My Baobab Learning CIC H&S Training Policy

CONTENTS

- 1.0 Introduction
- 2.0 Policy Statement
- 3.0 Supporting Actions
 - 3.1 Strategy
 - 3.2 Induction
 - 3.3 Training Plan
- 1.0 Version Control

1.0 Introduction

My Baobab Learning CIC will arrange safety training for employees and will identify any special requirements of training for those employees whose duties involve some particular safety or environmental requirement.

2.0 Policy Statement

All new employees will undergo general and specific (to their intended work are) induction training. It is the responsibility of the department supervisory staff to see that each new or relocated employee understands all of the safety requirements of his/her/their job and work area.

New employees will be provided with a 'Health & Safety Induction checklist' which contains the necessary information with regard to fire wardens, first aiders, etc.

A 'Health & Safety Training Matrix' will be completed for each new employee.

3.0 Supporting Actions

3.1 Strategy

The organisation has compiled a training plan that identifies the training needs of all personnel, based on job description, responsibilities and any relevant health & safety risks and environmental aspects associated with their work or environment.

3.2 Induction

All staff will receive health & safety training as part of the induction process. For some members of staff, information provided at induction will be sufficient, e.g.:

- General Safety awareness
- Fire Safety
- Evacuation Process
- Reporting of accidents/incidents
- COSSH Control of Substances Hazardous to Health Regulations
- DSE Data Screen Equipment (See HSE website)
- Manual Handling
- PPE
- Noise
- Risk Assessment

This information is contained within the HR Policies Folder (Online Cloud document, printed copies are made on request due to the objectives of our *Environmental Policy*) and departmental training strategy documents.

Additional training is necessary where there are significant health and safety risks. Staff working in these risk areas will therefore undergo additional training/briefings to lessen risk and maintain legislative compliance.

Senior management also requires awareness of strategic issues associated with health & safety management and its contribution to overall business performance, thereby gaining commitment to successful implementation of the Health & Safety Policy.

3.3 Training Plan

The training is divided into four stages:

- 1. Identification of necessary skills organisation wide. These are identified on the health & safety skills matrix held in the hr policies Online cloud.
- 2. Identification of individuals who require skills
- 3. Identification of current level of skills ('skills gap'), based on areas of knowledge of health & safety and safety impacts.
- 4. Identification of skills gaps, i.e. which areas require training

1.0 Version control

VERSION	DATE PRODUCED	APPROVED BY	

Employee Name:	Site:			
Department:	Start			
	Date:	:		
Health & Safety			Tick or update N/A	
Presentation of Company Health & Safety Handbo	ok (Onlin	ne)		
Explanation of Company Health & Safety Policy				
Location of Health & Safety Manual – Organisation	and Mai	na	gement	
Specific Hazards of your job				
Explanation of COSHH				
Protective Equipment and clothing issued				
PPE issued – Completed and signed for (where ap				
Accident Reporting/Investing procedures				
Explanation of Health & Safety Representatives Ro	ole			
Explanation of Fire Warden Role (AFC CIC Office	Evacuation	on	/site)	
Explanation of First Aiders Role				
Personal Emergency Plan (PEEP) completed whe	ry			
Driving				
Driving of company vehicles				
Copy of Current Driving Licence/Business Insurance (All workers using car for work purposes)	ce/MOT			
Explanation of Mobile Phone policy/Driving Policy				
Walk Round				
Introduction to colleagues				
Location of other departments and Introduction to	key staff			
Toilets, Canteen and rest room facilities				
Location of Fire Exits / Assembly Points / What to				
Notices (Rear of door/Induction folder/Throughout	the buildi	ing	g)	
Introduction to Health & Safety Representative				
Introduction to Fire Warden				
Introduction to First Aiders and location of First Aid	boxes			
Copy of completed Health & Safety Induction Form)			

Job Title:				
Department:				
Name of Employee:				
Date:				
Description:	Length of Training	Completion Date	Signature of Employee	Signature of Supervisor
'On the job' training				
Accident procedures				
Safe manual handling techniques				
DSE Awareness				
General Health & safety awareness				
COSHH awareness Training				
Instruction in the use of risk assessments				
Permits to work training				
Personal protective equipment training				
Other issues				
Other issues				
Other issues				
This is to confirm that all the	e above trair	ning has been	completed:	
Signature of Employee:				
Signature of Supervisor:				

Date:				
Description	Length Of Training	Completion Date	Signature of Employee	Signature of Supervisor
This is to confirm that	all the above	training has be	en completed.	
Signature of employee:				
Date:				
Signature of Line Mana	der.			

Name of Employee: