

### What should Passport training cover?

A Passport holder should know about:

- the hazards and risks they may face;
- the hazards or risks they can cause for other people;
- how to identify relevant hazards and potential risks;
- how to assess what to do to eliminate the hazard and control the risk;
- how to take steps to control the risk to themselves and others;
- their safety and environmental responsibilities, and those of the people they work with;
- where to find any extra information they need to do their job safely; and
- how to follow a safe system of work.

### How do Passport schemes work?

- An industry or group of companies decide they want a way of ensuring that their employees and any suppliers, contractors, self-employed or agency workers they use have basic health, safety and environment training.
- They need to decide or consider:
  - what training is needed;
  - the qualifications and resources needed by trainers;
  - how training will be delivered;
  - how training will be assessed;
  - how long a Passport will be valid for;
  - the need for refresher training before renewal; and
  - how records will be kept and checked.
- A training scheme is developed, piloted and fine-tuned.
- Courses are offered to workers. It is important to check that training has been successful, so workers must pass a test or an assessment must be made before a Passport is issued.
- Once the scheme starts, the industry or group of companies will not allow workers on their sites unless they hold an up-to-date and valid Passport.
- Some companies insist their contractors hold Passports and make this clear before taking them on.
- Large firms often have their own 'approved' list of contractors. To join this list contractors may have to demonstrate their health, safety and environmental performance. Having workers with Passports is one way to do this.
- In some schemes, Passport information can be checked on a computer database.

### Passports are not:

- a way of knowing or identifying that a worker is competent;
- a substitute for risk assessment;
- a way of showing 'approval' of a contractor;
- required or regulated by law;
- a reason to ignore giving site-specific information; or
- a substitute for effective on-site management.

### Benefits and advantages of Passport schemes

- They can help reduce accidents and ill health caused by work.
- They can have a significant impact in reducing pollution incidents, minimising waste and contributing to a cleaner environment for everyone.
- Passports save both time and money because workers need less induction training.
- They show a company's commitment to having safe and healthy workers.
- Companies know that workers have been trained to a common, recognised and validated standard.
- They help to promote good practice in the supply chain between contractors and companies.
- Insurance and liability premiums may be reduced if a company can show that all workers have basic health, safety and environment training.
- Workers are more employable as they have basic training.

### How Passports help employers and workers stay within the law

Health and safety law says:

- Employees must be trained and instructed in their duties.
- Employers and host companies must ensure contractors are properly trained and competent to work safely.

### How does a worker get a Passport?

Usually a group of companies in an industry set up a Passport scheme for their workers and contractors. Self-employed workers may have to organise their own training through trainers recognised by the companies they wish to work for. Even if the training has been organised or paid for by a company, the Passport belongs to the worker.

### Can a Passport be withdrawn?

Passports are not a way of showing a worker is competent - they only show that a worker has basic training, so if a worker is found doing something wrong, the Passport is unlikely to be withdrawn. But, for example, a Passport would be withdrawn if it was found to have false information or was being misused.

### Training arrangements

The length of training depends on how much needs to be covered. In some schemes half a day may be enough but other courses take longer. Some courses mix the core syllabus with training for the hazards in a specific industry and others separate the two. It is usual for supervisors to have extra training. All courses end with some form of assessment. This can be a multiple-choice questionnaire, a written test or one which involves a computer. In some schemes training is provided by external trainers and in others it is done in-house.

### Refresher training

Most Passports are valid for around three years. It is usual for a worker to be given refresher training before a Passport is re-validated.

### Cost

The law requires health and safety training to be provided during working hours and not paid for by employees. Self-employed workers may have to pay for their own training.

- It is usual for contractors to pay for their own training but they may include the cost in the contract price, so clients will pay for the training indirectly.
- Some training bodies offer subsidies to their members.
- In some schemes, training providers offer two places per course for unemployed people, at a nominal rate.

### Recognition between different schemes

HSE is encouraging organisations to work together so that one scheme recognises the core training of other schemes. This means that Passport holders do not have to repeat the core syllabus if they move from one employer or contract to another, they will simply need site specific training. If they stay in the same industry they may not need to have further sector specific training. By producing a suggested core syllabus, HSE and the Environment Agencies hope to encourage more mutual recognition.

