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# Training Policy

## Introduction

Training is a vital part of our strategy to effectively manage all aspects of our business. When training is carried out effectively, it improves our security operatives understanding of the work they need to carry out on a daily basis and informs them of the risks they may encounter whilst in the work place, thus reducing accidents whilst on assignments and premises. Formal training, information and knowledge passed on to security operatives during informal sessions is a key factor in motivating both existing and new personnel, Our commitment to training and the efforts we endeavor to pass on to our staff ensures that officers are both competent and confident when carrying out their work. It is our legal responsibility to provide adequate **Health and Safety training (see Guidance)**.

### **It is our policy to:**

1. Identify the training needs including health and safety associated with our work activities.
2. Provide the following training for our staff:
3. Company Induction training for new starters
4. Level 2 BTEC award in security operations
5. Training on our Health and Safety Policies and Procedures
6. Work activity training relevant to the member of staff, including the use of any equipment
7. Training required by specific legislation
8. Training on Fire and Emergency procedures including alarm raising
9. Training on the recognition, handling and use of hazardous substances
10. Awareness training for Management staff
11. Refresher training where identified in our training needs analysis.
12. **Keep records (see Training Records)** of all staff training and related documents.
13. Ensure staff are aware of their legal obligation to co-operate and to put into practice any new instruction or guidance given.

**Michael Stafford**

**Position: Quality Director**