

Training Policy

INTRODUCTION

Training is a vital part of our strategy to effectively manage health and safety issues within our business. When carried out effectively, it can change our staff's perception of risk and result in significant improvements in health and safety performance, preparing our staff to work safely and reducing accidents and damage to our premises and equipment. It is also a general factor in motivating staff, so that improvements are often found in overall commitment and work performance, and ensures that staff are competent and confident when carrying out their work. It is our legal responsibility to provide adequate Health and Safety training (see Guidance).

It is our policy to:

- Identify the health and safety training needs associated with our work activities.
- Provide the following health and safety training for our staff:
 - Induction training for new starters
 - Training on our Health and Safety Policies and Procedures
 - Work activity training relevant to the member of staff, including the use of any equipment
 - Training required by specific legislation
 - Training on Fire and Emergency procedures including alarm raising
 - Training on the recognition, handling and use of hazardous substances
 - Awareness training for Management staff
 - Refresher training where identified in our training needs analysis.
- Keep records (see Training Records) of all staff training and related documents.
- Ensure staff are aware of their legal obligation to co-operate and to put into practice any new instruction or guidance given.

Training Procedure

