

# Training Policy

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## Introduction

LA1 Construction recognises the important role our employees have in representing our company and we place a great deal of emphasis on having a skilled labour force and we see training either on the job or at formal courses as essential. We are particularly careful not to place an individual in a situation where they would not have the skills to work safely. Individuals will be sent on training courses to acquire new skills as appropriate and apprentices and trainees will be linked with college education where possible.

## Induction Training

Induction training for new employees, including those joining the Company for a short period will include:

- Company and departmental organisation.
- Company and individual responsibilities for health and safety.
- Common hazards in the workplace.
- Appropriate arrangements from the health and safety policy including:
  - Fire safety and procedures
  - Accident reporting procedures
  - Location of first aid equipment and names of first aiders
  - Welfare facilities
  - Hazard and defect reporting procedures
- Specific training applicable to the work will cover relevant risk assessments and safe systems of working, including:
  - Safe use of machinery/equipment required for the task
  - Safe handling, use and storage of articles and substances
  - Use of personal protective equipment

Individuals will not be allowed to undertake any task until they have demonstrated the level of competence required for the activity and this will be reflected in the level of supervision provided.

The induction process will be adapted as necessary for young or inexperienced persons and those with learning difficulties or other disabilities, in consultation with line management and the individual concerned.

The induction process will also be adapted for those whose work responsibilities change or when new procedures are introduced.

All rules and safe working practices will be clearly explained and the induction record completed only when the individual has demonstrated their understanding.

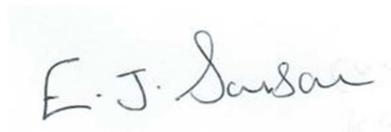
## Training for Managers and Supervisors

Managers and supervisors are responsible for implementing the health and safety policy and enforcing safe systems of work and will be given sufficient resources to enable them to do this.

Managers and supervisors will receive adequate information, instruction and training as appropriate in the following areas:

- Their role and responsibilities for managing health and safety in their work area and for people under their control
- Identifying hazards and assessing risks
- Determining appropriate measures to eliminate hazards or adequately control risks arising from them
- Reactive and proactive monitoring of control measures implemented
- Accident recording and investigation
- The requirements under any specific legislation which is applicable to their role.

Signed for and on behalf of LA1 Construction Ltd:



**Elliott Sansom**

Director



**Sam Mayor**

Director

Date: 01/03/2021