

The Board of Directors are committed to ensuring that all our staff receive adequate training in order to be able to carry out their duties safely and without risk to themselves or others.

Legal position

Providing adequate training to our staff is a requirement of the Health and Safety at Work etc Act 1974 Section 2(2). It is also required by other more specific legislation which relates to the use of machinery, handling activities, hazardous substances and the wearing of personal protective equipment. The test of adequacy is based on providing sufficient training to ensure that employees can carry out their duties without jeopardising either their health and safety, or that of their colleagues and visitors.

Procedures

The following procedures describe the steps that we will take to comply with our obligations to provide adequate training:

- All new Quinn London Ltd employees will receive a company induction. This training includes Health and Safety, Quality and Environmental management and covers key areas such as fire safety, first aid and any workplace hazards.
- All personnel who will be working on our projects will be provided with a site induction. This includes agency temps, work experience students and sub-contractors.
- Some training is a statutory requirement, e.g. for manual handling activities or managing a construction site. However, where this is not the case, a Senior Manager will determine whether any training is necessary in order to carry out the job role safely. A training matrix is available that shows compulsory training required by Quinn London Ltd staff to enable them to carry out their roles competently.
- Any training requirement for Quinn London Staff required outside of that stated in the matrix is to be requisitioned on the relevant training request form and agreed with the Project Commercial or Contract Manager and signed off by the Divisional Director.
- Quinn London Ltd expect that all Staff, sub-contractors and agency workers involved in a construction related job will be in receipt of a minimum of a CITB card (CSCS, CPCs, CISRS, JIB ECS, CCDO etc) relevant to their job role or an equivalent agreed by the SHEQ Manager.
- Where an employee's job involves the operation of tools or machinery, on-the-job training will be provided by a training provider. It is the responsibility of the employee's manager to ensure that this is carried out with close liaisons with the Health and Safety Manager. This training will also be given if an employee changes jobs.
- Attendance on refresher training is compulsory before the run-out date of the certificate or card so that individuals can remain fully up to date with all current legislation and allow for minimal disruption to operations and take advantage of the cost savings involved.
- If new machinery or equipment is purchased by the company, further training is likely to become necessary and should be booked through the H&S administrator as soon as possible.

Effectiveness

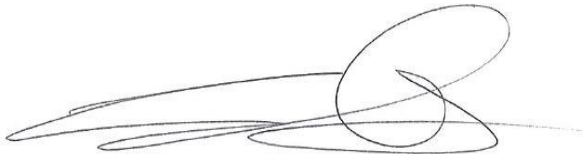
The effectiveness of our training policy is measured by checking: -

- Quality of work
- Customer Feedback
- Contract Retention
- Audits

Employee duties

Employees are expected to cooperate with us fully with regard to attending health and safety training courses. We expect that all reasonable effort will be made to attend a course, but if this is not possible, that we will be notified well in advance. Should an employee fail to attend a course which is a legal requirement, without good reason, we retain the right to treat it as a disciplinary matter.

This policy applies to all employees of Quinn London;

A handwritten signature in black ink, appearing to be 'Seamus Quinn', with a large circular flourish at the end.

Seamus Quinn

Managing Director

Date: 30 September 2023