

OFFICIAL SENSITIVE

Agenda item 10

EXECUTIVE BOARD

Paper 10/21

25 March 2021

Mandatory Training

Introduction

Following the discussion with the Executive Board on 26th January, a number of points were raised for clarification:

1. Whether Safeguarding Awareness training should apply to Forest Research;
2. If Cyber Security Awareness applies to all staff and should be included on the core list;
3. Whether the refresher periods specified are proportionate to the risk.

Proposal

1. The applicability of Safeguarding in the Forest Research business has been discussed and at this time, the FR do not wish to make it mandatory considering it to be disproportionate to the level of risk within their part of the business. Safeguarding awareness training would therefore be mandatory for all staff in Forestry England, Forest Services and Commissioners Office.
2. The provision of Cyber Security training to all staff has been discussed and a proportionate approach agreed, to provide a short e-learning awareness raising offer to all employees and regular updates and communications to ensure mindfulness of the subject is maintained at all levels;
3. All refresher periods have been reviewed and amended to three years, with the exception of Driving at Work for which the current corporate policy specifies an annual refresher to be carried out during team meetings.

Health & Safety Mandatory Training

MANDATORY TRAINING (to be completed by all staff, at all levels)		
Title	Delivery Format & Duration	Refresher Period
Risk Assessment	Virtual - 2 hrs	3 years
Manual Handling	E-Learning - 2 hrs	3 years
Display Screen Equipment (for users thereof)	E-Learning - 1 hr	3 years
Driving at Work (for those who will regularly be driving for work purposes other than commutes)	Team meeting	Annual
Airsweb user / Accident & Incident Reporting	E-Learning - 1 hr	N/A
Loneworking & protection system	E-Learning - 1 hr	N/A
Ticks & Lyme awareness	E-Learning - 0.5 hrs	3 years
Fire evacuation (not wildfires)	E-Learning - 0.5 hrs	3 years
Safeguarding Awareness*	E-Learning - 1 hr	3 years
Responsible for Information**	E-Learning - 2.75hrs	3 years
Counter Fraud, Bribery & Corruption**	E-learning - 0.75 hrs	3 years

**This item is mandatory for Commissioners Office, Forestry England and Forest Services only*

***These items have already been approved by the EB but are included for completeness.*

Implementation & Communication

On approval of the list of mandatory training items, the following actions will be taken to ensure that the business is made aware of the requirement:

- Inclusion of the requirements within corporate policies and guidance documents and notification to the business where this constitutes a change;
- Identification of the mandatory requirement within the learning management system (I-Trent and Business World for FE/FS and FR respectively) to highlight the status of the training upon refresher to all staff;
- general communications via available media (Roots, District communication channels, District Training Coordinators) to fully promote this change to corporate policy.

Health & Safety Mandatory Training

Existing staff will be required to undertake the training on a rolling programme of refresher as it becomes due within their individual learning programme. Where training has not previously been undertaken, it will be required to be undertaken as a priority.

Of the twelve items identified, nine are internally hosted and administered and the completion can be tracked and reported. The remaining three items are hosted by Civil Service Learning and work is underway to determine how these can be tracked for completion to provide full assurance to the business on the status of the mandatory offer.

Recommendations

The Executive Board is asked to approve the initial list of training, itemised above, as mandatory within the definitions previously agreed.