

## **Bishop & Levett Ltd - Policy on training**

Bishop & Levett will ensure that each new employee receives suitable and sufficient induction training within the first week of employment with the company.

The Health & Safety policy and systems documents will form the main part of training and therefore these documents will be brought to the new employees attention.

Minimum induction training is listed below:

- Health & Safety policy – statement, Organisation and arrangements.
- Operational arrangements – tasks expected of them, all within health & safety working procedures. Name of responsible person to whom they shall report to shall be identified and introduced.
- Welfare arrangements.
- Fire arrangements – fire procedures, precautions etc.
- Accident reporting & first aid provision, including location of record book, first aid box and duty first aider or appointed person.

All new employees shall acknowledge in writing that they have received and understood induction training.

Bishop & Levett will ensure that all of our employees to undertake periodic refresher training to include:

- CSCS Card – Construction skills Certification scheme Health & Safety Test.
- Tool box talks to include: asbestos awareness training, working at height, abrasive wheels training, fire precautions, procedures & emergency action training. Provision and use of work equipment, provision and use of personal protective equipment. Accident prevention, reporting and emergency procedures. Provision and use of work equipment and provision and use of personal protective equipment.

Current copies of training records will be retained in section 8 of our Health & safety policy.

Any training certificates will be kept on individual employees file, copy given to employee.

Michael Levett

Director

22<sup>nd</sup> March 2011

Reviewed annually