

1 Training, Information and Instruction Policy

1.1 Introduction

Section 2 of the Health and Safety at Work, etc. Act 1974 requires an employer to provide information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees. The Management of Health and Safety at Work Regulations 1999 (MHSWR) require an employer to appoint one or more competent people to help them implement the measures they need to take to comply with the legal requirements. That could be a member of the workforce, the owner/manager, or an external consultant. The competent person should focus on the significant risks and those with serious consequences.

The competence of individuals is vital, whether they are Employers, Managers, Supervisors, Employees and Contractors, especially those with safety-critical roles. It ensures they recognise the risks in their activities and can apply the right measures to control and manage those risks.

All training at B&L is managed and agreed through the Human Resources Department In consultation with the Health and Safety Advisors, an annual training plan for all health or safety related training is formulated and agreed with relevant departments and a central budget sits within the Human Resources department.

Where a task requires specific skills to be demonstrated, new or newly qualified staff will be supervised until their Line Manager is confident of their ability to carry out tasks unsupervised.

1.2 Scope of Policy

1.2.1 Induction

All new employees to Bryen Langley, are required to attend an orientation session which includes Fire Safety and Emergency Evacuation, Accident Reporting and First Aid arrangements as well as other issues specific to their roles at B&L. Managers are responsible for ensuring their employees attend an induction session within the first month of employment.

Contractor and/or Subcontractor inductions are carried out by a Bryen Langley member of the staff or an authorised person for any contractors on projects.

1.2.2 Health and Safety Related Training

All health and safety related training is identified by Line Managers through the appraisal process or following changes to operations requiring refresher or new training. All training administration and

Revision	Date	Document Title	Page
1.2	Jan 25	HASP 026 Training, Information and Training	1 of 3

budgeting is managed by the Human Resources team in consultation with the Health and Safety Advisors and other Line Managers whose employees require more specialist training.

Training courses are delivered either through in-house or external providers according to specialist requirements.

Toolbox talks will be delivered by Line Managers for each department or by the Health and Safety Advisors on request.

1.3 Key Responsibilities

Organisational Responsibility:	Responsibility allocated to:
Director(s)	Human Resources Department
Updating the B&L training matrix	Human Resources Department
Keeping adequate training records for audit purposes	Human Resources Department

1.4 Competence and Training

Training provided to employees is commensurate with their work activities. This is decided in consultation with the employee, their manager, the Human Resources department and the Health and Safety Advisors.

Documented records of all health and safety related training are retained by the Human Resources department on personnel files and training provided by the health and safety team are stored electronically by the Health and Safety department.

1.5 Forms for Recording

The following forms are attached to this policy arrangement:

Form:	How the form must be used:
HASF 127 Training Record	Human Resources department to keep copies of training certification
B&L Training Matrix	To be maintained by the Human Resources department

Revision	Date	Document Title	Page
1.2	Jan 25	HASP 026 Training, Information and Training	2 of 3

1.6 How this policy will be reviewed

This policy shall be reviewed annually and should be read in conjunction with the staff handbook.

Revision	Date	Document Title	Page
1.2	Jan 25	HASP 026 Training, Information and Training	3 of 3