

REVIEWED ON

MHSWR 1999 REGULATION 13 · CDM 2015 REGULATIONS 8 AND 15(7) · HSE L74

One row per person. Write the expiry date in each box, or the date done where a course does not expire. Mark a box amber when the date is within sixty days and red when it has passed, so the next course is booked before the ticket lapses, not after.

TRAINING IS GIVEN ON RECRUITMENT AND ON EXPOSURE TO NEW OR INCREASED RISKS, AND REPEATED PERIODICALLY WHERE APPROPRIATE: MHSWR 1999 REGULATION 13(2) AND (3). A CONTRACTOR MUST NOT PUT A PERSON ON SITE UNLESS THEY HAVE, OR ARE OBTAINING, THE SKILLS, KNOWLEDGE, TRAINING AND EXPERIENCE THE WORK NEEDS: CDM 2015 REGULATION 15(7).

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TRAINING RECORD

One person’s cards, courses and certificates

Photocopy this page for each person, or keep it with their HR file. The matrix is the overview; this page is the evidence behind one row of it.

NAME	ROLE OR TRADE	START DATE	LINE MANAGER
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Cards held

CSCS, CPCS, ECS, Gas Safe, NPORS and any scheme card. Most CSCS cards are valid for five years, with the health, safety and environment test passed in the two years before applying.

CSCS

CARD	NUMBER	EXPIRES	CHECKED

Training needs identified

Gaps against the role, from the training needs grid, with the date each is booked.

MHSWR 1999 REG 13

COURSE NEEDED	BOOKED FOR	DONE ON

Courses and certificates

Every course with its provider, the date, the expiry and where the certificate is kept.

HSE L74 FOR FIRST AID; THE COURSE PROVIDER FOR EVERYTHING ELSE

COURSE	PROVIDER	DATE	EXPIRES	CERTIFICATE REFERENCE	COST

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TRAINING NEEDS BY ROLE

What each role needs, so a gap shows before it matters

Tick the courses a role must hold. A new starter in that role is assigned the ticked courses on day one, and the matrix shows the gap until each is done.

ROLE	CSCS OR CPCS CARD	SITE INDUCTION	FIRST AID AT WORK	ASBESTOS AWARENESS	MANUAL HANDLING	WORKING AT HEIGHT	ABRASIVE WHEELS	IPAF OR PASMA	FIRE MARSHAL	YOUR OWN
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	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
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A designer or contractor must have the skills, knowledge and experience the work needs, and an organisation the organisational capability. The person appointing them takes reasonable steps to satisfy themselves of it before the appointment: CDM 2015 regulation 8.

Review The matrix is reviewed with the roles, at least yearly and whenever the work changes.

REVIEWED BY

POSITION

SIGNATURE

DATE