

POLICY

TRAINING

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REV	Date	Status / Description of Changes
01	24/06/2021	Implemented new policy to comply with CHAS

Contents

Introduction..... 3

Legal Position 3

Employee Duties 3

Procedures..... 3

Introduction

We are committed to ensuring that all our staff have 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. This will also be given to other workers, such as agency temps who may spend time with us. Where necessary, we will provide training for existing staff. The need for training will be determined by the requirements of the individual employee's job role.

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.

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.

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 is based around our Health and Safety Induction Checklist which 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. 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.
- some training is a statutory requirement, e.g. for manual handling activities. However, where this is not the case, a risk assessment will be used to determine whether any training is necessary in order to carry out the job role safely. The specific needs of the individual will also be considered at this time. Other training needs will be identified during the annual appraisal process
- where an employee's job involves the operation of tools or machinery, on-the-job training will be provided by Yard Manager. 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. If so, this will be arranged before work on the new machinery etc. commences
- if certain training is needed and it cannot be provided in-house, then the individual employee and their manager will need to identify a suitable course. Staff are expected to find the most cost-effective training available. All reasonable expenses, such as travelling will be reimbursed.

Thomas Barrett – Director

