

TRAINING POLICY

Overview

Higham recognise that training staff in health and safety will help reduce risks to people and assist the business to retain a competitive edge. Higham see adequate and appropriate training as not only enabling our employees to work safely, but also as a route to developing a competent and efficient workforce.

Higham also understand that training is not a substitute for proper risk control, but may be appropriate as a temporary measure of control until permanent improvements can be made.

It is our policy to:

- Provide appropriate employee induction, job specific, and refresher training to achieve and maintain satisfactory standards of competent health and safety performance.
- Support our workforce training programme with adequate information, instruction and supervision arrangements appropriate to the job activity, taking account of a workers ability, experience, age, or special needs.
- Pay particular attention to essential training requirements identified through the risk assessment process for example, work where significant risks are present.
- Ensure management are aware of their responsibilities to plan and organise training to ensure correct and safe standards are attained through the most economical use of time and resources and who they should contact for further.
- Provide clear information to managers on who to contact should they need to obtain advice and guidance on training available both inside, and outside, the company.
- Inform employees they are expected to assist managers/supervisors by bringing to their attention any training needs that may have lapsed, and to fully participate in company training programmes.
- Maintain appropriate records of training.
- Monitor and review our training to ensure our employees are equipped with the skills to enable them to carry out their jobs without detriment to their health or safety.

Signed:



Director
On behalf of Higham Flat Roofing Ltd