

Training Policy

Policy Statement

The company will ensure that all members of staff receive training on health and safety, to assist them in undertaking their task safely and efficiently. External specific subjects may be utilised along with internal training.

Although the Managing Director has a major role to play within the Company's health and safety policy, each member of staff in a supervisory role is responsible for ensuring that this his subordinates receive appropriate training and instruction and shall, therefore, liaise with the Managing Director regarding training needs.

Copies of all training records will be held at head office.

Arrangements for Training

Chris Blair shall ensure that all members of staff receive training on health and safety to assist them in undertaking their tasks safely and efficiently. External courses on specific subjects may be utilised along with internal training.

Although the directors have a major role to play within the company's health and safety policy, each member of staff in a supervisory role is responsible for ensuring that their subordinates receive appropriate training and instruction and shall, therefore, liaise with Kevin Dent regarding training needs.

Copies of all training records will be held at head office by Chris Blair.

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Training is about providing employees with the skills, knowledge, attitudes and understanding to carry out their jobs effectively. Training is an essential part of any safe system of work; control measures will not work unless employees know how to use them properly and understand the need for them.

There is a general requirement on all employers under the Health and Safety at Work Act to provide employees with adequate information, instruction, training and supervision.

Under the Management of Health and Safety at Work Regulations, training must take place during working hours. If this is not possible, the time taken for training must be regarded as an extension to the employee's time at work. This means that, if the employee normally gets paid overtime, the time they spend after hours on training courses for health and safety should be remunerated in the same way as if they were working.

ARG Group Ltd will take account of employee's capabilities, level of training, knowledge and experience when allocating work.

Competence is a combination of the following:

1. Training
2. Knowledge
3. Experience
4. Skill

ARG Group Ltd will decide the level of competence, i.e. the combination of these four elements needed to carry out a job safely. There are also specific legal requirements for competence in certain areas of work, e.g. providing health and safety assistance, working on electrical equipment and systems.

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Before adequate training can be provided, it is necessary to identify individual training needs. General induction training must be given to all employee's but, in addition to this, each new and existing worker is likely to require more detailed training to meet the specific needs of their job. Training needs should be identified when a person first begins a job, and should be reviewed regularly. In between reviews, training needs may become apparent, for example if a manager or supervisor notices an employee using work equipment incorrectly.

Training needs may be influenced by:

- Previous experience and training
- The individual's capability and capacity for learning
- The level of expertise and competence required for the job

The training requirements of each particular job will be identified by the risk assessment for the particular activity, and should be included in the job specification. Employers must provide employees with adequate safety training if they change jobs or responsibilities and if new equipment or technology is introduced or existing equipment is modified significantly.

Training Courses

- Training courses, used for briefings, technical training, large audiences, covering new subject areas and general principals
- Demonstrations, for showing how to carry out specific activities or methods
- Toolbox talks, for passing on information on working procedures to groups of employees
- On the job training, for teaching an individual how to carry out the tasks they are responsible for
- Workshops, for encouraging participation during training courses
- Training may be given by in-house personnel, e.g. line managers or employees with specific competence
- External trainers delivering a tailored in-house course in the workplace
- External trainers at an external venue

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Training Requirements

Management and supervisory staff will be trained in:

- The requirements of health and safety law in relation to their areas of responsibility
- The Health and Safety Policy
- Safety rules, procedures, control measures, monitoring and checking arrangements etc. relevant to their areas of responsibility
- Communication with their staff and their managers
- How to supervise staff in relation to safety procedures etc.
- Incident investigation
- Identification of problems or improvements in health and safety arrangements
- How and when to take disciplinary action against staff breaching safety rules etc.
- Effective recruitment
- Recognition of personal limitations in relation to health and safety knowledge
- How and when to seek specialist advice

Toolbox talks

Toolbox talks will be used as a way of communicating health and safety information to employees on a regular basis. It is expected that such talks will be presented to employees by Company management or their authorised representatives, at a frequency to be determined by this Company. An example of the form used by this Company to record toolbox talks is attached.

