

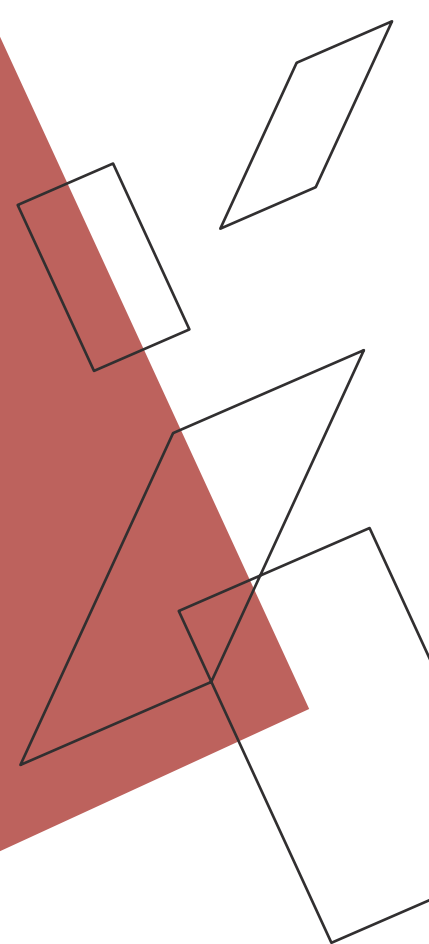
Compliance

# Training Policy

Version

1.2

October 2023



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**Change of History**

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Version	Description of Change	Approval	Date of Issue
1.0	Creation of Policy	RS	Oct 2022
1.1	Update of names and dates.	RS	Oct 2023
1.2	Update of Names	RS	March 2024

## Provision of Information, Instruction, Training & Supervision

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Maris Interiors LLP recognise the importance in complying with the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999 with respect to the provision of training. This shall ensure employees are competent, help reduce accidents and contribute to the economic success of Maris Interiors LLP.

The management will show commitment, support and interest with respect to the provision of training and provide the necessary resources to ensure compliance with the above regulations.

External trainers used by the company shall be assessed for their competence not only academically but also their practical knowledge and experience in a particular field.

When external training has been delivered a questionnaire shall be issued to all delegates to evaluate the performance of the training provider. In addition, the Health & Safety Manager shall evaluate the benefits achieved from the training through site inspections and verbal discussions with the delegates.

## Information

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Health & Safety Information will be provided via site and office notice boards. These will display statutory notices / a copy of the company Health & Safety Policy Statement and other Health & Safety information / bulletins and updates.

Employees are also encouraged to visit the Health & Safety Executive Website at: [Information about Health and Safety at Work](#).

## Instruction & Training

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Maris Interiors LLP provides all Employees with a comprehensive Health & Safety induction on joining the company. During the training they are instructed as to their Health & Safety responsibilities and relevant precautions to be taken when undertaking their respective duties.

The induction training for all employees will include an explanation of the Maris "Health & Safety Information for Employees" booklet which includes the following topics:

- Maris Interiors commitment to Health & Safety
- Health & Safety at Work Act 1974 (Employers and Employees duties)
- Health & Safety Policy
- Alcohol and Drugs
- General Health & Safety Guidance (risk assessment principals)
- Fire, Evacuation & Emergency Procedures
- Accidents & First Aid Provision
- First Aiders & Fire Marshals
- Health & Safety Signs
- The Office Environment
- Display Screen Equipment
- Designated "Construction" Areas

All employees will receive a copy of the Health & Safety Policy and "Health & Safety Information for Employees" booklet and sign to acknowledge receipt of the induction training.

Additional Health & Safety instructions will be given to those Employees (and Sub-Contractors' Employees) when visiting our construction projects. This shall include the following:

- Health & Safety Law
- Duties of the employer and employee
- Access and Security
- Welfare
- PPE
- Emergency / Fire Alarm & Evacuation Procedures / Assembly Point location
- First Aid Arrangements
- Welfare Arrangements
- Restricted areas and site-specific rules
- Any other relevant information.

The Head of Health & Safety will also send out important instructions via email and copies will be displayed on the office notice board.

Upon appointment, The Health & Safety Manager shall assess each employee with respect to their training needs and obtain any existing training certificates for the records. The training shall then be identified and arranged with the details included on the training matrix. The training shall be reviewed upon a change of responsibilities, the introduction of new work equipment, the introduction of new technology or the introduction of a new system. In addition, training shall be repeated periodically where appropriate, be adapted to take account of any new or changed risks and take place during working hours. All training shall be free of charge to employees.

Maris Interiors LLP will provide appropriate Health & Safety training for all Employees so as to enable them to undertake their respective duties without detriment to their own / or any other parties safety

## Management Training

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The Construction Managers shall receive the following training:

- Site Managers Safety Training Scheme Course (SMSTS)
- Asbestos Awareness
- First Aid (HSE approved three-day course)
- Health & Safety Policy
- Specific Laws and Rules applicable to the Employees and Contractors
- Safety Inspections and actions required
- Causation and consequences of accidents and their reporting, recording and investigation
- Disciplinary procedure
- Risk Assessments, Control Measures and the use of PPE.
- Techniques for motivating employees and contractors in terms of Health & Safety.

Other training shall be provided for any site-specific needs and as a result of the findings from the site-specific inspections undertaken by the Health & Safety Manager.

Maris employs "labour only" individuals who are treated as direct employees in terms of Health & Safety. These persons are inducted and receive additional training with respect to the risk assessments for activities such as manual handling, housekeeping etc. (refer to Site Labourers Induction & General Risk Assessment).

## Refresher Training

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Refresher training shall be assessed by the Health & Safety Manager through the regular Health & Safety inspections and reviews. Should an employee not meet the training objectives then refresher training shall be organised.

In the event of an accident, an investigation will be undertaken, and training may be identified as a means of preventing a re-occurrence.

Refresher Training shall be undertaken for the Construction Managers at the frequency detailed below:

- Site Managers Training Scheme Refresher (2 days) – This is to be undertaken after a five-year period from the initial course.
- Refresher Asbestos Awareness Training – This is to be undertaken after a five-year period.
- First Aid Refresher (Annual Skills update 0.5 day) and First Aid at Work Requalification (2 days) after three years.
- Refresher Training in the Maris Site safety Documents and Site Procedures after 5 years
- Sub-Contractors will be expected to provide suitably competent and trained operatives with appropriate confirmation and certification available on site prior to commencement of activities. The Construction Skills Certification Scheme (CSCS) is actively encouraged for all contractors as a way of demonstrating competence of individuals.

## Supervision

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Project supervision will be provided by Maris Interiors LLP Site Management and appointed Supervisors, in conjunction with Sub-Contractor's own management and supervisory staff. The Office Manager (Inc FSL) / Warehouse Manager will have overall responsibility for the supervision of staff and visitors at the 4th floor Harlequin Building office and the FSL office and Warehouse at Farnham.

October 2023



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