

Training Policy

Policy Statement

Envisage Envelope Solutions is required to carry out training under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. So far as reasonably practical Envisage Envelope Solutions will provide information, instruction, and training as part of their induction, so as to ensure the health and safety at work for all employees, regardless of whether full-time, part-time, or temporary. Training is an important way of achieving competence and helps to convert information into safe working practices. It contributes to an effective health and safety culture and is needed at all levels.

Policy Standards

To comply with this policy the following standards must be met. The Director for Safety will, with the assistance of the Competent Person:

- Complete risk assessments as detailed above in Section 10, which will help to determine the level of training needed for each type of work as part of the preventative and protective measures.
- Consider through this risk assessment process the need for, basic skills training, specific on-the-job training and training in general health and safety matters to ensure competence is achieved which allows for the discharge of employee duties.
- Ensure all new employees receive basic training on health and safety on their first day, which must include, emergency evacuation procedures, company safety rules, first aid provision etc. as a minimum. (This forms part of the induction process)
- Identify further training as required for staff identified as having designated responsibilities (e.g. nominated Appointed Persons, appointed Fire Marshals etc.) and establish a suitable and sufficient training programme to ensure regular review, using outside health and safety specialists, as appropriate.
- Ensure that all training in health and safety is recorded and records maintained in the employee personnel file.
- Ensure that there is a programme of refresher training to keep employees up to date with legislation and industry best practice.
- Ensure consideration is given to training, on exposure to new and increased risks owing to, transfer or change of responsibilities, upon the introduction of new work equipment or a change to existing work equipment and upon the introduction of a new system of work or change to existing systems of work.

On-Site Training

The Director for Safety will ensure that:

- All Envisage Envelope Solutions workers, agency staff, visitors and contractors receive adequate Site Safety Induction training before starting work.
- The training will be recorded.
- If this training is not provided by the Main or other contractor, it will be provided by Envisage Envelope Solutions.

Training – Non-English Speaking

The Director for Safety or a deputy will:

- Ensure that operatives, who do not have an adequate understanding of English, are provided with an interpreter to translate the training for them.

The Director for Safety or a deputy will ensure that, when necessary:

- An interpreter will be used to convey the information to the operative(s)
- A buddy system will be set up to ensure non-English speakers have a designated work colleague who can translate for them to ensure they are kept up to date with training and safety information.
- Where necessary, safety information, risk assessments, method statements etc. will be translated into the required language(s).

Signed:	<i>Scott Mason</i>
Name:	Scott Mason
Title:	Managing Director
Date:	31 st January 2023