

Chisholm & Winch (Contracts) Limited

Training Procedures

The Board of Directors have appointed a Company Director Mr. J. P. Winch as having particular responsibility for the Company's training requirements.

Yearly (electronic) training programmes / charts are compiled to show the training each individual has coming up or has previously undertaken. The dates are also posted on the Company's personnel chart, so individuals can see at a glance forthcoming training dates.

From the above information, Pie charts are formulated and despatched within H&S Newsletters.

These are updated as training is booked by the Company Director, who can monitor an individuals progress and development.

The Company actively encourages all staff to fulfill their Continuing Professional Development obligations by:

Distributing training information on numerous subjects of interest.
Carrying out annual reviews with each member of staff, where training is discussed by all parties involved. The information / requirement is entered on the Employees Training Record and training where applicable is arranged at a mutually convenient time.
These records are then reviewed weekly to ascertain if any refresher courses are required.

Arranging CITB grants for all types of training.

Signed:



J.P.Winch
H&S Director

Issue date:

03/01/2017