

# Company Training Policy

We are fully committed to providing all employees and sub-contractors employed by us with the relevant training, subject and particular to the work and location of the work being undertaken.

We recognise that successful implementation of this policy requires total commitment from all employees; from the Managing Director right through to the operatives, and that everyone has a legal obligation to be responsible for their own, as well as others who may be affected by their actions.

To achieve successful implementation of this policy, full details of the organisation and arrangements for training are set out in this company policy document.

All persons associated with our company, including employees and sub-contractors will be given all information and training considered necessary to ensure that all processes and systems of work are designed and continually enhanced with the safety of all, an important consideration.

The responsibility of arranging training has been designated to **Martin Reynolds** who has overall responsibility for the implementation of any training undertaken by our company or its representatives.

Training for operatives can range from short internal review meetings to external courses, with the common purpose of informing the personnel of safety; technical and other specific requirements.

In some instances, in-house training will provide us with the necessary information and detail. For the specific courses listed below we will use a recognised and approved training provider:

- CSCS / CPCS
- Fire
- First Aid
- Work at height
  
- Confined space
- Lead works
- Plant and transport



In conclusion, the health, safety and welfare of all must be our first priority. All systems, procedures and working practices will be rigorously enforced and re-appraised, on an ongoing basis. Everyone will be encouraged to own and participate in this process.



## **Health and Safety Training**

A copy of our policy will be made available to all of our employees and our sub-contractors.

All employees will attend a meeting with the Operations Manager, to explain and discuss the Policy, responsibilities to themselves and others with specific emphasis on your location of work, i.e. Office, Sites, etc.

Overall and final responsibility for all health and safety training matters in the company is that of the Martin Reynolds.

The Health & Safety Advisor will be responsible for notifying the Managing Director of the level of training required and suitable establishments that can provide the necessary training to ensure this training policy can be implemented for our employees.

All employees have the responsibility to co-operate with the Health & Safety Advisor and comply with our training policy to achieve a healthy and safe working environment and to take reasonable care of themselves and others.

All Employees must attend training courses as instructed by the company

External agencies may be used to provide specific training as required to ensure compliance with our legal requirements. All employees will be trained in the operation of machinery and equipment specific to their function, before using machines or equipment, employees are to be informed of the hazards that are likely to occur and the correct methods of operation.

All contractors, their employees, visitors and others will be given any necessary training or instructions required before commencing any work or activity on the company's premises or on any of our sites.

All employees will be required to attend company inductions to be carried out by the Operations Manager before commencing work and attend relevant Tool box Talks at regular intervals.

## **Sub-Contractor Training**

Subcontractors will be made aware of the requirements of our Health and Safety Policy including this Training Policy.

All sub-contractors will be requested to issue the following information to us:

- Their own Health and Safety Policy;
- Their own Training Policy;
- Declaration that they will attend training and induction courses as required.

Before any works are undertaken all Sub-contractors will need to attend our company induction which will be carried out by a designated person.



## General

Our training will be designed to provide the right information to assist our overall development within our company. The Company then benefits in the same way, thus providing an important element to the success of our employment and the protection of our workforce and others who may be affected by our works.

After consultation with **Martin Reynolds** training courses are arranged at approved and competent establishments.

A handwritten signature in black ink, appearing to be 'M. Reynolds', written over a light blue horizontal line.

**Martin Reynolds**  
**Managing Director**

A handwritten signature in blue ink, appearing to be 'Mick Whyte', written over a light blue horizontal line.

**Mick Whyte**  
**Commercial Director**