



**NW**  
NORWOOD UK

Competence &  
Training Policy

## **Competence and Training Policy**

Norwood UK shall ensure that any person(s) under its control performing tasks that can impact on H&S is (are) competent on the basis of appropriate education, training or experience, and shall retain associated records. The organisation shall identify training needs associated with its H&S risks and its H&S management system. It shall provide training or take other action to meet these needs, evaluate the effectiveness of the training or action taken and retain associated records.

### **Procedure**

Health and safety knowledge, capabilities and requirements must be taken into account before appointment or allocation of personnel to a different job or location. Suitable training must be provided to meet the needs of the individual and updated periodically in response to change or the need to ensure satisfactory performance. Training arrangements and course content must be appropriate to the needs of the business, cost effective and presented in a professional manner.

Jobs are to be analysed to identify the training needs of all employees and contractors. A primary source of information will be the training matrices, appropriate risk assessment and the Office of Rail Regulation publication Developing and Maintaining Staff Competence.

A record will be kept of all training received by employees. Divisional management will ensure that the relevant information is provided to ensure that the records are kept up to date. The record will be kept for at least 5 years following the individual's cessation of employment with the company. Records will be maintained using the company training database.

## Responsibilities

The company will:

- Identify the health and safety training needs of, employees and contractors and make appropriate arrangements for training.
- Provide suitable training in response to the findings of risk assessments and audits, which indicate new, revised or additional training needs.
- Ensure new starters to the company and contractors have appropriate induction training, and are properly briefed on the foreseeable hazards, appropriate precautions and competencies needed.
- Provide additional training in response to incidents and changes in equipment, procedures or work methods and requirements.
- Provide periodic refresher training to stimulate awareness, ensure satisfactory performance and provide the essential competencies for the job.
- Only allocate tasks / responsibilities to those staff that have been suitably trained.
- Where appropriate, specialist training will be provided.

## INDUCTION

Management shall ensure that all new employees, including new starters, before commencement of work, receive an induction on the safety procedures and rules applicable to the operations.

Management shall undertake the following:

- Inform the employee of their specific duties and to whom he/she is responsible
- Provide instruction on the purpose of the health, safety and environment policy and its content
- Advise where the health and safety policy is kept for reference
- Ensure a copy of a guide to personal track safety is issued

- Ensure that suitable personal protective clothing is provided and instruction given on its proper use
- Provide instruction on the emergency procedures relating to the premises or site
- Inform the employees of the risks to their health and safety on site or in the work place
- Inform the employees of the preventative and protective measures
- Inform the employee of any compulsory requirements, prohibited actions or prohibited areas of operation
- Ascertain if specific training or instruction is required and to arrange for such training to be provided
- Show the employee the arrangements for first aid on company's site and for work undertaken on clients sites
- Explain the procedures in the event of an accident, incident and near miss

### **EMPLOYEES UNDER 18 YEARS OLD ADDITIONAL REQUIREMENTS**

Management, before permitting a young person to start work, shall carry out a risk assessment with regard to the intended activities to be undertaken by the young person and determine the suitability of such an engagement and the methods of working necessary to ensure the persons health and safety, and to enable compliance with the provisions and prohibitions of the Regulation 19 of the Management of Health and Safety at Work Regulations 1999 as amended. Where the assessment shows that there exists a risk to the health and safety of a young person, then new assessments will be undertaken at regular intervals and the health and the young person monitored.

All employees under the age of eighteen must not use any power tools or equipment unless being trained and under the immediate supervision of a competent person.

Signed for and on behalf of the company



Jo Shuttlewood – HR Director

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