



## Training Policy

1. The Company is required to provide whatever information, instruction and training are needed to ensure, so far as is reasonably practicable, the Health and Safety of all employees. Therefore, the company will ensure all employees receive Health and Safety training to enable them to undertake their work activities safely and efficiently
2. The organisation should take into account the capabilities, training, knowledge and experience of workers and ensure that the demands of the job do not exceed their ability to carry out their work without risk to themselves and other
3. Individual employees will have particular training needs, for example:
  - a. New recruits need induction training into how to work safely, including arrangements for First Aid, Emergency Procedures, PPE, Welfare etc.
  - b. When changing jobs or taking on extra responsibilities they need to know about any new Health, Safety and Environmental implications / responsibilities
  - c. Employees who are particularly vulnerable to accidents and require particular attention to their needs, must be assessed to identify their training needs. It is also important that new, inexperienced or young employees are adequately supervised.
  - d. Skills may require updating by refresher training where the skill hasn't been used for a period of time.
4. Risk Assessments undertaken for specific tasks, projects or for company operations may also identify any further specific training needs for employees and or subcontractors.
5. All employees and contractors shall complete the relevant Site Induction which will be recorded prior to starting work.
6. All staff will be provided with the training necessary to ensure they have the experience, training and instruction for the task they are asked to do e.g. plant licences.



7. Directors and Management will regularly review to identify for any employee training needs. The company will continually assess the competence level of its Managers and Employees through the completion of annual appraisals to ensure experience, training and to continuously improve the safety mind-set of the company.
8. A Training Matrix will be completed and maintained for all company staff and where applicable sub-contractors. Copies of training certificate will be held at head office.
9. Where changes in legislation may require the organisation to carry out specific training e.g. First-Aid training then this will be undertaken after the completion of a risk assessment to identify the company requirements.

Signed.....

Date 30<sup>th</sup> September 2022

Julie White

Director