

Training

1. All Company Employees

The appointed person responsible for Health and Safety will carry out an ongoing review of health and safety training needs and produce and maintain a training programme for all levels of employees. In carrying out the review, particular attention will be paid to persons whose roles have changed, or any legislative changes that require employees to receive further training in order to perform their required tasks. Employees taking on additional responsibility may also need additional training.

The appointed person responsible for Health and Safety will monitor the training programme and ensure that the training schedule is completed.

2. Induction

All Company employees will receive a health and safety induction on engagement with the Company to include:-

- The safety rules of the Company (and where they are located)
- Safety hazards and health risks
- Substances hazardous to health
- Work wear and PPE
- Good housekeeping
- Fire risks and prevention, emergency procedures, location of extinguishers and assembly points
- Accident reporting (including RIDDOR)
- Designated access ways and walkways
- Welfare facilities, cloakroom and toilets
- First aid provision and Company appointed persons

The person responsible for giving the induction will record confirmation of the induction in each inducted employee's personnel file.

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