

1. Introduction

Training and Staff development is an important way in which Thomas Group of companies can achieve its organisational aims and objectives. The principal purpose of all training and staff development is to make the company more effective at all levels by enabling its staff to work in the best ways possible.

2. Aims & Objectives

To promote good practice as well as to meet Health & Safety legislative requirements within the workplace. Where appropriate, for staff to acquire the skills and techniques necessary to undertake their role in the workplace safely.

To ensure that all the Thomas employees are properly trained in the skills they need to carry out their present jobs at a standard acceptable to the company and its clients.

Thomas Group is committed to making the most effective use of talents, skills and abilities in the workforce and to helping all employees maximise the contribution they can make.

The SHEQ department, through appropriate staff consultation and development review processes, will identify, plan and provide staff training and development programmes as part of the company's strategy for the achievement of its organisational aims and objectives. Specific aims and objectives will be identified for each training programme.

3. Basic principles

People are the most important resource to the company. Through them, it achieves its aims and objectives, including a high quality of service to its clients. Improvement in the efficiency and effectiveness of employees will have consequential benefits for the functioning of the company as a whole. The level and quality of provision of training and staff development is a reflection of the value placed on staff, and also affects staff morale.

Training and staff development, therefore, will have high priority. The company will ensure adequate financial and other provision to ensure all members of staff, collectively and individually, receive high quality training and development to assist them to achieve their full potential.

4. Framework

Training and staff development are broad concepts. They cover training events, on the job instructions, 1-1 coaching, development through exposure to new and different tasks and responsibilities, working in different environments and teams. These are some of the important ways we “grow” talent in the company (whether delivered in-house by the company or through external agencies). The company has the benefit of an internal (CITB)(CPCS)& (NPORS) approved trainers. This program will cover:

In House:

Health and Safety training

- 7 hour CITB Plant Safety Awareness
- CPCS
- Manual handling
- Fire Marshall/Warden
- Working at heights
- COSHH
- Abrasive wheels
- Risk Assessment
- MPQC Quarry Passport
- Construction Skills 5 day Site Managers Safety Training Scheme (SMSTS)
- Construction Skills 2 day Site Supervisors Safety Training Scheme (SSSTS)
- Incident reporting and investigation
- NVQ level 2 in SPMO
- NVQ level 3,4,5 in Construction Site Management
- 4 x 4 off road driving
- Workshop safety
- Low Loader safety
- Site supervision courses
- Company inductions
- Site specific inductions and toolbox talks (carried out on site)

This list is not exhaustive

External training:

- NEBOSH General Certificate
- NEBOSH Diploma
- Health and Safety for Directors
- NVQ level 2 in Groundwork
- Roads and Street works

- First aid
- Appointed persons
- Chainsaw Course
- CCNSG Power-station passport
- Confined Spaces

This list is not exhaustive

Health & Safety Training

This is an on-going matter within the Company.

All site managers/foremen have background training stemming from their apprenticeships and work experience. This has included significant health and safety training. We also provide formal health and safety training by means of the following:

Site Managers Safety Training Scheme

We believe that the above training, coupled with past experience in a variety of construction types, has developed the skills and qualities which allow a site manager to run the construction site to the standards required by our safety policy and current legislation.

