



JENNER

Training Policy

- Nick Barnes (Construction Director and Company Safety Officer) is responsible for training in the Company.
- Nick Barnes is also responsible for the implementation of the training plan and programme which is based on the CITB standard development plan.
- Jenner is responsible for training administration and maintaining training records in-house. Paul Mercer (Health & Safety Manager) has nominated responsibility.
- The Company trades primarily as Construction Contractors including Design-and-Build Contractors, in all sectors.
- The Company is committed to quality and its' Construction activities are formally Quality Assured to ISO 9001: 2015. Environmental accreditation to ISO 14001 and Health and Safety to ISO 45001.
- Promotion opportunities will, in the first instance, be on offer to suitable qualified employees.
- In order to improve personal performance, "further training" requests from employees will be considered, in particular where the objective is to improve themselves for promotion situations or job change as above.
- Where positions other than Trainees or Apprentices are filled from outside sources, training under an Introduction Training Programme will be carried out in order to fit the employee for any additional technical requirement to meet Company needs.
- Young new entrants will receive appropriate training suitable for their needs. Our local colleges will be supported.
- Training as required will be given to all employees in order to keep them conversant and updated with legislation applicable to their status. Health, Safety at Work, First Aid, Fall From Height, Asbestos and Site Management Training (SMSTS) will receive particular attention.
- Training generally, will be carried out categorised under four broad headings: -
 - a) Company requirements
 - b) Promotion training
 - c) Basic training
 - d) Personal improvements
- In respect of new entry or college training a fully detailed file including all college details will be held by the Health & Safety Manager.
- The Health & Safety Manager will hold all records and the Construction Director will produce the annual training report as soon as practical after the end of the training year.
- The training plans will be reviewed on a monthly basis at the Company's Management Review meeting.
- This Training Policy will be reviewed by the Directors in conjunction with the yearly Training Report from the Construction Director.
- Staff competency assessments and training reviews will be undertaken for all staff on a rolling basis with a minimum of one assessment per annum.

Signed

Nick Barnes
Construction Director

January 2024
