

Training Policy

Guildon Limited believes that training and development is an important tool in securing the necessary competence to undertake project. This is reflected in our training policy detailed below.

Other factors that are considered to be important are:

- Experience of applying learned skills in a work environment
- Supervision to ensure the correct development of the skill through ‘hands on’ experience. Training, as well as the other factors mentioned, will bring us wider benefits than just securing competence as the following points will illustrate:
- Training will serve to avoid prosecution that may otherwise arise if we failed to carry out statutory requirements for training;
- It will improve productivity, both in quantity and quality, by reducing loss through accidents, wastage and delays;
- It will provide a pool of skilled staff, which will benefit us; and
- It will contribute to our overall culture by encouraging motivation and commitment. We ensure that there are suitably trained and experienced staff on duty as appropriate to the job in hand, including Directors, site managers and staff. All staff member are taken through an in-house induction regime with their first week of working at Guildon Ltd and receive relevant and ongoing training as required. All employees undergo both mandatory and non-mandatory training either on site or at approved training supplier premises. This is logged within the employees training record. The training program is comprehensive and covers all employees within Guildon Ltd. The basic steps in implementing the training program are set out below.
Identification of training needs. We have decided that the best starting point to identify training needs is with management assessments. These assessments are undertaken during the staff appraisals, and include, for example, health and safety training. Other specific training needs include:
 - Carrying out an assessment for working at height – this will identify the training that will be required for the person/s working at height, and those required to supervise the work at height;
 - Training would also be required in the use of any permit to work systems;

- In – House training for operating our custom – designed IT systems.

Identifying the need for training is not just the role of the employer, and we encourage our staff to notify us of additional training that they believe could be of benefit to their specific roles.

- **Setting training objectives**

Once the training needs have been identified, specific objectives will be developed and prioritized using the techniques of the job analysis. For example, objectives will be set in order to ensure that all staff is appropriately trained. The objectives once set, will be used in measuring the effectiveness of the program.

Determination of training methods

Training will be carried out using either ‘in- house’ expertise and resources or external consultants and training bodies. In all cases, the competence of the training providers will be assessed to ensure that they have the necessary skills, expertise and experience. Where possible, training techniques that trainee participation will be used as it is felt that this is the most effective method of training.

Company Training Policy

It is the policy of Guildon Ltd to develop people from within the organization to the position of Site Manager.

This is supported by a comprehensive health and safety-training program. As a result, all Managers have completed and received certificates in

- SMSTS
- CDM 2007
- Four day First Aid
- Scaffold Inspection
- The Joint Code of Practice on Fire Prevention. Our Policy also applies to developing our site operators to enable them to take on more responsibility in all operations on site.


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Donatas Soblevicius
Director

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Date