



R W Services Contractors Ltd

Training Policy

Policy Statement:

R W Services is committed providing all staff with the required knowledge and skills to perform their work to the highest possible standards. The training of our staff is key to the company's performance and improvement, and helps to ensure that all operations are carried out in a satisfactory manner.

Scope:

This policy applies to all individuals working at all levels.

Company Training Matrix:

Our company training matrix holds all information regarding the qualifications of our staff. The employee and job title are recorded, as well as any cards, training courses attended, and expiration dates. The matrix is regularly reviewed, to ensure that it is kept up to date.

Inductions:

All new employees must be inducted and evaluated with regards to what training they require. Any training needed will be arranged as soon as possible to ensure that any skills required are gained. All company policies will be provided during the induction, including this policy.

Health & Safety Training:

Before starting work, all staff will be given relevant health and safety training. All training provided will be kept on record through our Training Matrix, and will be refreshed where necessary.

Responsibilities:

It is the responsibility of the management team to monitor all training records to ensure that they are up to date. Our Training Matrix is reviewed on a regular basis to ensure that all qualifications are relevant and within any expiration dates. The relevant members of the management team are also responsible for determining the training required for all employees in the office, ensuring that all training is booked and carried out as required.

Our Operations Manager is responsible for determining the training required for our on site staff, maintaining the Training Matrix, and ensuring that all required training is booked.

All members of staff are responsible for identifying their own training needs and notifying the senior member of staff. Employees are also responsible for undertaking the training required.

It is the responsibility of everyone in the company to ensure that this policy is understood.