

SFG20 SKILL SET DEFINITIONS JANUARY 2020 - Version 1 - 20/01/2020

Core Skill Set Code	Core Skill Set	SFG Definition	Health Service Definition
AD	Appointed Person	Person nominated to plan and to have overall control of the lifting operations They should have the necessary authority to approve risk assessments, method statements and lift categorisation, to select crane and lifting accessories, to instruct and supervise, to consult with other responsible bodies, and to stop any dangerous operations	N/A
APD	Authorised Person (Decontamination)	N/A	Definition as provided in the Health Technical Memorandum 01-01: Management and decontamination of surgical instruments (medical devices) used in acute care Part B: Common elements 411 The AP(D) will be an individual possessing adequate technical knowledge and having received appropriate training, appointed in writing by the Designated Person (in conjunction with the advice provided by the AE(D)), who is responsible for the practical implementation and operation of Management's safety policy and procedures relating to the engineering aspects of decontamination equipment including the operation of the permit-to-work system
AH	Authorised Person (HV)	Appointed in writing by management in accordance with safety guidance and is responsible for the implementation and operation of this guidance with regard to work on, or the testing of, defined electrical equipment	Definition as provided in the Health Technical Memorandum 06-03: Electrical safety guidance for high voltage systems 26 An Authorised Person (HV) is appointed in writing by the management on the recommendation of the Authorising Engineer (HV) in accordance with this safety guidance (HV) and is responsible for the implementation and operation of this guidance with regard to work on, or the testing of, defined electrical equipment
AN	Authorised Person (Lifts)	N/A	Definition as provided in the Health Technical Memorandum 08-02: Lifts 310 The Authorised Person (Lifts) is nominated by the Authorising Engineer (Lifts) and has the key operational responsibility for the specialist service The person will be qualified and sufficiently experienced and skilled to fully operate the specialist service The person nominated should be able to demonstrate a thorough familiarisation with the system by having attended appropriate professional courses An important element of this role is the maintenance of records, quality of service and maintenance of system safety (integrity)

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AL	Authorised Person (LV)	N/A	Definition as provided in the Health Technical Memorandum 06-02: Electrical safety guidance for low voltage systems 26 An Authorised Person (LV) is appointed in writing by the management on the recommendation of the Authorising Engineer (LV) in accordance with this safety guidance (LV) and is responsible for the implementation and operation of this guidance with regard to work on, or the testing of, defined electrical equipment
AE	Authorising Engineer	N/A	Definition as provided in the Health Technical Memorandum 06-02: Electrical safety guidance for low voltage systems and 06-03: Electrical safety guidance for high voltage systems 25 An Authorising Engineer (LV or HV, as applicable) is appointed in writing by the Designated Person to take responsibility for the effective management of the safety guidance (LV or HV, as applicable) The person appointed should possess the necessary degree of independence from local management to take action within this guidance
AF	Authorising Engineer (Fire)	N/A	Definition as provided in the Health Technical Memorandum 05-01: Managing healthcare fire safety Authorising Engineer (Fire): a chartered fire engineer, or a chartered member of an appropriate professional body, with extensive experience in healthcare fire safety
AG	Authorising Engineer (Lifts)	N/A	Definition as provided in the Health Technical Memorandum 08-02: Lifts The Authorising Engineer (Lifts) is a chartered engineer with appropriate experience, whose appointment is the responsibility of the Designated Person (Lifts) The person appointed should possess the necessary degree of independence from local management to take action within this guidance including the implementation, administration and monitoring of the safety arrangements defined in BS 7255
BL	Building Trade	Relevant qualifications in construction with workplace experience; Health and Safety qualifications in a Construction Environment; Evidence of experience and "in company" training	N/A
CC	Chartered Civil Engineer	This definition is used by the Institution of Civil Engineers: Accredited 4 year integrated MEng degree in Civil Engineering; Bachelor's degree; accredited Master's degree CEng	N/A

