

Question: How do you determine the frequency of refresher training? Would this be as a result of your risk assessment?

Answer: The frequency of refresher training is dependant up on a number of factors such as:

- The activity concerned
- The level of risk associated with the activity
- Changes in operating procedures or structure if in relation to a site
- Statutory requirements

So you are correct in that the risk assessment should always state the training requirement for the individual carrying out the task plus any future training needs.

Question: Is the employer responsible for travelling cost?

Answer: Fairly straightforward in that if your employer has asked you to attend a training course they must cover all costs. However if the course in question is not essential to your job the employer can use his discretion to recover all or any of the costs incurred.

Question: *You mentioned that if you were doing a type 2 asbestos survey, you will need to have a certain qualification. Haven't the asbestos inspection regulations changed in the last year or so?*

Answer: The last significant change was in 2006 with the passing of the Control of Asbestos Regulations which came into force on the 13th November 2006. As with nearly all legislation the regulations do not stipulate the exact qualifications for a competent person. Whereas, UKAS are much more prescriptive.

If you are instructing an organisation to undertake any asbestos work for you, type 1, 2 or 3 surveys or removal project management you must ensure that the company is UKAS accredited. This accreditation will ensure the competency of the asbestos consultants used. Whereas if you are just undertaking a review of an existing asbestos survey then this can easily be carried out in house provided that the persons concerned have had some asbestos awareness training.

Question: What legislation enables employees to require the employer to allow time for training that Stephen referred to in his presentation?

Answer: The right to train requirement is in the Employee Study and Training Regulations 2010. Sorry I couldn't put my hand on the exact reference during the webinar.

Question: would you need to undertake a full Job Safety Analysis or would the review of job descriptions be sufficient?

Answer: Your question raises an interesting issue in that a job description, by inference, only states the job function. This is the starting point of a training needs analysis in that knowing the job function you can then decide what skills and training the person requires to fulfil that function.

You refer to a Job Safety Analysis which, in my mind, combines the work activity risk assessments with the training needs of the person undertaking the activity.

Question: Is there any research to show the effectiveness of e-learning versus face to face training?

Answer: There have been innumerable studies on the effectiveness of the different types of training. One research paper that is worth a read is "Blended Learning Systems: Definition, Current Trends, and Future Directions (2005)", by Charles R. Graham.

From the papers that I have read the common conclusion is that a successful training programme should comprise of a number of different methods of training, hence the term blended learning. The balance between each method of learning will vary depending up on the subject matter with some subjects 100% based on e-learning and others 100% face to face.

Question: You say training should meet legislative requirements and that many courses we attend we forget or do not use, should legislative training not be focused around what you can do to improve business performance in that legislative area rather than this is what the law says?

Answer: This is a good question as it raises the issue of training for commercial reasons, i.e. to improve performance, and safety training. The key is to balance both issues where possible and a proper training needs analysis should do this. The priority must be to comply with your statutory requirements but as I said on the webinar in most instances the level of training and course content is non prescriptive. This enables companies to deliver safety training that benefits their operational efficiency. Ideally you should look at the job or task descriptions, carry out a risk assessment, sometimes referred to as a job safety analysis, and design the training to cover all of the relevant safety issues as well as the efficient method of working. This can be quite an involved process but if carried out correctly it can be cost neutral.