Staff Health & Safety Training Record

It's important to keep a record of any health and safety training that you and your staff undertake. Maintaining up-to-date training records helps you:

- **Ensure everyone is trained** in the right topics for their role (fire safety, first aid, manual handling, etc.) and see if anyone needs training or refresher courses.
- **Plan refresher training** before certifications expire. (For example, first aid certificates often last three years, so you'd plan a renewal course before expiry.)
- **Demonstrate compliance** and due diligence. If there's ever an inspection or an accident, you can show proof that staff were trained in safety procedures, which can protect you legally (it shows you took reasonable steps as an employer).

How to use this record:

For each staff member, every time they do a safety-related training, add a line.

Training topics might include:

- **Fire safety training, First Aid certification**
- **Manual handling**
- **Food hygiene (if relevant)**
- **Workplace safety induction (for new starters, covering general policies) etc.**

In 'Refresher Due', put a date if the training needs renewing. Many formal certifications have an expiry or recommended renewal (first aid is typically valid for three years, fire marshal training might be refreshed every two to three years, etc.). For one-off internal training or inductions, you can put 'N/A' (not applicable) or leave blank, unless you plan to refresh it periodically. Some businesses choose to revisit certain training annually (for example, do a yearly fire evacuation drill and briefing—you could list that as refresher due in one year).

Keep this training log updated. It can be a simple table like below, or you could keep each person's training certificates together in a folder. The key is being able to show at a glance who has been trained in what and when they might need an update.

Regular training ensures your staff know how to work safely and what to do in emergencies. It also fulfils your legal duty to provide appropriate health and safety

instruction and training to employees. By tracking it, you won't forget to re-train someone when needed.

Staff Name	Training Topic	Date completed	Refresher Due	Trainer/ Provider
John Doe	Fire Safety & Extinguisher Use	12/03/2025	12/03/2028 (3 years)	ABC Fire Training Ltd
Jane Smith	Emergency First Aid at Work (1-day)	05/06/2024	05/06/2027 (3 years)	St John Ambulance
Sam Brown	Manual Handling (safe lifting)	10/09/2025	n/a (one-time course)	In-house (Toolbox Talk by Manager)

(The above are example entries – replace with your actual staff and trainings.)