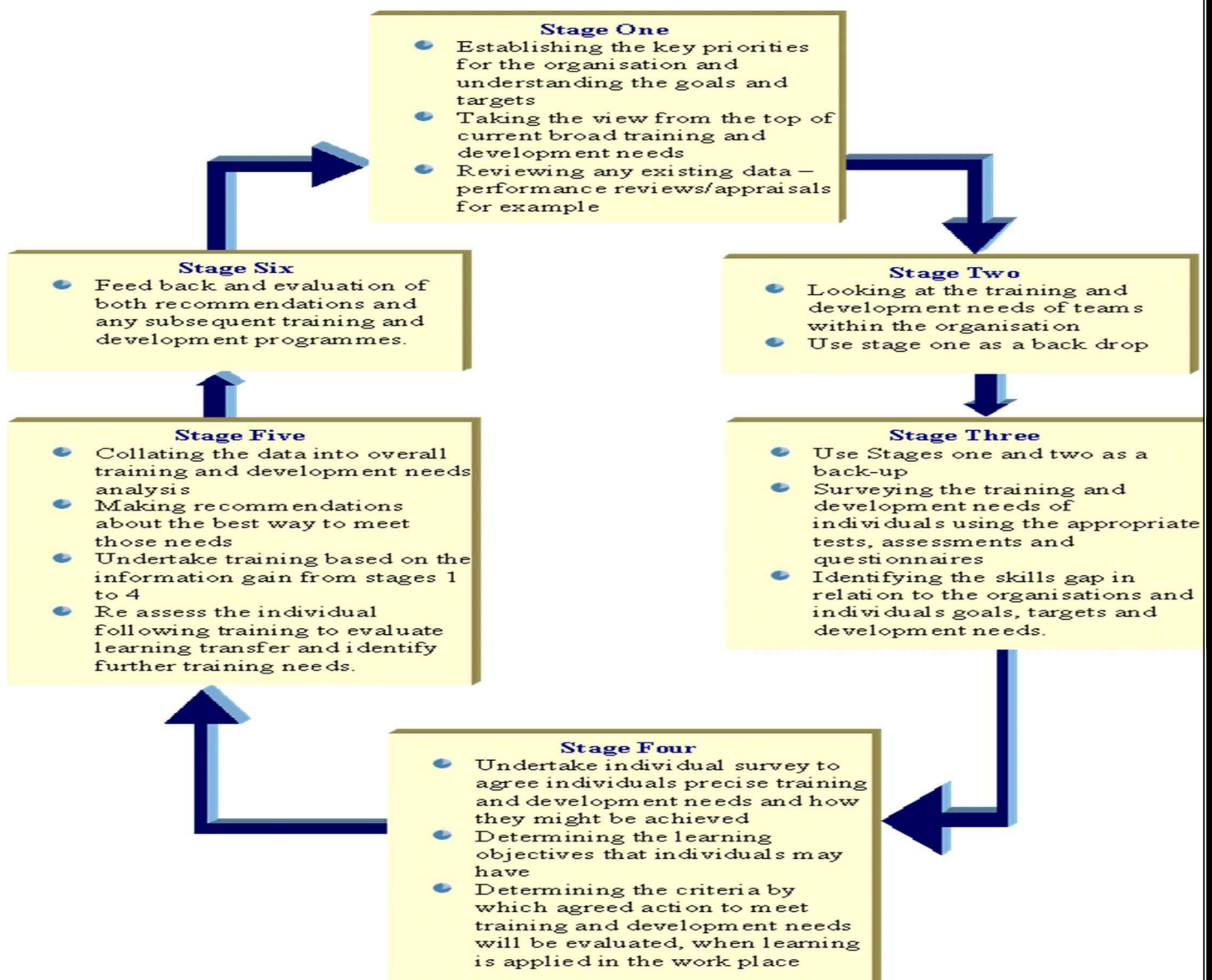
All persons employed on the site will be required to undergo site induction training covering health and safety procedures. Details will be recorded and kept on site.

Regular tool box talks are given to our employees on site by our site managers using CITB GT700

5. Identifying training needs, Refresher Training and CPD

The Accelerate Model Training Needs Analysis below is used to identify a training need within the company

STAFF DEVELOPMENT AND TRAINING POLICY



The training department has in place a database of training records. These records enable the department to recognise who requires training / refresher training.

The training co-ordinator will arrange the appropriate training and inform the individual employee via a letter / phone call or email.

The company is committed to keeping their employees updated with changes in legislation and industry work practices. To help them achieve this refresher training is available in-house and with external training providers.

The company will assist all senior management and professional employees with the Continual Professional Development (CPD) process by arranging relevant courses and by assisting in up-dating their site experience on internal documentation. Self employed contractors are expected to keep updated on changes to industry practices relevant to their qualifications and experiences.

Evidence of any Continual Professional Development CPD courses or seminars attended outside the Company's control should be submitted to the Health, Safety and Training department for inclusion into the individuals CPD file.

6. Training Files

Individual records of training and development will be kept securely and centrally on the server. These records are confidential, access being on a need and right to know basis. Individual members of staff will have right of access to their own files.

7. Equal Opportunities

In accordance with Thomas Group's Equal Opportunities Policy, all members of staff will be entitled to training and staff development opportunities appropriate to their needs. No member of staff will be discriminated against on the basis of gender, sexual orientation, marital status, creed, colour, race, ethnic origin, religious or political beliefs, age, disability, or part-time employment status

8. Company and site induction

Each employee is to receive a site specific induction, highlighting the specific health, safety and environmental issues. Signatures are to be obtained from the attendees of the induction confirming that they understand and agree to the conditions.

Ensure all persons are briefed on their method statements and risk assessments and obtain signatures of those briefed.

The person carrying out the induction must check the validity and copy all plant and other competence cards and certificates.

Signed



Managing Director
Mr Wyn Thomas

22/01/2025