



EKE TRAINING POLICY

East Kirkby Engineering are committed to the responsibilities in providing appropriate training for employees and trainees, in a safe working environment, required by Regulation 13 of the Management of Health and Safety at Work Regulations, Health and Safety at Work Act 1974, and other relevant subordinate legislation.

East Kirkby Engineering Responsibility for the Employee and Trainee

- To provide training in accordance with the Individual Training Plan, and to provide appropriate guidance and instructions on a continuous basis to the trainee.
- East Kirkby Engineering to be responsible to take all necessary steps for securing Health, Safety and Welfare for the trainee(s) in compliance with Health and Safety at Work Act and the Management of Health and Safety legislation.
- To compile general risk and fire risk assessments, to adequately control those risks and implement the necessary preventive and protective measures including personal protective equipment free of charge to the trainee. To ensure any such PPE is suitable to the purpose, safely used and maintained.
- To identify all risk and control measures to the trainee(s).

Assessments to be carried out in line with specific requirements relating to young persons. (i.e. manual handling, display screen equipment, hazardous substance and noise).

- East Kirkby Engineering will ensure that work equipment provided for use by the trainee is suitable for the purpose, safely used and maintained in accordance with the Provision and Use of Work Regulations 1998.

IMPORTANT NOTE: East Kirkby Engineering will prohibit trainees from operating dangerous machinery or equipment and performing activities or enter areas which would/could expose them to significant risk.

- East Kirkby Engineering to provide adequate fire fighting equipment and first aid provision and to confirm emergency arrangements to the trainee.
- East Kirkby Engineering to provide Health and Safety Induction training to trainee on day of work commencement.

Trainee also to be inducted by training agency. Both inductions to include Health and Safety inspection, Risk Assessment, Company Health and Safety Policy and procedures, Hazards, Accident Procedures etc.

- East Kirkby Engineering to ensure all trainees have site induction prior to any site work commencement by East Kirkby Engineering or Client.
- East Kirkby Engineering and the training organisation will take steps to ensure that all persons participating in the elements of the Training Plan are treated in the same way as an employee by or under the provisions of the Sex Discrimination Act 1975, the Race

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Building Services Contractors

Relations Act 2000, and any such other statutory provisions as may be in force during the period of this agreement.

- East Kirkby Engineering and Training Company to regularly monitor the trainee's progress, carrying out assessments and reports.
- East Kirkby Engineering will ensure the trainee attends all periods of "off-the-job" training.
- East Kirkby Engineering will maintain adequate Employers and Public liability insurance cover and advise the Insurance Company of the number of trainees accepted at the place of work, thus ensuring cover under the Employers Liability Act 1969.
- East Kirkby Engineering will ensure trainee's period of work does not exceed 40 hours per week on an ongoing basis. Longer periods may be agreed only on an occasional basis and paid appropriately.

Training Organisation Responsibilities

- The nominated Training Organisation will confirm that they operate on Equal Opportunities policy with regard to the Sex Discrimination Act, Race Relations Act and the Disability Discrimination Act.
- The nominated Training Organisation will regularly assess and review the performance of the trainee. All reviews to be with East Kirkby Engineering nominated trainee representative or reviews forwarded to East Kirkby Engineering.
- The nominated Training Organisation to carry out Health and Safety risk assessment and regulate Health and Safety checks in accordance with current legislation and contractual requirements.
- To ensure the trainee is achieving the required results to enable competency and certificate achievement.
- To ensure that East Kirkby Engineering is aware of legal obligations under the Health and Safety of Young Persons Regulations 1997. Management of Health and Safety at Work Regulations 1999.
- Reference; Management of Health and Safety at Work Regulations 1999.

Signed:

A handwritten signature in blue ink, appearing to be 'J. King', written over a horizontal line.

Managing Director

on behalf of East Kirkby Engineering Company Limited

Date: **1st February 2023**

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