

# Competence and Training

## Policy

### Introduction

If employers are to make the maximum contribution to health and safety, there must be proper arrangements in place to ensure that they are competent. The Health and Safety Executive states: 'For a person to be competent, they need qualifications, experience, and qualities appropriate to their duties'. This means that, for the purposes of health and safety, competence can only be determined by assessing the individual against the activities being managed. It is something that employers can only do within their own organisations.

Competencies should be related to functions, jobs or processes undertaken in the workplace. Clear standards should be developed, as these will allow those carrying out the work, as well as those supervising it, to know conclusively whether they possess the necessary competence.

Training helps people acquire the skills, knowledge and attributes to make them competent in the health and safety aspects of their work. It includes:

- formal, off the job, training;
- instruction to individuals and groups;
- on the job coaching; and
- supervision.

### Policy - Statement of Intent

The aim of this policy is to ensure, in relation to competence and training and so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work and to comply with all relevant legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999.

### Employer Responsibilities

To ensure that this policy is clearly understood throughout the company and that all competence and training activities are undertaken safely, we will:

- appoint competent people to assist us with our undertaking;
- provide, in a timely and systematic manner, all necessary information, instruction, training and supervision to ensure the health and safety of our employees;
- provide, on request, up to date evidence of staff competence;
- ensure that adequate resources are made available to fulfil the requirements of this policy; and
- review and, where appropriate, revise this policy at least annually but more frequently if significant changes occur.

## **Procedure**

To fulfil our responsibilities as outlined above, we will:

- assess competence at recruitment and induction stage by undertaking training needs analysis ;
- provide a systematic programme of induction training for all employees covering local health and safety arrangements, hazards and risks as well as the precautions to be taken and the correct procedures to be followed;
- provide in-house or external training for those employees, identified through the risk assessment process, with specific roles and responsibilities. This training will be prioritised in accordance with the requirements of the work;
- provide training for temporary workers appropriate to the level of risk to which they are exposed;
- ensure that appropriate information is provided to contractors and visitors;
- ensure that training programmes are conducted by competent persons;
- maintain up to date training records for all staff in order to demonstrate competence; and
- provide refresher training, as and when appropriate, for employees.