

## Training & Development Policy

The company recognises that its employees are its most important resource and is committed to the training and development of all employees to enable them to meet their aspirations and reach their full potential. This will assist in enabling the company to deliver a first class service to its customers and by increased efficiency improve the company's overall performance.

The company's aims are to:

- Ensure that all employees are properly trained in the skills they need to carry out their job to the standard expected by the company and its clients.
- Provide employees with the training they require to deal with any changes in the way or circumstances that their jobs are carried out including changing technical developments.
- Encourage employees to develop their skills and talents to progress within the company and reach their full potential.
- Raise awareness of the industries role by supporting community based learning and information initiatives such as school mentoring schemes.
- Ensure that the Training and Development plan stems from board level strategy incorporating all relevant industry wide initiatives.

The individuals training and development needs will be identified and developed through:

- Annual performance appraisal.
- Continuous company reviews.
- Employee requests.

The training and development will be met through a variety of internal and external sources depending on the individual's requirements.

All internal training is at no cost to the employee. External courses and professional qualifications are usually fully or partially funded by the company dependent of the nature of the training.

Employees are encouraged to be proactive in respect of their training requirements and provide feedback on the relevance and effectiveness of the training they are given.

Opportunities for training will be based on an assessment of employees development needs irrespective of their sex, age, marital status, disability, race, colour, ethnic / national origin or sexual orientation.

Areas of general training include:

- NVQ Level 3 Building Site Supervision (site managers).
- NVQ Level 4 Construction Management (project and contracts managers).
- Construction Skills Certification Scheme.
- Information Technology.
- C.T.A. (Plant Operating Proficiency).
- Formal Apprenticeships (NVQ2 and NVQ3) in Carpentry, Joinery and Brickwork.
- Degrees in Quantity Surveying and Construction Management.
- General Staff Development.
- General Skills Training.
- Health & Safety (for site specifics see separate listings).



We are active members of the Essex Construction Training Association (ECTA) which works closely with the Construction Industry Training Board (CITB) in organising and arranging construction related training courses and advising members on training issues.

### Induction training

Induction training will be given to all new staff and operatives with regards to basic health and safety training relating to significant risks relating to their place of work and the measures in place to protect them. Site specific information and training will be given where required.

When acting as the main contractor, site agents will be responsible for providing induction training to employees and sub-contractors engaged upon the works. The content of the induction training will be described in the projects construction phase plan.

Items covered by induction training will include:

- Explanation of the relevant points of the health and safety policy.
- Details of management systems which are in place to identify and eliminate or minimise risks, for example- site rules, risk assessments, COSHH assessments and method statements.
- The role each individual has to ensure standards of health and safety are maintained.
- Communication channels to be used regarding health and safety matters.
- Work associated risks and control measures.
- Use and care of work equipment and personal protective equipment.
- Welfare and first aid facilities.
- Hazards arising out of the interface with other contractors.
- Emergency procedures.
- Limitations of works.
- Work equipment

Employees and sub-contractors will endorse a record of induction training and this will be maintained in the projects construction phase plan.

On completion of the site works, induction and training records will be maintained on file at the office and then archived with the project file.

General employee induction training will be recorded in the training records and maintained by the company secretary.

### Health and safety training

Apart from general health and safety training and awareness, more specific training is given to site operatives and those members of the office staff responsible for their supervision or who are likely to visit sites.

A register of employee training is maintained and provision is ongoing.

Typical health and safety training for site managers includes:

- Safety awareness
- First aid
- Scaffold inspection
- Manual handling



- COSHH
- Risk assessment
- Abrasive wheels
- Construction design and management regulations
- Noise at work
- Asbestos awareness
- Fire Risk Assessment

Supplementary training for selected supervisors:

- Confined space working
- Road and street works supervision
- Setting out and engineering
- Lifting operations

Typical operative training:

- Safety awareness
- Manual handling
- Asbestos Awareness

Specialist plant or task orientated training for selected operatives:

- Plant operation- dumper, excavators, tele-handlers
- Confined space working
- Abrasive wheels
- Road and street works operatives
- First aid

### Training records

Aim:

To enable management to keep records of training received by each employee and to aid in ensuring that the requirements for training are identified and fulfilled.

Responsibility for training records:

The company secretary will ensure the maintenance of, and quarterly review of training records.

Organisation of training records:

- A copy of all relevant training will be obtained from new employees at induction by the relevant manager and will be passed on to the company secretary.
- A copy of training certificates and details of attendance at courses will be kept on file at our head office.
- A documented database will list the training received by each employee identifying date received and expiration date where applicable.
- An abbreviated version of the record will be issued to the contract site managers and contracts managers to ensure information about individual employees' training records are readily available in order to aid in making assessments.
- The database will be reviewed and updated on a quarterly basis.



- Training needs will be identified by both employees and their managers, taking into account their allocated work tasks and aspirations. Potential training needs will be communicated to contracts managers to enable provision to be agreed.
- Staff appraisal will provide further opportunity for training requirements to be identified and agreed.
- The company secretary will oversee the provision of training to meet identified needs.

Signed:	<i>KPBrowning MJDenny</i>
	On behalf of TJ Evers Ltd
Date:	18.12.2016