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CP	Competent Person	Relevant experience with accredited course certificates for the subject matter, or professionally qualified A competent person who has sufficient training and experience or knowledge and other qualities that allow them to undertake work in a safe manner	Definition as provided in HTM 05-03: Operational provisions Part J: Guidance on fire engineering of healthcare premises A competent person is defined as "someone who has sufficient technical training and actual experience or technical and other qualities, both to understand fully the dangers involved and to undertake properly the measures referred to in this document"
CF	Competent Person (Fire)	Someone with sufficient training and experience or knowledge and other qualities to enable them to assist in undertaking the preventive and protective measures to properly carry out the task at hand' (Based on the definition used in The Regulatory Reform (Fire Safety) Order 2005)	N/A
CH	Competent Person (HV)	N/A	Definition as provided in the Health Technical Memorandum 06-03: Electrical safety guidance for high voltage systems 28 A Competent Person (HV) is approved and appointed in writing by the Duty Authorised Person (HV) for defined work, possessing the necessary technical knowledge, skill and experience relevant to the nature of the work to be undertaken, who is able to prevent danger or, where appropriate, injury and who is able to accept a safety document from the Duty Authorised Person (HV)
CM	Competent Person (Lifts)	Person suitably trained and qualified by knowledge and practical experience, and provided with the necessary instructions to enable the required work to be carried out safely	N/A
CL	Competent Person (LV)	Approved and appointed in writing for defined work, possessing the necessary technical knowledge, skill and experience relevant to the nature of the work to be undertaken, who is able to prevent danger or, where appropriate, injury, and who is able to accept a permit-to-work from an Authorised Person (LV)	Definition as provided in the Health Technical Memorandum 06-02: Electrical safety guidance for low voltage systems 27 A Competent Person (LV) is approved and appointed in writing by an Authorised Person (LV) for defined work, possessing the necessary technical knowledge, skill and experience relevant to the nature of the work to be undertaken, who is able to prevent danger or, where appropriate, injury, and who is able to accept a permit-to-work from an Authorised Person (LV)
CO	Contractor	Organisation that provides services to another organisation in accordance with an agreed set of terms, conditions, and specifications	N/A
CE	Controls Engineer	Relevant experience with accredited course certificates for the subject matter, or professionally qualified A person who has sufficient training and experience or knowledge and other qualities that allow them to undertake work in a safe manner and have the appropriate sign off responsibility to allow work to proceed	N/A

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DP	Designated Person	Provides the essential management link between the organisation and professional support, which also provides independence of the audit-reporting process The Designated Person will also provide an informed position at board level The Designated Person will work closely with the Operational Manager to ensure that provision is made to adequately support the specialist service	Definition as provided in the Health Technical Memorandum 00: Policies and principles of healthcare engineering 313 This person provides the essential senior management link between the organisation and professional support, which also provides independence of the audit-reporting process The DP will also provide an informed position at board level 314 The DP will work closely with the Senior Operational Manager (SOM) to ensure that provision is made to adequately support the specialist service
DQ	Designated Persons (Lifts)	An individual who has overall authority and responsibility for lifts and their safe operation, including reference to mandatory examinations, record-keeping, emergency procedures and training of personnel	Definition as provided in the Health Technical Memorandum 08-02: Lifts 34 The Designated Person (Lifts) is an individual appointed by a healthcare organisation (a board member or a person with responsibilities to the board) who has overall authority and responsibility for lifts and their safe operation They have a duty to prepare and issue a general policy statement in relation to lifts and their safe operation, including the organisation and arrangements for carrying out that policy The policy should include reference to mandatory examinations, record-keeping, emergency procedures and training of personnel
DH	Duty Holder	Under the HASAWA the duty holder is referred to as a person "who has, to any extent, control of premises", who may be an identified person with that specific responsibility within an organisation or a landlord Various legislation, regulations and codes of practice are available which refer to a 'duty holder' and consequently the duties they perform are widely varied	N/A
E	Electrical	A person who possesses sufficient qualifications, technical knowledge, relevant practical skills and experience for the electrical work undertaken and is able at all times to prevent danger and where appropriate, injury to him/herself and others'	A person who possesses sufficient qualifications, technical knowledge, relevant practical skills and experience for the electrical work undertaken and is able at all times to prevent danger and where appropriate, injury to him/herself and others'
EA	Energy Assessor	A member of a government-approved accreditation scheme who is qualified by education, training and experience to carry out energy assessments and prepare and issue energy performance certificates	N/A
EE	Examining Engineer	A person who possesses sufficient qualifications, technical knowledge, relevant practical skills and experience to carry out structure investigation surveys including intrusive techniques and structure monitoring They must have an awareness of construction methods and materials and a broad knowledge of health and safety legislation	N/A

