

HEALTH AND SAFETY TRAINING

AIMS OF SECTION

There is a need for training to ensure people are competent to do their job/function safely and without risks to health. Therefore a record of all employees and their current Health and Safety training qualifications must be kept available and up to date.

POLICY

To ensure that Millennium and Copthorne complies fully with legislation relevant to all aspects of Health & Safety and the specific requirements in relation to the training of employees, the following will apply:

COMPANY TRAINING

Company Induction

All new employees regardless of the department in which they work will undertake Induction Health and Safety training on the first day of employment.

This training is conducted by the Human Resources Department and includes an introduction to health & safety (the essentials of healthy & safety) as well as the issuing of the Millennium and Copthorne Company Handbook.

Department Induction (carried out by the Head of Department or Department Trainer)

6 Monthly Fire Training (Day Staff)

3 Monthly Fire Training (Night Staff)

Fire Marshall

Risk Assessment Awareness

Manual Handling

Display Screen Equipment

Control of Substances Hazardous to Health

Asbestos Awareness

Legionella Awareness

First Aid

HEALTH AND SAFETY TRAINING

CERTIFICATED TRAINING

One day course in Health & Safety in the Workplace (or equivalent national course)

To be attended by all Assistant Heads of Departments and Safety Representatives /Representatives of Employee Safety (RoES's).

Three day course Health & Safety (or equivalent national course)

To be attended by Heads of Department and managers where it is not appropriate to take the five day course.

Five day course in Health & Safety in the Workplace (or equivalent national course)

To be attended by at least the General Manager, Human Resources Manager and the Property Maintenance Manager. The Chair of the Health and Safety Committee should hold the qualification.

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INSTRUCTIONS

A summary record of all health and safety training must be held on file in the training records section or available from a computerised system.

The record must be available for audit purposes and/or inspection by Food Alert and visiting enforcement officers. It also enables the hotel to manage the training function.

The pro-forma **FORM 1: HEALTH AND SAFETY TRAINING RECORDS** should be utilised.

