**** Training Record

The following table can be used by line managers to record the safety related training   
undertaken by staff members.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Staff name | Date training last undertaken | | | | | | | | |
|  | Fire Safety | Display screen equipment  Self-assessment | Fire Marshall | COSHH / Risk Assessment | Manual handling | Waste Disposal | Techniques specific for project | | |
|  |  |  |  |  |  |  | technique | technique | technique |
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