Title: **VALLEY PROVINCIAL LTD TRAINING POLICY**

Policy Statement

Prime consideration is to be given to developing potential and personal skills of team members to enhance personal development and life skills.

Staff to be trained in appropriate skills to comply with all current legislation. Refresher training to be undertaken in line with industry recommendations.

All Operational staff to be trained in Manual Handling, Slips & Trips, Work at Height, Ladders, Use of COSHH, Asbestos Awareness, Abrasive Wheels as appropriate to their roles.

All Construction site workers to undertake basic CSCS or similar H&S training.

All permanent staff who are involved in risk activities to undertake First Aid at Work training where reasonably possible.

All Business Partner's to undertake anti-bribery and money laundering training.

Fire marshal and fire extinguisher use training for adequate coverage in the event of a fire.

Training is carried out using Atlas portal e-learning as well as in house training courses and task specific training at external centres.

Atlas e-learning training is encouraged to be carried out during normal working hours. Where this is not possible, arrangements should be discussed with your line manager.

Apprenticeships are considered where appropriate to encourage youth potential.

Monitoring and review

All aspects of this policy are to be reviewed annually.

Signed: _____

Paul Brown, Managing Director

Date: **23.12.2024** _____

Review date: **23.12.2025** _____