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FC	Facilities Coordinator	A person who possesses sufficient qualifications, technical knowledge, relevant practical skills and experience to maintain the optimal working environment for the organisation by managing site health and safety checks, statutory compliance record-keeping, planned preventive maintenance and contractor liaison	N/A
FM	Facilities Manager	A person who possesses sufficient qualifications, technical knowledge, relevant practical skills and experience to maintain and upkeep an organisation's buildings, ensuring that they meet legal requirements and health and safety standards	N/A
FN	Facilities Operative	A person who possesses sufficient qualifications, technical knowledge, relevant practical skills and experience to deliver day-to-day facilities services across the floors and buildings of the site	N/A
FDI	Fire Door Inspector	A Fire Door Inspector is someone who has attained sufficient training, experience and knowledge to assess whether fire doors are compliant with current fire safety legislation It is recommended that they are accredited and have received certification from an approved Fire Door Inspection Scheme	N/A
FSA	Fire Safety Adviser	Fire Safety Adviser (Authorised Person – Fire): a person who has sufficient training and experience or knowledge and other qualities to enable them to properly assist in undertaking preventative and protective measures	Definition as provided in Health Technical Memorandum 05-01: Managing healthcare fire safety Fire Safety Adviser (Authorised Person – Fire): a person who has sufficient training and experience or knowledge and other qualities to enable them to properly assist in undertaking preventative and protective measures
FSM	Fire Safety Manager	A person employed to monitor and control management of fire safety with specific reference to controlling the risk from fire to people, property and the environment	Definition as provided in Health Technical Memorandum 05-01: Managing healthcare fire safety The Fire Safety Manager is the person within the organisation tasked with coordinating fire safety issues throughout the organisation's activities
GS	Gas Safe	Legally qualified to work on Gas Systems Definition is dependent on type of system (Domestic or Commercial) Individual qualifications required depending on type of system (eg Natural Gas and LPG)	Legally qualified to work on Gas Systems Definition is dependent on type of system (Domestic or Commercial) Individual qualifications required depending on type of system (eg Natural Gas and LPG)
GM	Grounds Maintenance	Relevant experience with accredited course certificates for the subject matter, or professionally qualified A competent person who has sufficient training and experience or knowledge and other qualities that allow them to undertake work in a safe manner	N/A
HO	Horticulturist	Relevant experience with accredited course certificates for the subject matter, or professionally qualified A person who has sufficient training and experience or knowledge and other qualities that allow them to undertake work in a safe manner	N/A

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IC	Infection Control Officer	N/A	An Infection Control Practitioner is a highly-skilled and sought-after healthcare professional who is responsible for the prevention, investigation, observation and reporting of infectious diseases across a wide range of environments
IG	Internal Technician - Electrically Aware	A person who possesses sufficient qualifications, technical knowledge, relevant practical skills and experience for the electrical work undertaken and is able at all times to prevent danger and where appropriate, injury to him/herself and others'	N/A
IH	Internal Technician - Electrically Qualified	A person who possesses sufficient qualifications, technical knowledge, relevant practical skills and experience for the electrical work undertaken and is able at all times to prevent danger and where appropriate, injury to him/herself and others'	N/A
II	Internal Technician - Mechanically Aware	Relevant experience with accredited course certificates for the subject matter, or professionally qualified A person who has sufficient training and experience or knowledge and other qualities that allow them to undertake work in a safe manner	N/A
ID	Internal Trades Person	Skilled tradesperson that requires work experience on-the-job training	N/A
IE	Internal Trades Person - Electrically Aware	A person who possesses sufficient qualifications, technical knowledge, relevant practical skills and experience for the electrical work undertaken and is able at all times to prevent danger and where appropriate, injury to him/herself and others'	N/A
IF	Internal Trades Person - Mechanically Aware	Relevant experience with accredited course certificates for the subject matter, or professionally qualified A person who has sufficient training and experience or knowledge and other qualities that allow them to undertake work in a safe manner	N/A
LS	Lift Steward	N/A	Definition as provided in the Health Technical Memorandum 08-02: Lifts 316 A Lift Steward is a person nominated by the Authorised Person (Lifts) to undertake simple daily monitoring of lifts in order to check their correct operation
LO	Locksmith	Experience as a locksmith including carpentry and metal works; practical experience on panic devices, opening of locks, fitting new locks, closers and hinges	N/A
ME	M&E	Relevant experience with accredited course certificates for the subject matter, or professionally qualified A person who has sufficient training and experience or knowledge and other qualities that allow them to undertake work in a safe manner and have the appropriate sign off responsibility to allow work to proceed	Relevant experience with accredited course certificates for the subject matter, or professionally qualified A person who has sufficient training and experience or knowledge and other qualities that allow them to undertake work in a safe manner and have the appropriate sign off responsibility to allow work to proceed

