**Local Training Record (Laboratory)**

**Introduction**

This form must be used to record the health and safety training **and** training in specific procedures in use in the Faculty. The trainer must ensure the competence of the trainee in each area before signing the form. This may be done by any or a combination of the following:

* Written test
* Oral test
* Practical demonstration by the trainee.

It is the responsibility of the PI or Supervisor to determine the local training needs for each trainee and to ensure the trainee has suitable access to this training.

This training record should be kept electronically, and it should be accessible to all those who may be required to determine the trainee’s level of competence.

**Training Record (Local)**

|  |  |
| --- | --- |
| **Trainee Name** |  |
| **Staff/ Student** |  |
| **Start Date** |  |
| **PI/ Supervisor/ Line manager(s)** |  |
| **Project title (Students only)** |  |

**Key: Level of attained competency**

|  |
| --- |
| **A:** The task must be directly supervised |
| **B:** The supervisor's advice and approval must be sought before the task is started |
| **C:** The work entails risks which require careful attention to the safety related aspects of it. The student has been trained in the task and demonstrated competence |
| **D:** The risks are insignificant and carry no special supervision considerations |

**Add additional rows to record additional training in specialised areas of work**

| **Activity/ Procedure/**  **Course** | **Training Received**  **(Trainee’s signature)** | **Trainer’s Name (block capitals)**  **Signature** | **Method by which competence assessed**  **Written/ Oral/ Practical** | **Required competence attained**  **(or indicate level of supervision required A, B or C above)** | **Date** |
| --- | --- | --- | --- | --- | --- |
| Staff/ Student local induction |  |  |  |  |  |
| Staff/ Student introduction to laboratory |  |  |  |  |  |
| Fire safety awareness course |  |  |  |  |  |
| Laboratory training:  Use of pipettes |  |  |  |  |  |
| Laboratory training:  Use of fume cupboards |  |  |  |  |  |
| Laboratory training:  Use of laminar flow hoods |  |  |  |  |  |
| Laboratory training:  Use of microbiological safety cabinets |  |  |  |  |  |
| Laboratory training:  ACGM training |  |  |  |  |  |
| Laboratory training:  Working with cryogens |  |  |  |  |  |
| Laboratory training:  Use & transport of gas cylinders |  |  |  |  |  |
| Laboratory training:  Use of toxic chemicals |  |  |  |  |  |
| Laboratory training:  Use of Carcinogens, mutagens or STR’s |  |  |  |  |  |
| Laboratory training:  Handling phenol |  |  |  |  |  |
| Laboratory training:  Use of corrosive material (strong bases) |  |  |  |  |  |
| Laboratory training:  Handling glass and sharp objects – e.g. pipettes, plates, Pasteur pipettes, blades, needles, syringes |  |  |  |  |  |
| Laboratory training:  Use of microwaves in the laboratory |  |  |  |  |  |
| Laboratory training:  Use of high voltage electrophoresis equipment |  |  |  |  |  |
| Use of radioactive substances (by local RPS) |  |  |  |  |  |