

Training Policy



INTRODUCTION

It is our policy to provide employees with the skills, knowledge, attitudes and understanding to carry out their jobs effectively. It is also our policy to provide an environment for personal development and growth.

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. Training also 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
 - First Aid training
 - Manual handling training
 - 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 Guidance

INTRODUCTION

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.

LEGAL REQUIREMENTS

There is 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.

COMPETENCE

We will take account of employees' capabilities, level of training, knowledge and experience when allocating work.

Competence is a combination of the following:



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- Training
- Knowledge
- Experience
- Skill.

We 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.

TRAINING NEEDS

Before adequate training can be provided, it is necessary to identify individual training needs. General induction training must be given to all employees 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 should 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.

METHODS OF TRAINING

There are a variety of different training methods, including:

- Training courses, used for briefings, technical training, large audiences, covering new subject areas and general principles
- 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 anyone competent to do so, for example:
 - 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.

TRAINING REQUIREMENTS

Management and supervisory staff should 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



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- How and when to seek specialist advice

INDUCTION TRAINING

All new members of staff should receive health and safety induction training as part of their general induction to the organisation. This should take place as soon as possible after they start, ideally on arrival. The objective of the training is to ensure new staff are familiar with all fundamental aspects of health and safety which relate to their employment and the contribution that they can make to a safe working environment.

Areas to be covered:

- The individual's reporting lines, job title, duties and responsibilities
- The Company's Health and Safety Policy including:
 - The organisational commitment to health and safety in the workplace
 - Legislative background to the health and safety policy
 - The general statement of policy and its importance
 - How to get access to the health and safety policy
 - The organisational structure for managing health and safety
 - The employee consultation process on health and safety issues
 - Management and staff responsibilities and rules
 - Policies and procedures
 - Fire safety and emergency evacuation procedures, raising the alarm, escape routes and assembly points
 - How the accident and incident reporting system works
 - First aid arrangements
 - Disciplinary procedures following breach of staff rules.
- Prohibited and hazardous areas, smoking arrangements
- Where to find individuals with special health and safety functions, e.g. Health and Safety Adviser/Co-ordinators, First Aiders, Fire Wardens and Safety and Employee Representatives
- Details of any traffic controls and restrictions
- Location specific safety issues
- Job specific safety issues and access to relevant risk assessments, work procedures, control measures etc.
- Details of any further training to be provided.

It can be helpful for any individuals with health and safety responsibilities to be present during induction training.

References:

Health and Safety Policy and Procedures
 Organisation, responsibilities and safety rules
 Fire notices
 First aid notices
 Location and job specific requirements
 Guidance relevant to the individual's work
 Risk Manager and relevant specific/detailed risk assessments.

REFRESHER TRAINING

Refresher training is necessary to help refresh employees' 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:

- Drivers of company vehicles
- Those employed in manual handling operations
- Operators of fork lift trucks
- Safety and employee representatives
- Qualified First Aiders and appointed persons



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- Safety advisers and co-ordinators
- 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 the 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.

Further guidance on training requirements is included in the guidance relating to specific topics.

Adopted and approved
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