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MM	Management	Relevant experience, professionally qualified and should be a member of a relevant organisation A competent person with experience or knowledge to understand the range of health and safety risks in their part of the organisation and to give proportionate attention to each of them Other qualities that allow them to undertake work in a safe manner and have the appropriate responsible personality including leadership Have the appropriate sign off responsibility to allow work to proceed	N/A
MN	Manager	Relevant experience, professionally qualified and should be a member of a relevant organisation A competent person with experience or knowledge to understand the range of health and safety risks in their part of the organisation and to give proportionate attention to each of them Other qualities that allow them to undertake work in a safe manner and have the appropriate responsible personality including leadership Have the appropriate sign off responsibility to allow work to proceed	Relevant experience, professionally qualified and should be a member of a relevant organisation A competent person with experience or knowledge to understand the range of health and safety risks in their part of the organisation and to give proportionate attention to each of them Other qualities that allow them to undertake work in a safe manner and have the appropriate responsible personality including leadership Have the appropriate sign off responsibility to allow work to proceed
M	Mechanical	Relevant experience with accredited course certificates for the subject matter, or professionally qualified A person who has sufficient training and experience or knowledge and other qualities that allow them to undertake work in a safe manner	Relevant experience with accredited course certificates for the subject matter, or professionally qualified A person who has sufficient training and experience or knowledge and other qualities that allow them to undertake work in a safe manner
MS	Multi-skilled	Relevant experience with accredited course certificates for the subject matter, or professionally qualified A person who has sufficient training and experience or knowledge and other qualities that allow them to undertake work in a safe manner	Relevant experience with accredited course certificates for the subject matter, or professionally qualified A person who has sufficient training and experience or knowledge and other qualities that allow them to undertake work in a safe manner
AA	Not-specified	N/A	Not-specified' would suggest either that this Skill Set has a particular definition in various government Health Technical Memorandum documents or they do not specify who should be responsible for the task
OP	Operator	Any person who operates a system or piece of equipment as part of their regular duties, and has sufficient training, experience and knowledge to allow them to undertake the work in a safe manner	Definition as provided in the Health Technical Memorandum 01-01 The Operator is defined as any person with the authority to operate a system or piece of equipment as part of their regular duties, including the noting of instrument readings and simple housekeeping duties Their tasks should be defined in their job descriptions Operators should also have documented training records to demonstrate that they are competent at undertaking their assigned tasks
PN	Painter	A painter and decorator is a tradesman responsible for the painting and decorating of buildings The purpose of painting is to improve the appearance of a building and to protect it from damage	N/A

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PA	Plant Attendant	To assist and support with the delivery of safe and efficient operation of a plant A qualification/previous experience in an appropriate process/engineering discipline; trained in plants, unit operators, and health and safety	N/A
PP	Plumber	Industry recognised qualification in Plumbing and have completed on-the-job training	N/A
POP	Pool Operator	Adequately trained and competent to carry out the full range of duties they are assigned to Competence should be achieved through a combination of training, skills, experience and knowledge, and demonstrated by a qualification in lifeguarding/poolside supervision recognised by a national qualifications awarding body	N/A
PO	Prison Officer	An officer in charge of prisoners in a jail	N/A
RE	Refrigeration Engineer	Demonstrate through applicable certification and with attestation or evidence of competence, that they are capable of carrying out safely and satisfactorily the activities for working on refrigerating circuits and systems Able to deal with applicable health, safety, environmental protection and energy conservation requirements for refrigerating systems and heat pumps	Demonstrate through applicable certification and with attestation or evidence of competence, that they are capable of carrying out safely and satisfactorily the activities for working on refrigerating circuits and systems Able to deal with applicable health, safety, environmental protection and energy conservation requirements for refrigerating systems and heat pumps
RP	Responsible Person	A Responsible Person is generally an employer or, in premises which is not a workplace, the owner or other person who has control of the premises in connection with carrying on of a trade, business or other undertaking (whether for profit or not)	N/A
SP	Specialist	A contractor, manufacturer, engineer or installer with accredited course certificates for the subject matter appointed to carry out maintenance of a built asset that involves specialist knowledge and skills	A contractor, manufacturer, engineer or installer with accredited course certificates for the subject matter appointed to carry out maintenance of a built asset that involves specialist knowledge and skills
TE	Technician	Professionally qualified, trained and experienced in a specific technical process or system	Professionally qualified, trained and experienced in a specific technical process or system
U	User	Any person who uses a system or piece of equipment as part of their regular duties, and has sufficient training, experience and knowledge to allow them to undertake the work in a safe manner	Any person who uses a system or piece of equipment as part of their regular duties, and has sufficient training, experience and knowledge to allow them to undertake the work in a safe manner