

## TRAINING POLICY

### Statement

We are committed to ensuring that all our staff has received adequate training in order to be able to carry out their duties safely and without risk to themselves or others.

We aim to achieve this by providing induction training for all new employees and on-going skills training. The need for training will be determined by the requirements of the individual employee's job role.

We also constantly assess and review the development needs of our employees and actively encourage all staff, regardless of employment status, language skills and grade, to take advantage of all training opportunities available and to communicate their individual needs and requirements.

### Procedures

The following procedures describe the steps that we will take to comply with our obligations to provide adequate training:

All new employees will receive induction training. This training includes Health and Safety, Quality and Environmental management and covers key areas such as fire safety, deliveries and refuse removal, first aid, welfare and any workplace hazards. A signature will be required from the employee to confirm that they have understood the contents. A copy of this form will be kept on their personnel file.

This training will also be provided to other groups who will be working on our premises or on client sites. A Risk Assessment will be used to determine whether any training is necessary in order to carry out the job role safely. Other training needs will be identified by using one, or a mixture of, the following tools and is dependent upon the specific needs of the individual, team or client: -

- Key Performance Indicators (KPI)
- Where an employee's job involves the operation of tools or machinery, on-the-job training will be provided by the Site or Area Supervisor. It is the responsibility of the employee's manager to ensure that this is carried out. This training will also be given if an employee changes jobs.
- If new machinery or equipment is purchased, further training is likely to become necessary.

In the event of training being required, Staff are expected to find the most cost-effective training available. All reasonable expenses, such as travelling will be reimbursed.

Employees are expected to co-operate with us fully with regard to attending health and safety training courses. We expect that all reasonable effort will be made to attend a course, but if this isn't possible, that we will be notified well in advance.