

# Training and Competency Policy



Training resources are provided so that all employees will receive sufficient education and training to enable them to perform competently and meet consistently the functions of their role.

The individual and his or her manager are jointly responsible for establishing training and development needs and we conduct annual appraisals which form a key element of our staff training and development planning. We attach great importance on our appraisal system as a means of developing the contribution of staff and engaging all personnel in the achievement and future growth of the company.

In addition to any individual training and development planning identified during the appraisal process, we undertake regular training in access techniques, and health and safety following the findings of audits, team safety meetings and consultation between employees

Our recruitment is based on a competency-based selection process which assesses qualification and skills in the required disciplines.

All our personnel are supervised on a daily and weekly basis, to ensure consistent performance is delivered in all areas of our business.

## Access Platform Training

All those required to use MEWPS are professionally qualified via IPAF or CPCS for the use of mobile elevating work platforms and hold licences to operate:

- Static Booms (1b)
- Mobile Vertical Platforms (3a)
- Mobile Boom Platforms (3b)

## Rope Access Training

Our rope access technicians are also professionally qualified via IRATA or TAG Safety. We ensure rope access teams include a technician qualified to Supervisor levels (No technicians are allowed to work without passing at least level 1)

Whilst NSS have access to multiple training schemes, IRATA is preferred over TAG

## Rope Access Training Contacts

IRATA International, 3 Eurogate Business Park, Trinity Rd, Ashford TN24 8XW

Tel: 01233 754600

Email: [technical@irata.org](mailto:technical@irata.org)

## Cradle Training

We ensure our operatives are trained by the cradle installer or cradle service provider for each particular site. (We do not operate cradle systems unless trained on the particular property/cradle system)

## General Training:

Standard training levels include but are not restricted to:

- Safe Working at Height
- Health and Safety Awareness
- IPAF
- PASMA
- First Aid
- Fire Safety
- Manual Handling
- Asbestos Awareness/Working with Asbestos

Nationwide Specialist Services Ltd, 239 Ashley Road, Hale, WA15 9NE

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- Abrasive wheels

The NSS induction covers:

- Focused QHSE Induction Powerpoint
- Spill Kit
- Management Systems
- IKAR Rescue
- Use of Easi-decs and Gutter Valley Walks
- Vehicle Checks
- Safety Netting

Supervisors are training to a minimum of SSSTS; SMSTS in some cases.

## Competency

New employees are not deemed competent to undertake NSS works until they have passed their probation date stated on HR system. Until probation is completed; all new employees must undertake works under strict supervision by a SSSTS or SMSTS training employee. SSSTS and SMSTS training employees are deemed competent to train others.

## Key Competencies

	<b>Mandatory</b>	<b>Recommended/In Addition</b>
MEWP Operator	IPAF or CPCS or other equivalent	WAH, H&L
Mobile alloy tower	PASMA or equivalent	WAH
Rope Access	IRATA or equivalent (all RA works must include 1x L3/FA Supervisor)	Asbestos Awareness
First Aider	EFAW minimum	
Fire Warden	Fire Warden	
Harness and Lanyard Inspector	Competent Person training	
SAE	Cradle Specific Demonstration / Classroom	WAH, H&L
Contract Manager	IOSH Managing Safely or above	RA, COSHH, Env., other industry specific requirements
Equipment testing and inspection	Industry specific training i.e. Anchor bolts	WAH, Rooftop Safety
Roofwork	WAH	Rooftop Safety, Asbestos training
Ladder User	WAH	Ladder Association
COSHH Assessor	COSHH Assessor	
Risk Assessment	Risk Assessment Awareness	IOSH standard course
RA Kit Inspector	Approved Competent Person course	
Electrician	City and guilds Level 3 or equivalent	

Signed:

David Holden

**QHSE Director**

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