

Training Policy

General Statement

At the A1 Group 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.

It is our policy to:

- Identify the Health and Safety training need associated with our work activities
- Provide the following health and safety training to all our staff
 - Induction training for new starters
 - Training on 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 recognition, handling and use of hazardous substances
 - Awareness training for Management
 - Refresher training where identified in our training needs analysis
- Keep records (see training records) for 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

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.

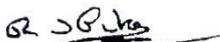
Procedures

The following procedures describe the steps that we will take to comply with our obligations to provide adequate training:

1	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.
2	This training will also be provided to other groups who will be working on our premises. This includes agency temps, work experience students, contractors and volunteers.
3	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.
4	Where an employee's job involves the operation of tools or machinery, on-the-job training will be provided by (<i>Insert name</i>). 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.
5	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.
6	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.

Revision

The Company will make all employees aware of this Company Policy.

Signed: 

Date: 1/1/24

Russell Pike - **Managing Director A1 Group**

Next Review date 1st January 2025

Training Procedure

