-miss situations are to be reported to the appropriate staff member and recorded in the first aid book or accident/incident folder. The staff member shall report the incidence to the Principal/Headteacher within the school who in turn will report to the Trust Health and Safety Lead.
- 3.6. The Trust Health and Safety Lead will carry out an immediate investigation into

the incident in conjunction with the school and relevant individuals in order to identify the root causes and measures to be taken to prevent a recurrence. The findings will be documented and reported to the Trust and Principal/Headteacher. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.

- 3.7. All contractors must ensure that accidents involving their personnel are reported to the Health and Safety Lead of the Trust, as well as their own reporting chain.

Reporting procedures

- 3.8. Any practice or condition that is likely to have an adverse effect on the health and safety of personnel, or damage to equipment or property, is to be reported to Principal/Headteacher. Such reports and any corrective actions implemented are to be recorded in the incident file, which is regularly monitored by the Trust Health and Safety Lead and reported to the Local Advisory Board.

Out of school visits and activities (see also Educational Visits Policy)

- 3.9. All staff who arrange or actively participate in school visits or out-of-school activities must follow the procedures outlined in the separate document held in each school, entitled 'Procedure for school visits and out-of-school activities'. Recording and risk assessment will be processed via the EVOLVE system.

Safe working procedures

- 3.10. The Principal/Headteacher and staff must ensure that safe working procedures are developed through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring and review of the system
- Safe working procedures shall take into account the age, physical and mental capabilities of the person likely to undertake the activity, including any special limitations, restrictions or training that may need to be applied or undertaken.
- Once developed, safe working procedures must be communicated and implemented to protect all personnel working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid-down procedures and ensure that personnel under their control are fully conversant with these procedures.
- A separate procedure to cover lone working has been developed and implemented to ensure the safety of staff and students working out of hours or in physically isolated localities.

Defective tools and equipment

- 3.11. All safety equipment shall be subject to regular inspection, arranged by the school to ensure its continuing fitness for purpose and any defect are reported, repaired or replaced.
- 3.12. All defects found in hand tools, power tools or any other equipment must be reported immediately to the Principal/Headteacher who will inform the Trust Health and Safety Lead.
- 3.13. The equipment concerned is to be withdrawn from service, clearly marked with a red tag/label and isolated in an area where it cannot be reissued until a repair has been completed.

Means of access

- 3.14. When using access equipment, such as ladders, crawling boards etc. the correct equipment is to be used for the job undertaken.
- 3.15. Suitable training in the use of access equipment will be provided by an appropriately qualified trainer arranged by the Trust Health and Safety Lead.
- 3.16. All access equipment will be regularly inspected for suitability and condition by the school.

Machinery

- 3.17. All staff and supervisors controlling the use of machinery must be familiar and comply with the following legislation:
- Lifting Plant and Equipment (Records of Test and Examination, etc.) Regulations 1992
 - Provision and Use of Work Equipment Regulations 1998
 - Health & Safety (Safety Signs and Signals) Regulations 1996
 - Electrical Equipment (Safety) Regulations 1994

Good housekeeping

- 3.18. Tidiness, cleanliness and efficiency are essential factors in the promotion of Health & Safety. Good housekeeping is the responsibility of all individuals and will be monitored by Principal/Headteachers and school caretakers / site managers on a regular basis.

Electrical equipment

- 3.19. New and replacement equipment will be installed to current regulations.

- 3.20. All portable appliances will be tested annually by a competent appointed person/company.
- 3.21. Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- 3.22. If electrical equipment becomes faulty or is suspected of being faulty whilst in use, it is to be isolated from the source of supply, withdrawn from service, clearly marked with a red tag/label, secured so that it cannot be used and reported to the Health and Safety Lead or Estates Manager for repair or replacement.

Use of harmful substances

- 3.23. When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- 3.24. No new materials or chemical substances are to be brought into use unless an assessment using the Control of Substances Hazardous to Health Regulations 2002 has been carried out and clearance has been given for use by the Trust Health and Safety Lead.
- 3.25. The user of the chemicals is to be in possession of a current Material Safety Data Sheet (MSDS).
- 3.26. Work involving lead is not to be carried out under any circumstances without reference in the first instance to the Trust Health and Safety Lead.

Asbestos

- 3.27. The Trust / school has a duty to manage asbestos and has a responsibility for protecting those who work and use the premises from the risks to ill health that exposure to asbestos causes.
- 3.28. The Principal/Headteacher and the Trust Estates Manager are responsible for:
- updating the asbestos register on an annual basis
 - all work which may involve or come into contact with asbestos containing materials shall be controlled and coordinated by the Trust Health and Safety Lead and Estates Manager in accordance with the Trust's Asbestos Management Plan
 - all work involving asbestos shall only be undertaken by a licensed asbestos contractor.

Smoking

- 3.29. Smoking is not permitted on the Trust's sites.

Emergency services / First Aid

- 3.30. Fire, Police and Ambulance services can be contacted by dialling 9-999 and asking for the service required.
- 3.31. There is a qualified first aider on call within each school during working hours. A list of further trained and qualified first aiders available throughout the school shall be maintained and held in the main school office.
- 3.32. First aid boxes shall be maintained in key locations. Inspection and replenishment shall be undertaken by an appropriate appointed member of staff.

