

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 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 must take part in toolbox talks and safety trainings conducted by Supervisors.

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:	01/01/2021

TRADING AS GM DECORATING LTD

NSA for Construction 2013 Award Winner 'Outstanding Supply Chain Company Contribution to Management and Leadership Success'
AI Award for Business Excellence 2016 'Best Residential Refurbishment Specialists in the South East'