# Cross-Charging Policy

Health & Safety Services

Unit name goes here

Health & Safety Services schedule a range of training courses across the academic year to support staff in meeting the University of Reading’s responsibilities for Health & Safety.

For the most part, these courses are organised and funded by H&SS with a few exceptions:-

Specialist training courses provided for specific schools and areas will be cross-charged to the School/Function for which they have been organised. These include:-

* Specialist courses for science schools, e.g. Gas Safe courses,
* Specialist courses for Catering areas, e.g. Food Safety e-learning
* For First Aid Training, at the discretion of Health & Safety Services, where need has already been met.

Most sessions have a limit on the number of places available. Place are allocated on a first come first serve basis but for sessions with specific target audiences, priority is given to those who meet the criteria.

# Cancellation Policy

H&SS operate a cancellation policy for all training.

Please contact us as soon as you know that you are unable to attend a training course. We can often offer your place to someone else. A late cancellation fee of £40 may be charged to Schools/Functions when less than 2 working days’ notice is given of withdrawal. Cancellation by simply not turning up to a session will increase the fee to £50 (or the full per person course fee for external training courses e.g. First Aid).

If you are unable to attend due to unforeseen circumstances, an email notification should be sent from your Line Manager to safety@reading.ac.uk and consideration will be given to a waiver of the charge.

Charges will be made where there is non-attendance due to:

* Other work pressures
* Annual leave bookings
* Course booked in error
* Applicant forgot or went to the wrong location

Charges are unlikely to be made where:

* There is a personal or family emergency
* Compassionate leave has been given
* Staff have been reported sick using absence reporting policies & procedures