



# TRAINING POLICY

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## REGISTER OF AMENDMENTS

VERSION	SECTION	DESCRIPTION	DATE	BY
0	All	New Policy	June 2018	K Abrehart
1	All	Complete review.	Nov 2022	K Abrehart
2	All	Complete review	Dec 2023	K Abrehart
3	All	Complete review	Sept 2024	K Abrehart

## CONTENT

1. What does our policy cover?	3
2. Policy brief and purpose	3
3. Policy statement	3
4. Scope of the policy?	3
5. Legal position .	3
6. Procedures	3
7. Effectiveness	4
8. Employee duties	4
9. Company cancellation policy	4
10. Monitoring and reviewing	4

## **1. What does our policy cover?**

1.1 This Policy covers the Board of Directors commitment to ensure that all employees that work for, or on behalf of, Quinn London Ltd are trained to carry out their role in a safe and responsible manner as per the HASAW act 1974 Section 2(2)(c).

## **2. Policy brief and purpose**

2.1 Our Training and Development policy refers to the company's learning and development programs and activities.

In the modern competitive environment, employees are required to refresh their knowledge and acquire new skills to do their jobs better. This will benefit both them and the company. We want them to feel confident about improving efficiency and productivity, as well as finding new ways towards personal development and success.

## **3. Policy statement**

3.1 A policy statement of intent has been written and signed by the Joint Managing Directors of Quinn London Ltd and is to be made available to all employees of Quinn London Ltd.

## **4. Scope.**

4.1 This Training policy applies to all employees (whether temporary, fixed term, or permanent), consultants, contractors, trainees, seconded staff, home workers, casual workers, agency staff, agents, or any other person or persons associated with us (including third parties).

## **5. Legal position**

5.1 Providing adequate training to our staff is a requirement of the Health and Safety at Work etc Act 1974 Section 2(2)(c) which states that the employer must provide:

'the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees'.

It is also required by other more specific legislation which relates to the use of machinery, manual 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.

## **6. 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 (QLL) 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 QLL staff to enable them to carry out their roles competently.

All QLL employees are required by law to be trained to carry out their role and must attend any training sessions booked for them unless exempted by their Divisional Manager.

- Any training requirement for QLL Staff required outside of that stated in the matrix is to be requisitioned on the relevant training request form and signed off by the Divisional Director, and Project Commercial or Contract Manager.
- QLL expect that all Staff, sub-contractors and agency workers involved in a construction related job will be in receipt of a CITB card (CSCS, CPCS, CISRS, JIB ECS, CCDO etc) relevant to their job role or an equivalent agreed by the Head of SHEQ. If any employee attempts to work on any of our sites and does not hold the relevant card, they are not to be allowed to work until that persons competency can be confirmed by the Site Manager (controlling mind).
- Where an employee's job involves the operation of tools or machinery, on-the-job training will be provided by a recognised competent training provider. It is the responsibility of the employee's manager to ensure that this is carried out with close liaisons with the Head of SHEQ. 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 or project, further training is likely to become necessary and should be booked through the Company training administrator as soon as possible.
- All personnel attending training courses on behalf of Quinn London Ltd are to ensure that they provide either a successful pass certificate or reasons for failure so that details can be recorded on our training register.

## **7. Effectiveness**

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

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

## **8. Employee duties**

Employees are expected to cooperate with us fully with regard to attending health and safety training courses (HASAW etc Act 1974, Section 7(b) . 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 which may result in costs being recovered from the Division or Sub-contractor company.

## 9. Company Cancellation Policy

In the event of an individual cancelling their place on a booked course, the Site/Department may incur costs from the training provider together with the following Quinn London cancellation policy:

	<b>Online</b>	<b>Classroom</b>
<b>Cancellations made between 14 days and 7 days before the course start date</b>	£50	£500
<b>Cancellations made less than 7 days before the course start date</b>	£100	£750
<b>Non-attendance without prior notification</b>	£200	£1000

We appreciate that occasionally cancellations / failures to attend arise due to unforeseen circumstances and we will try to be flexible in our approach to each individual case whilst remaining consistent.

Third party cancellation terms will always apply. Charges are incurred on your behalf.

This policy applies to all employees of Quinn London;

## 10, Monitoring and Reviewing

This policy will be monitored regularly throughout the training year and will be reviewed where necessary to remain legally compliant and ensure that all employees are aware of these procedures and remain up to date.

The policy will be thoroughly checked at least once per year by a Director and the Policy Statement will be read and agreed by the Company Joint Managing Directors.