



Training & Competence Statement

HSE Property Compliance Ltd, HSE-Compliance Ltd, and HSE Consulting (UK) Ltd operate as a group, hereafter 'HSE' ("we", "us" or "our") is committed to ensuring that all our employees and suppliers have received adequate training, from competent providers, so that they can undertake their duties efficiently and safely, without risk to themselves or others. We achieve this by providing induction training to all new employees together with ongoing skills development.

The need for training is determined by Training Needs Analysis (TNA). The TNA identifies requirements through consideration of all statutory, regulatory, and industry requirements. Training and competence is an integral part of our ISO9001:2018 Quality Management Systems (QMS), which integrates with health, safety and environment management; as relevant to the job role and individual needs.

Employee and supplier development needs are constantly assessed and reviewed to ensure all support and services are delivered with confidence and competence.

Legal Requirements

To provide adequate training to our employees is a requirement of the Health & Safety at Work Act 1974. It is also required by other more specific regulations that relate to the use of machinery, handling activities, health and hygiene, hazardous substances, and the wearing of personal protective equipment.

Procedures

The following procedures describe the steps we will take to comply with our obligation to provide adequate training.

- All new employees will receive induction training. This training includes Health & Safety, Quality and Environmental Management, and covers key areas such as fire safety, first aid and any relevant workplace hazards.
- Training will also be provided to 'others' as necessary, including; agency temps, work experience students, sub-contractors, and visitors.
- Where training is a statutory requirement, e.g. manual handling, it will be undertaken at the soonest possible time. Other training will be determined by risk assessments and/or training needs analysis
- Other methods of identifying training needs will include one or a combination of the following (depending upon the specific needs of the individual, site or client):
 - Performance appraisals
 - Employment Development Needs (questionnaires)
 - Key Performance Indicators (KPI)
 - Specific (task) Training Needs Analysis
 - Where machinery is operated, on-the-job training will, as relevant to the equipment/machinery being used, be delivered by either a competent approved training provider or by the route supervisor
 - The introduction or update of working processes
 - The introduction of new machinery or equipment
 - The results of internal monitoring (audits, workplace inspections, etc)
 - Following incidents/accidents & investigations



Effectiveness


The effectiveness of our training policy is measured by using Key Performance Indicators (KPI's) which relate specifically to:

- Professional Competence
- Quality of Work
- Safe working practices
- Customer Feedback
- Contract Retention

Records and Compliance Monitoring

Compliance with training needs will be monitored to ensure all required training is undertaken in accordance with this policy, and monitoring of employees' attendance will be recorded on a training matrix.

Compliance monitoring will be undertaken in accordance with the internal audit requirements of HSE's ISO9001:2018 Quality Management System.

Signed 

Date: 01 April 2025

Chris Wood
Managing Director