In some schemes arrangements have been made to recognise any Passport which meets 80% of the suggested core syllabus and which has been issued within the last two years.

### Monitoring

It is important that contractors' supervisors monitor Passport holders on a day-to-day basis by:

- asking people about their work;
- checking whether people are following procedures; and
- observing their work.

Any site-based checking system needs to be easy for supervisors to use, for example, one which uses cards should include photographs and signatures.

The standard of training provided also needs to be monitored by clients but most organisations running Passport schemes have quality assurance arrangements.

### Core syllabus

Passport schemes should ideally have a common core syllabus, so:

- Passport holders won't have to repeat core training if they move from one employer or contract to another; and
- duplicated effort and cost are reduced.

HSC/E and the Environment Agencies do not endorse or approve individual Passport training schemes. However, effective ones would be expected to cover elements of the core syllabus below.

### Health and safety core syllabus

- *Introduction to Passports and their purpose*
- *Organising for safety*
  - overview of key health and safety law
  - responsibilities and lines of communication of employers, contractors and individuals
  - overview of risk assessment
  - the role of safety representatives and health and safety inspectors
- *The workplace*
  - safe access and exits
  - safety signs
  - temperature, lighting, housekeeping and welfare facilities
  - slips, trips and falls
  - using display screen equipment or computers
  - reporting failures and defects
  - working at heights and falls from heights
- *Plant and machinery*
  - machinery
  - electricity
  - noise
  - workplace transport
- *Health*
  - personal protective equipment
  - controlling harmful substances
  - manual handling
  - musculoskeletal problems
  - health surveillance or monitoring (if appropriate)
  - stress
- *Procedures*
  - safe systems of work, including permit to work systems
  - emergency procedures
  - fire safety
  - first aid
  - reporting accidents and incidents

### Environment core syllabus

- *Introduction*
  - key legislation
  - enforcing organisations
  - responsibilities of employers and employees
- *Environmental concerns in the workplace*
  - causes of on and off site pollution
  - how to prevent pollution

- *Emergencies*
  - emergency planning
  - emergency procedures including the use of oil absorbents
  - reporting procedures
- *Waste issues*
  - waste management regulations
  - waste segregation
  - waste minimisation
  - safe and secure storage

### Further information

HSE's book *Essentials of health and safety at work* can be used as a training manual for Passport schemes. For additional help on controlling harmful substances look at [www.coshh-essentials.org.uk](http://www.coshh-essentials.org.uk)

HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 [www.hsebooks.co.uk](http://www.hsebooks.co.uk). HSE Infoline 08701 545500 e-mail: [hseinformationservices@natbrit.com](mailto:hseinformationservices@natbrit.com). HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG

Information on pollution prevention and waste minimisation schemes in England and Wales can be found at [www.environment.agency.gov.uk](http://www.environment.agency.gov.uk) and in Scotland at [www.sepa.org.uk](http://www.sepa.org.uk)

This leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

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# PASSPORT SCHEMES

for health, safety and the environment:

## a good practice guide

This guide is for those who run, or who are considering setting up, a 'Passport training scheme.' It describes what a Passport is, gives advice on good practice and includes a suggested core syllabus.

Passport schemes ensure that workers have basic health and safety awareness training. They are welcomed by the Health and Safety Executive (HSE), the Health and Safety Commission (HSC) and the Environment Agencies, as they are a way of improving health and safety performance. They also help promote good practice and can help reduce accidents and ill health caused by work. They are especially useful for workers and contractors who work in more than one industry or firm.

### What are health, safety and environment Passports?

- A Passport shows that a worker has up-to-date basic health and safety or health, safety and environment awareness training. Some cover other subjects too.
- Passports are a way of controlling access to work sites - only workers with valid Passports are allowed to work.
- They are usually credit card size and made of strong plastic with a photograph and signature. Some have security features too, such as holograms.
- Workers can hold more than one Passport if they have been trained for work in more than one industry.
- They are a very simple way for workers who move from one industry to another, or work in more than one industry, to show employers they have basic training.
- A Passport belongs to the worker not the employer.
- Some Certification Schemes operate like Passports.
- Passports are a starting point for workers training for health, safety and environment qualifications.

