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Document Change Approval

Position	Name	Date of approval
Chairman SMHPT	Stan Groundwater	January 2021

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The St Margaret's Hope Pier Trustees recognise the role our employees have in achieving the goals of the Trust, and place great emphasis on having skilled staff. We are committed to providing all our employees with access to development and training opportunities to enable them to maintain and enhance their knowledge and skills, thereby ensuring that they can work in a safe and efficient manner.

This policy applies to all employees and reinforces our commitment to equality of opportunity. It further ensures that the resources required to meet training needs are fully identified, that the training is properly focused and that the benefits of the training can be demonstrated.

Our aims are to:

a) Ensure compliance with all relevant Health, Safety and Environmental Legislation,
b) Ensure the training supplied is in accordance with the requirements of the company Health, Safety and Environmental Policies,
c) Create a highly skilled workforce with greater confidence in their abilities,
d) Encourage employees to develop their skills and talents,
e) Create a sense of achievement amongst our employees, increasing morale and motivation.

To achieve these objectives, we undertake to:

a) Assess an individual's training needs on an annual basis,
b) Ensure that training undertaken is recorded using the Company's Skill Matrix and in the individual's personnel file,
c) Ensure that training is provided by competent trainers,
d) Ensure that training is relevant to the individual's needs,
e) Ensure that training is current and up to date,
f) Identify the need for training resulting from the introduction new Regulations, Legislation, or industry best practice,
g) Ensure that training is provided as part of a Safe System of Work whenever a new or changed process, item of plant or a system of work is introduced.

This policy is available to the public and all interest parties.

Chairman of the Board of Trustees

Dated: 25/02/2021 SS.

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