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Refresher training

Refresher training will be used to help refresh employee's memories on a particular subject area and to update them on changes in legislation, practice and policy. Competence will generally decline if skills are not used regularly. Refresher training is usually specific to a topic and is particularly relevant to some groups of workers, including the following:

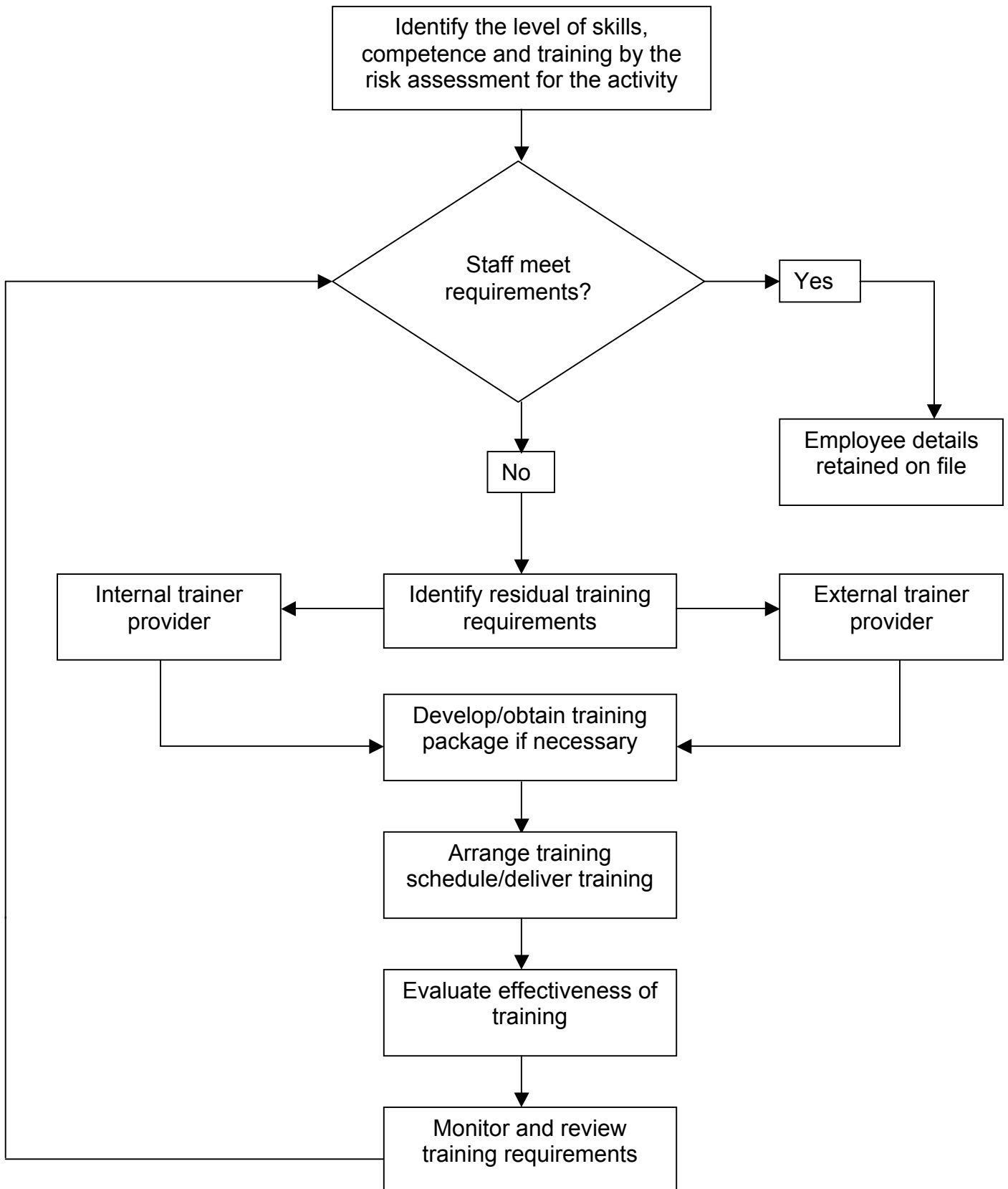
1. Those working with asbestos and hazardous substances
2. Crane operators
3. Drivers of company vehicles
4. Those handling flammable substances
5. Those working with ionising radiation
6. Operators of fork lift trucks
7. Drivers of vehicles carrying dangerous substances by road
8. Safety and employee representatives
9. Qualified First Aiders and appointed persons
10. Safety advisers and co-ordinators
11. Management staff

The frequency of refresher training will depend on the complexity of the subject, how rapidly it changes and the ability of the individual to retain information. In order to remember when the individual is due for fixed frequency refresher training e.g. every three years for qualified First Aiders, a written reminder should be included in the individual's training records.

If there is a significant change in legislation or practice, refresher training may have to be provided *ad hoc*, as well as on a regular basis. For example, staff trained to operate a particular fork lift truck would require additional training should a new truck of a different type or rating be brought into use. Management staff will need retraining following amendments to the health and safety policy, to ensure consistent implementation of any new measures.

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Procedure for Training



See Guidance for More Information

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