



Premier Decorating, Property Maintenance & Interiors

GMD Building
12 Bircham Road
Southend-on-Sea
Essex, SS2 5DN

Telephone: 01702 461144
Email: admin@gmdecorating.co.uk
Website: www.gmdecorating.co.uk

Trading as GM Decorating Ltd

Training Policy

Office:

All office staff upon joining G M Decorating will be inducted by the office manager covering the following areas:

- Location of amenities (toilets & kitchen)
- Health & Safety talk, issued policy to read and sign as acceptance of understanding and compliance
- Location of fire exits and fire extinguishers
- Copies of company policies and procedures to read and sign as acceptance of understanding and compliance
- Training on VDU and telephone usage

Ongoing training is provided on a regular basis to keep all staff in line with current legislations. Training required to be discussed and agreed at staff appraisals.

Site:

SUPERVISORS/FOREMAN:

- Must hold a CSCS Supervisor card
- Regularly trained/updated so as to meet current regulations/legislations.
- Must give toolbox talks and site safety training to Sub-Contractors prior to commencement of work.

SUB-CONTRACTORS:

- All must hold a CSCS card.
- All Sub-Contractors are inducted on site prior to commencement of work and must sign applicable form to confirm understanding and compliance.

All:

All office and site staff are encouraged to undertake NVQ Level 2 or higher in their relevant area/trade.

Name:	Liam Sweeney
Position:	Managing Director
Signed:	
Date:	01/08/17

NSA for Construction 2013 Award Winner 'Outstanding Supply Chain Company Contribution to Management and Leadership Success'



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