

Training Policy Statement

All managerial/supervisory staff will be fully trained to ensure they carry out their duties to the required standards of safety, health, environment, skill, quality, employee welfare whilst using good managerial practice.

E-distance learning shall be used during the induction period of all new employees.

The opportunity for training shall be made available to all employees.

The company will encourage employees to participate in training and where appropriate take relevant examinations. On-going reviews of training needs are used to provide employees with the opportunity to develop their full potential. Records of training will be kept on a training matrix, maintained, updated and held at Group Services Dept. Records will show existing training achievements and planned future training needs and re-taking of previously taken examinations within the stipulated time scales. All employees will be encouraged to participate in the continuous development of the company S.H.E., quality and other elements of overall standards of the company.

Employees involved in activities demanding acquired skills shall possess them on commencement of their employment or shall receive training in those skills, either internally, externally or both.

Employees will receive instruction and guidance in Safety, Health & Environment, customer care and other policies designed to meet the requirements of our clients and individual customers.

Each relevant employee shall receive guidance in the selection, inspection and use of access equipment, including Tetra Harness/ladders/step ladders & ancillary items i.e. ladder footers and standoffs. Each employee's attention shall be drawn to their duty to understand Test Inspection/Data Labels attached to items of plant & equipment. Training shall be provided prior to use of mechanised MEWPS, forklift trucks and vehicles equipment and the safe use of.

Where appropriate, employee's competence to carry out their duties to the required standards of safety and quality shall be demonstrated by examination, testing, or certification, either in-house or by recognised external bodies.

S.H.E designated/quality/Controllers/Inspectors and where appropriate surveyors, must be fully conversant and trained in the requirements and procedures of installing our full range of measures and where appropriate central heating systems, replacing boilers etc. and ACOP's 1,2 & 3. They shall possess a complete understanding of the company quality control monitoring and Customer Care and also, disciplinary and grievance procedures and trained in the assessment of risks.

Regular team communication meetings/toolbox talks/briefings are held to ensure everyone is kept fully up-to-date and to allow full participation in S.H.E., quality assurance and other essential company control procedures. Where changes are made to existing procedures, essential documents shall be cascaded down to all employees for whom those changes could affect. Retraining will be provided if identified as necessary.

Reviewed by: Jason Mansfield Company Secretary 09/06/2020

Managing Director: – Alexander Ross Laing

Signed: 

Date: 10/06/2020

Review Date: June 2021