

1.11 TRAINING POLICY STATEMENT

1. General 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 ongoing 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.

2. Legal position

Providing adequate training to our staff is a requirement of the Health and Safety at Work Act 1974. It is also required by other more specific legislation which relates to the use of machinery, handling activities, hazardous substances and the wearing of personal protective equipment. The test of adequacy is based on providing sufficient training to ensure that employees can carry out their duties without jeopardising either their health and safety, or that of their colleagues and visitors.

3. 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, first aid and any workplace hazards. A signature will be required from the employee to confirm that they have understood the contents.
- This training will also be provided to other groups who will be working on our projects. This includes agency temps, work experience students and sub-contractors
- Some training is a statutory requirement, e.g. for manual handling activities. However, where this is not the case, a Senior Manager/HR will determine whether any training is necessary in order to carry out the job role safely.
- Where an employee's job involves the operation of tools or machinery, on-the-job training will be provided by the Site or dedicated training provider. It is the responsibility of the employee's manager to ensure that this is carried out with close liaisons with the Health and Safety Manager. 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.

4. Effectiveness

The effectiveness of our training policy is measured by checking: -

- Quality of work
- Customer Feedback
- Contract Retention

5. Employee duties

Employees are expected to cooperate 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. Should an employee fail to attend a course which is a legal requirement without good reason, we retain the right to treat it as a disciplinary matter.

This policy applies to all employees of W REILLY;

Date: January 2014

Signed:



Managing Director
W REILLY