



Model Training Record

Safety Training Record

School	
Division/Unit	
Personal Details	
Name	
Position/Status	
Supervisor/Manager	
Qualifications and Experience - in particular include experience relevant to health and safety matters. Continue on a separate sheet where necessary.	
Training Courses Attended	Date Attended
Provided by University Health and Safety Department - supervisor/manager to mark with a tick which courses to be attended.	
<u>Health and Safety Awareness</u>	
<u>Lone Working</u>	
<u>Biosafety courses</u>	
<u>Radiation Protection courses</u>	

<p>Other courses - list any other related courses attended or to be attended and indicate who provides the course. Continue on a separate sheet where necessary.</p>	
<p>Additional Reading/Information</p>	<p>Date Read</p>
<p>Provided by University Health and Safety Department Available at</p> <p><u>http:// www.ed.ac.uk/schools-departments/health-safety/guidance/overview</u></p> <p>and follow links. Supervisor/manager to mark with a tick which documents to be read.</p>	
<p><u>University Health and Safety Policy</u></p>	
<p><u>Lone Working Guidance</u></p>	
<p><u>Fire safety and Evacuation Guidance</u></p>	
<p><u>Requirements under the COSHH Regulations</u></p>	
<p>Please enter more reading materials read here</p>	

Provided by School, Division/Unit or Lab	
School/Local Safety Policy	
School/Local Safety Rules	
Please enter more reading materials read here	
Other documents - Supervisor/Manager to list any other safety related documents to be read. Continue on a separate sheet where necessary.	
Signature	
	Date

If you have any difficulties printing this document, please contact the Health and Safety Department (514255; Health.Safety@ed.ac.uk) to obtain the document as a paper copy or Word file.