

Training and Development Policy

Bray and Slaughter are a leading regional contractor with over 100 years of experience in the fit-out, refurbishment and new-build sectors. The business operates from its regional base in Bristol serving clients in the South West of the UK.

We recognise that our most valuable resource is our employees and we are committed to ensuring that each employee has the opportunity to receive training and development opportunities to enable them to fulfil their potential. This proactive stance enables us to continuously work towards our mission and values in order to maintain and enhance our position as a leading regional contractor. By increasing the knowledge and skills of our workforce, we will have motivated, committed employees who work together effectively as part of a valued team.

Training Opportunities are available for all employees and any reasonable requests for development will be considered.

Aims:

- To ensure that employees have the technical skills needed to carry out their jobs safely and competently
- To ensure that all employees understand what their role entails
- To ensure adherence with H&S and Environmental legislation at all times
- To carry out mandatory training effectively and efficiently
- To provide suitable training in leadership and managerial skills for managers
- To empower employees to take ownership of their own development with full support from the company
- To provide and promote equal training and development opportunities for all employees
- To ensure that employee development is discussed and monitored through our annual IIP appraisal system ensuring that new needs are identified and reviewed regularly
- To communicate to managers the importance of encouraging training and personal development to team members
- To provide career development opportunities for all employees
- To commit adequate financial resources to ensure the successful implementation of this training and development and to review this budget annually in line with company needs
- To review the company training matrix monthly ensuring that no training refresher dates are missed
- To monitor and evaluate training and development activities to ensure that the training provided is the most relevant for the company

Training and Development requirements are identified in the following ways:

- Those which are necessary for the employee to be able to do their job accurately, efficiently and effectively.
- Those which are necessary for the employee to achieve their agreed personal targets.
- Those which are required for the employee to keep up-to-date with legislation, new H&S and environmental legislation, changing standards, practices and policies.
- Those which will enable the employee to continue to improve their job performance.

- Those which enable the employee to learn skills whilst attending college/university (for apprenticeships and placement students)
- Those which will prepare the employee for future roles and responsibilities within the company.
- Those which will enable employees to gain a professional qualification and will allow them to work towards Continued Professional Development (CPD).
- Induction Training for new employees and site workers.

Training and Health and Safety

The health and safety goals for all projects are to allow construction work to be carried out safely and without risk to health and to enable those that use and maintain the building in the future to do so safely and without risk to health.

The projects will be run as Incident & Injury free environments. Safety is handled not only by stringent systems but also by the establishment of an environment where people are encouraged to take responsibility for their own and other peoples' safety. This is accomplished through a community of open-working relationships where individual concerns can be heard and safety achievements recognised. Bray & Slaughter are committed to ensuring the highest standard of health and safety and the continuous improvement of these standards

Bray & Slaughter understand the necessity to implement initiatives to improve safety performance and operate a full programme of up to date training to ensure employees have the correct skills to discharge their duties; B&S' Training Matrix is a live plan which is updated as developments take place to identify current and new training, meeting company and construction demands.

Bray & Slaughter have a Health and Safety Representative whose role is independent of management representing the interests and concerns of co-workers, responding on their behalf and providing insight, skills and resources that benefits both Bray & Slaughter and co-workers.

Bray & Slaughter's Site Safety Representative:

- Represents the workforce on health and safety, the safety and welfare of co-workers and makes representation on potential hazards and dangers;
- Attends training courses to keep abreast of new H&S initiatives and legislation
- Consults with B&S management on Health & Safety matters
- Has contact with H&S inspectors from HSE or the local authority, representing co-workers when consulted by H&S inspectors.

Each employee is given a copy of the Company Health & Safety Policy at induction and then annually, when the Policy is revised. The Health & Safety Director ensures that every company employee and any sub-contractor who carries out work on behalf of Bray and Slaughter are made aware of the policy, understand their individual duties and responsibilities and receive adequate and relevant training.

Prior to starting work on site all employees, sub-contractors and site personnel undergo a Site Induction which includes Method Statements, Risk Assessments and Toolbox Talks. On-site Toolbox Talks are tailored to focus on the specific tasks that are deemed a potential risk at that specific point of the contract; this ensures the relevance of the training and mitigates risks which change during the process of construction.

Relevant details of the safety plan are displayed on site where all relevant persons can read them; B&S have launched the Site Awareness Board initiative which highlights any site-specific information and instructions to site workers. This ensures that all site workers, sub-contractors and visitors are informed of any important site activities for that day/week, as well as other key H&S information including the Fire Plan, B&S H&S Policy and First Aid Responder details.

Regular site meetings are held throughout the project with safety matters and information discussed disseminated to all contractors and others who may be affected. Regular tool box talks are given by site management and visiting BSG safety advisers to employees and others for whom B&S are responsible on site. BSG safety advisers visit sites at regular intervals, (unannounced visits around every 15 working days). They prepare written reports on site indicating areas of non-compliance which are discussed with site management; a copy of the report is left on site with the original sent to the company registered office for action to be organised or checked that action has been implemented. Weekly site audits are carried out by B&S and clients to ensure safety performance at all times. Fortnightly site meetings with sub-contractors and clients' representatives include references to safety issues identified on site. Quarterly senior management meetings include health and safety matters, discussing site operations and procedures and open discussions are held to check systems in operation are performing to targets. Information is relayed back to site during the toolbox talks and site audits.

Everyone must comply with the company safety policy and co-operate with B&S management and safety advisers. Failure to comply with the requirements of the safety policy, instructions from managers, or advice from safety advisers, would lead to the removal from site of the individual or contractor offending.