

Training Policy

Introduction

A Bright Solution Ltd. understand that training is a vital part of our strategy to effectively manage health and safety issues within our business. When carried out effectively, it can change our employee's perception of risk and result in significant improvements in health and safety performance, preparing our staff to work safely and reducing accidents and damage to our premises and equipment.

It is also a general factor in motivating staff, so that improvements are often found in overall commitment and work performance, and ensures that staff are competent and confident when carrying out their work. It is our legal responsibility to provide adequate Health and Safety training.

It is our policy to:

1. Identify the health and safety training needs associated with our work activities.
2. Provide the following health and safety training for our staff:
 - A Bright Solution Ltd. Induction Training for new starters, which includes; training in our Health and Safety Policies and Procedures
 - New Site Induction
 - Work activity training relevant to the employee, including the use of any equipment
 - Training required by specific legislation or by specific contracts or projects
 - Training on Fire and Emergency procedures including alarm raising
 - Training on the recognition, handling and use of hazardous substances
 - Awareness training for Management staff
 - Refresher training where identified in our training needs analysis.
3. Keep records and make available to those persons authorised to inspect them (see Training Records) all staff' training and related documents.
4. Ensure staff are aware of their legal obligation to co-operate and to put into practice any new instruction or guidance given.
5. Ensure that we have vetted and approved the health and safety training records of sub-contractors engaged by A Bright Solution Ltd. to carry out work on our behalf.

INDUCTION TRAINING

All new members of staff joining the company will attend an initial induction before starting work. The induction shall include completing a 'health assessment' form to highlight any existing health issues, and address the issues of health and safety, hazards and risk assessment they are likely to be exposed to in their new workplace. In addition, each new member of staff will be issued with the 'Induction Pack' containing essential information and documents for starting work.

The health and safety induction shall also include issues relating to emergency evacuation procedures, assembly areas, location of fire alarm call points and the emergency contacts. Within their first 3 months they are also to attend a health and safety briefing, have a Display Screen Equipment (DSE) risk assessment completed, and at the end of 3 months attend a review of

progress with the health and safety responsible person.

The review includes confirmation that they have read and understand the health and safety policy, hazards and risks in the workplace, and the precautions to be taken to avoid/ manage the residual risk. Until the 3 month review has been carried out the new member of staff will **NOT** be considered to have been fully inducted.

TRAINING

Training in health and safety is a legal requirement and also helps create competent employees at all levels within the company to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Health and safety training will be determined, arranged and carried out across the company on a regular basis. The health and safety director will determine the need and content for health and safety training and coordinate attendance on the planned courses. Such training shall be carried out internally by suitable experienced or qualified persons, or externally by specialist training agencies.

Health and safety training shall cover general health and safety awareness; to be arranged for all staff; understanding of risk assessment, safety in use of work equipment, safety precautions for fire prevention. Other key subject areas have been identified on the training plan.

Particularly hazardous jobs requiring specialised training are to be identified by the health and safety director and training arranged/ provided as required. Records of all training undertaken, seminars and briefings attended by staff members are to be maintained within the head office files.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the organisation.

Our training objectives will cover three areas, that of the organisation, the job and individuals.

All employees will need to know about;

- the health and safety policy
- the structure and system for delivering this policy

Employees will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled.

Managers and supervisors training needs will include;

- leadership and communication skills
- safety management techniques
- skills on training and instruction
- risk assessment
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements

All our employees training needs will include;

- relevant health and safety hazards and risk
- the health and safety arrangements relevant to them
- communication lines to enable problem solving

All employees will also receive **induction training** (see section on Health and Safety Induction above).

Such training will cover;

- fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/ escape
- routes, evacuation and assembly procedures, first aid/ injury reporting procedures, names of first aiders/ appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective
- clothing/ equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc

Training needs will be reviewed as a result of job changes, new activities or new technology, following an accident/ incident and performance appraisal.

Records of training will be kept for all employees.

