



ACE WINDOWS NE

COMPETENCE AND TRAINING POLICY

At recruitment, we assess the skills, experience and previous training of the applicant in order to appoint the most suitable person for the job.

Training needs are also identified on an ongoing basis for example: as a result of risk assessments or accident investigations; through site inspections or audits; and arising from changed legislation or standards.

All employees and sub-contractors are inducted in the contents of this policy with particular emphasis on their personal responsibilities. All new employees also receive basic induction training on general health and safety matters, including:

- their legal duties, as set down in both criminal and civil law
- the findings of risk assessments
- arrangements for first-aid
- fire, evacuation drills and other relevant emergency procedures
- expected standards of behaviour and housekeeping
- how to report accidents, incidents and 'near-misses'
- how to report unsafe conditions or other safety concerns
- any special hazards and control arrangements affecting the workplace.

The general safety induction is carried out using a checklist which is kept as a signed and dated record that the training took place

the ongoing competence of individuals to work safely is assessed by the Health and Safety Consultant through observation on site visits



We provide specific training for eg Working at Height and Manual Handling for those undertaking lifting tasks, those using ladders or step ladders, those erecting scaffolding,

Training will also be provided at the introduction of new equipment, new technology or work procedures. Young workers ie those under 18 years old, will receive additional training and supervision as required, according to the outcome of an individual assessment.

We consult with staff about the planning and organising of health and safety training by direct discussion.

All health and safety training is provided by our Health and Safety Consultant and takes place during paid working hours. The identification of training needs is a line management function but day to day coordination of the training programme is carried out by Abe Rabin.

Where we do not have the necessary in-house competence to undertake a specific task or specialist work, we will utilise specialist contractors who have been assessed for their competence.