Noise

- 3.33. When noise cannot be controlled at source, all personnel are to wear ear protection in areas where high noise factors exist as determined by local risk assessment. These areas are to be designated with the approved warning signs.

Fire prevention and fire safety

- 3.34. A fire risk assessment shall be carried out annually, which is coordinated by the Trust Health and Safety Lead.
- 3.35. Local fire safety procedures are available for all staff to read in their working environment. The procedures cover all aspects of fire prevention and action to be taken in the event of a fire.
- 3.36. Specific training for Fire Wardens and other key personnel will be undertaken and regular fire drills conducted and assessed. Any actions as a result of a fire drill should be shared with the Trust Health and Safety Lead.
- 3.37. Each classroom has a printed notice clearly identifying the evacuation route and assembly areas to be used.
- 3.38. Staff are responsible for knowing the location of fire alarm break glass points and fire exits. They should also know the location of the assembly point in the event of a fire.
- 3.39. The most important part of fire control is prevention. It is with this in mind that all staff are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'.
- 3.40. Fire evacuation procedures, fire prevention training, provision and maintenance of fire extinguishers, emergency lighting and fire alarm testing will be carried out in accordance with current legislation.

Visitors and site security

- 3.41. It is the duty of staff within the school to ensure the health and safety of all visitors to their school.
- 3.42. All visitors will be required to register at reception and will be issued with a visitor's badge and appropriate guidance.
- 3.43. Visitors will be accompanied at all times when entering work areas and, where protective clothing is issued for a specific area or work, the same level of protection is to be afforded any visitor proceeding to that area.

Contractors

- 3.44. Contractors working within the school are required to comply with the working rules as issued by the school. Any breach of these rules is to be reported to the Trust Health and Safety Lead. Any member of staff requiring work done by a contractor should liaise with the Trust Health and Safety Lead or Estates Manager, to make sure all necessary paperwork and Health & Safety requirements are in order.

Use of vehicles

- 3.45. Only those persons authorised and in possession of the appropriate licence/permit are to drive vehicles (including minibuses) on school business. All drivers are expected to act responsibly while using vehicles on any school site abide by signage and adhere to marked routes.
- 3.46. Staff driving minibuses will need to complete training every three years to ensure they are safe and fit to drive a school minibus.
- 3.47. Drivers of the minibus have responsibility for leaving in it a good state after each trip and report any concerns they had during the trip when returning the minibus to the school.

Legionellosis

- 3.48. The primary aim is to prevent the build-up of the Legionella pneumophilla organism in water systems and to prevent inhalation of infected water droplets. All statutory weekly/monthly testing shall be carried out by a trained staff member or a suitably qualified contractor/company and a yearly risk assessment undertaken.

Manual Handling

- 3.49. Staff are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out. Health and safety information and advice on manual handling is available through the Trust Health and Safety Lead.

Statutory testing

3.50. All statutory testing shall be carried out by suitably qualified contractors in a timely manner and records maintained as required by relevant regulations.

Pregnancy risk assessment

3.51. Where a member of staff notifies the school that they are pregnant, the line manager shall ensure that a suitable individual New and Expectant Mother (NEM) risk assessment is carried out, documented and reviewed throughout the term of the pregnancy.

3.52. Where it is determined that a student is pregnant, the Principal/Headteacher shall ensure that a suitable individual risk assessment has been carried out and documented by an appropriate member of staff and is reviewed throughout the term of the pregnancy.

Computers and workstations

3.53. Computer and workstation risk assessments will be carried out in line with current legislation (Display Screen Equipment Regulations 1992) and guidance for all employees identified as 'users' within the regulations.

3.54. Employees using Display Screen Equipment (DSE) are entitled to a free eye test and the cost of basic spectacles if they are required solely for DSE use.

3.55. The Trust has a corporate eye care account. Vouchers can be obtained from Trust finance team (accounts@wensumtrust.org.uk).

Violence towards staff

3.56. Violence and abusive language towards staff will not be tolerated. The Trust's Behaviour and Dealing with Aggressive Parents and Visitors policy should be referred to when dealing with these situations. Signage will be clearly displayed at each school stating the Trust's policy on 'unacceptable behaviour'.

Training

3.57. Health and safety training should form part of the induction process. This should include department or subject specific training, where appropriate. This will be provided for all new employees and recorded on the employee's induction form. Additional training needs will be identified, arranged and monitored by the line manager via the induction, probation and appraisal system.

- 3.58. Staff with specific health and safety training needs (e.g., site team, first aiders, fire wardens, Health and Safety Lead, technicians, educational visits coordinator, minibus drivers, subject leaders) will be required to attend relevant training courses appropriate to their needs as described in the relevant code of practice and guidance from the Local Authority.
- 3.59. All staff will undertake regular health and safety training during INSET days on appropriate topics identified by the Trust Health and Safety Lead.
- 3.60. Records of completed training, including any requirements for refresher training or expiry dates will be maintained within the individual's personnel file.