

# Training Policy

---



In order to secure the health & safety of all employees, the company will provide suitable health & safety training to all employees on a regular basis to ensure their competence to work safely within the industry.

- Induction training will commence on the first day of employment so that employees are familiar with basic procedures once they are at their place of work. Where this is not practical the induction will take place as soon as possible.
- New employees to receive job-specific induction training with regards to their operations within this company. Manual handling of materials on site, lifting / carrying / unloading / loading / storing & stacking.
- Basic accident prevention techniques, & causation and consequences of accidents to be understood by employees.
- All site based employees will receive specific onsite training, relating to safe systems of work & safe working practices of the project.
- Only employees who are trained & competent to use equipment & power tools on site may do so, as technology changes assessment & refresher training will be carried out.
- Where required outside bodies will be used to gain recognised qualifications such as NVQ'S /CSCS / CISRS / CITB.
- Reinforcement training will be required at appropriate intervals, which will depend on observation of the workforce. (Training needs assessment) Toolbox talks.
- In-house training needs shall be reviewed annually by management to ensure the training needs analysis provides for both the needs of the individual and the requirements of the company.

This policy will be reviewed in July 2021 but Admiral will continually endeavour to improve our practices

Signature of person responsible for policy:-

Mr. Terry Withers  
Managing Director  
Date: July 2021

Reviewed: July 2021  
Next Review: July 2022