Employees must;

- participate in the induction training activities they have been required to attend or carry out work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed

TOOLBOX TALKS

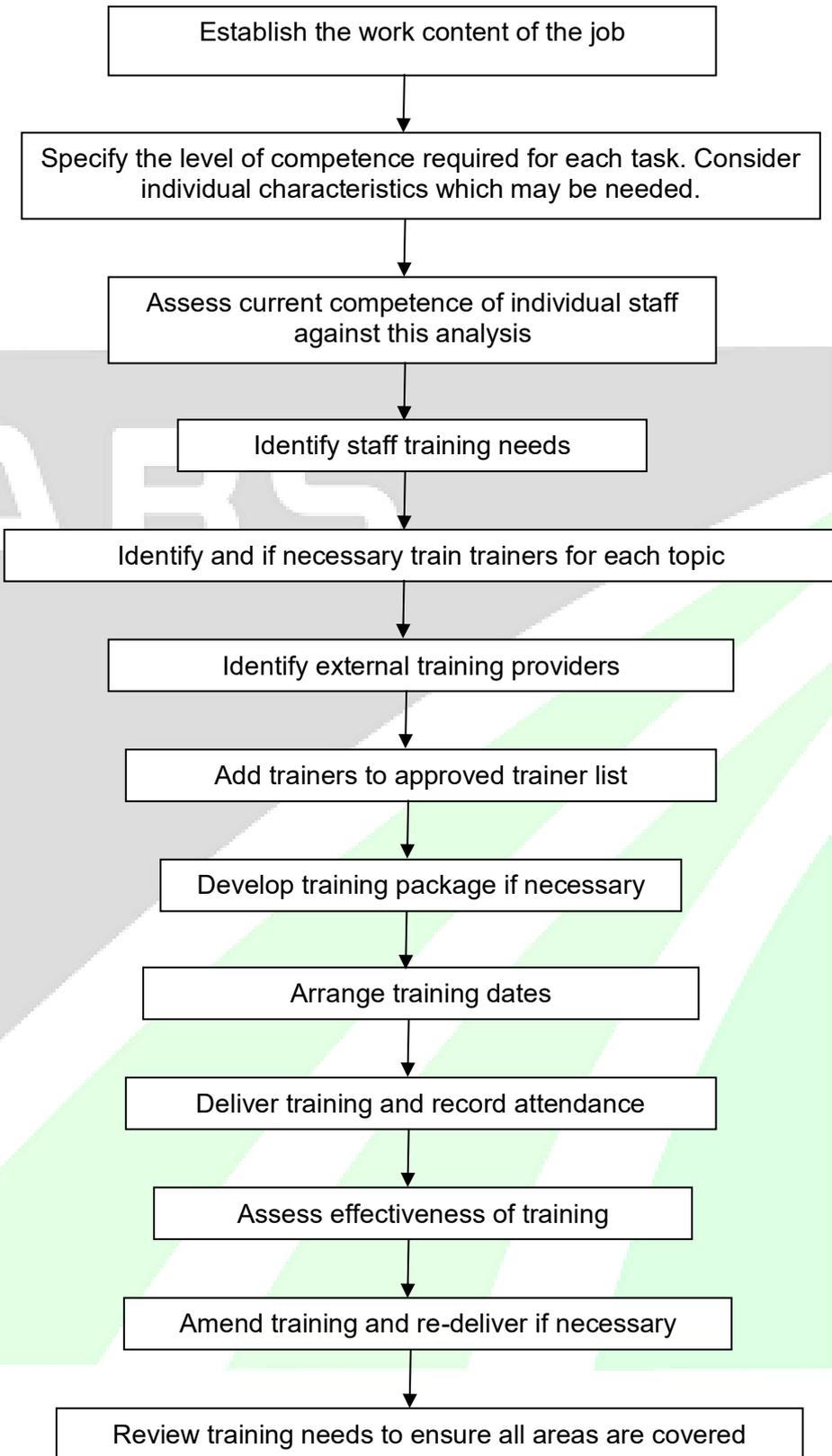
Every employer has a legal obligation to inform, instruct and train his workforce about the risks they face in their work. Carrying out regular toolbox talks can help in keeping the safety message fresh in everyone's mind and assist in the development of a health and safety culture.

Tool box talks are short summaries of the key hazards and risks in our business. They are designed to be fleshed out into short talks of 10 to 15 minutes duration without requiring specialist knowledge on the part of the speaker. The talks should be concise and punchy, in order to get the message across.

They are carried out and repeated at intervals, and normally presented by responsible managers/ supervisors to the staff under their control. A schedule of subjects has been developed covering these key issues and a programme developed to ensure they are delivered throughout the year.

Attendance by staff is mandatory, and a record must be kept of who has received this training. On the back of each Toolbox Talk Sheet there is an attendance form, which should be completed and returned to the health and safety director for monitoring.

TRAINING PROCEDURE



Signed.....
Mick Barrett
Director
8th August 2025

Signed.....
Sam Pailor
Director
8th August 2025