

Document Name	IP13.6 Training Policy Statement
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INTRODUCTION

Crossland Tankers Ltd manufacture refurbish and repair road tankers for the chemical, bitumen, waste, milk & food industries. Crossland Tankers recognises the importance of having a skilled workforce to ensure integrity of the product we produce. We are committed to ensuring that all our workers receive relevant training and have access to development and training opportunities to enable them to enhance their knowledge and skill set so they know how to work safely and without risks to their health and safety and that of others.

This policy outlines Crossland's responsibilities towards its workers and the training that will be provided, as well as the responsibilities of workers who are undertaking the training. Individual circumstances vary, and it is possible that not all training needs will be met by this policy.

The company maintains records of all training undertaken (in accordance with our Data Protection and GDPR Policy) by those who work here, including training provided (in-house) by the company (internal training) and training completed by external providers (external training).

COMPANY (LEGAL) OBLIGATIONS

The Health and Safety at Work etc Act 1974 requires Crossland Tankers to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.

The Management of Health and Safety at Work Regulations 1999 identifies situations where health and safety training is particularly important, e.g. when people start work, on exposure to new or increased risks and where existing skills may have become rusty or need updating.

The Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 require Crossland to consult with our employees, or their representatives, on health and safety issues.

The Health and Safety (Training for Employment) Regulations 1990 ensure that learners doing work experience are covered by health and safety law.

There are several regulations that include specific health and safety training requirements. Crossland Tankers Ltd is committed to ensuring compliance with all their legal obligations and will provide all relevant information, instruction, training and supervision as is necessary.

NEW WORKERS / TEMPORARY WORKERS (AGENCY WORKERS, PLACEMENT STUDENTS, SUB-CONTRACTORS)

Crossland aim to achieve a positive health and safety culture, where safe and healthy working becomes second nature to everyone and meet our legal duty to protect the health and safety of our workers.

All new workers to the company will receive induction training. The induction programme aims to equip all new workers with an understanding of:

- ❖ ISO 45001 Health & Safety Management
- ❖ General Site Safety including site rules and housekeeping, PPE, safety signage, vehicle & pedestrian safety & fire safety.
- ❖ Workplace Accidents, Incidents & Dangerous Occurrences
- ❖ Risk Management including hazards in the workplace
- ❖ Health Surveillance
- ❖ Training
- ❖ ISO 9001 Quality Management
- ❖ ISO 14001 Environmental Management
- ❖ Site walk including but not limited to arrangements for first aid, fire and evacuation.

Author	Approver	Version Number	Created Date	Last Modified Date	Modified By
Colleen Kearney	Colleen Kearney	2.0	27-Feb-20	5-Feb-21	Colleen Kearney

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----------------------	----------------------------------

All new workers are required to complete a short test which enables the company to establish if they have understood the different elements of the induction course adequately to ensure they can work safely and without risks to their health and safety and that of others. A copy of the test results will be stored electronically, and a hard copy manually stored in each worker training file.

All new workers must:

- ❖ Not use any plant or machinery until trained.
- ❖ Attend all training organised (as per the training requirements matrix or at management discretion).
- ❖ Check noticeboards on a weekly basis to check for upcoming training.

Crossland will ensure that new, inexperienced or young workers are adequately supervised.

IDENTIFYING TRAINING NEEDS

Training needs will be determined by the requirements of the workers job role and the skills required to fulfil that job role. Where a worker changes job role, training needs will also change. This information will be stored in the company Training Requirements Matrix.

Crossland will also identify the need for training as a result of the introduction of new legislation or regulations.

Other training needs will be identified during the workers appraisal process / performance review and at the Crossland management review meetings.

Training needs may also be identified following any injuries, near misses or cases of ill health reported. Crossland are mindful that young workers are particularly vulnerable to accidents therefore will pay particular attention to their needs.

Further training needs will be determined by the introduction of new plant or equipment or where there are new or changed processes introduced to the company during which time Crossland will ensure that internal training is provided.

A risk assessment will also be used to determine whether any or further training is necessary to carry out the job role safely and to control risks.

INTERNAL / EXTERNAL TRAINING

Crossland are of the belief that providing health and safety information and training will help Crossland:

- ❖ Contribute towards making our workers competent in health and safety
- ❖ Ensure that our workers know how to work safely and without risks to the health and safety of themselves and others
- ❖ Develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone
- ❖ Meet our legal duty to protect the health and safety of our workers
- ❖ Help our business avoid the distress that accidents and ill health cause

Crossland will ensure that all training provided is relevant to the workers individual needs based on their job role. Internal training will be provided in the form of:

- ❖ Safe system of work (provided in English and Polish language).
- ❖ Tool box talks (provided in English and Polish language).
- ❖ Computer-based or interactive learning.
- ❖ Coaching or on-the-job training

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Where certain training is needed and cannot be provided in-house, this will be provided by an external training provider. Most training will take place on company premises during working hours, wherever possible.

Crossland will ensure that all external training providers:

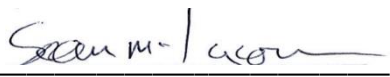
- ❖ Are competent by obtaining relevant certification prior to employment of services.
- ❖ Provide training that is relevant and current

EMPLOYEE RESPONSIBILITIES ARE TO:

- ❖ Attend and participate in all training organised and fully cooperate at all times (as per the training requirements matrix or at management discretion). If due to unforeseen circumstances a worker is unable to attend a training course on their scheduled date, effort will be made by the company to facilitate another date. Should a worker fail to cooperate with a new scheduled date, the company reserves the right to treat it as a disciplinary matter.
- ❖ Refrain from using any plant or machinery until trained.
- ❖ Check noticeboards on a weekly basis to check for upcoming training.
- ❖ Follow all training received.
- ❖ Follow the guidance in this training policy statement at all times.
- ❖ Co-operate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- ❖ Take care of your own health and safety and that of people who may be affected by what you do (or do not do).

CROSSLANDS RESPONSIBILITIES ARE TO:

- ❖ Regularly review its level of investment in staff training and development to ensure not only that adequate resources are being provided but also that training and development activity is delivering a benefit to both the worker and the company.
- ❖ Annually review this Training Policy Statement or revise if necessary, considering legislative or organisational changes.
- ❖ Communicate the revised Training Policy Statement to all workers and make available to all interested parties upon request.

Signed: 

 Sean McKeown
 (Managing Director)

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