

Smartwatch Solutions provides Static Guard, Mobile Patrol, Alarm Response and Keyholding, Virtual Guard, CCTV and Access Systems & Services to a wide range of Organisations.

1.0 Purpose

To ensure the provision of all necessary information, instruction, training and supervision which is necessary to ensure the health and safety at work and competence of all employees, to enable Smartwatch to carry out the of service level agreement promised to all our customers and the safe and well being of all our employees.

2.0 Scope

This procedure outlines the requirements for the management and development of health, safety, welfare and injury management training needs and identifying competences and training requirements for work tasks.

This Policy will also cover all levels of employees and will range from an induction to certification training for certain tasks.

This Policy is applicable to all personnel employed by, and/or working for the company.

3.0 Roles and Responsibilities

- a) The responsibility for implementing this Policy lies with the Managing Director who will delegate such functions as necessary to ensure the effective day to day operation of our safety arrangements in respect of elements listed below.
- b) Ensure the provision of any training identified as necessary, in a timely systematic manner.
- c) Ensure the maintenance of appropriate records of individuals training and competency.
- d) Agreed identified training is sourced, costed, included in the budget wherever possible and scheduled. Training can be sourced internally or externally.
- e) A training course evaluation form is completed for all training received and sent to the responsible person.
- f) The course co-ordinator forwards or copies the completed review forms, with any attached certificates, to the trainee's responsible manager.
- g) After completion of any training the employee's training records are updated. The completed course review form is retained, together with any certificates issued, in the employees training record.

A health and safety training needs analysis will be conducted in consultation with employees in order to determine the required health and safety competencies for their positions.

A training needs analysis form shall be completed and shall include skills specific to certain operational requirements as identified from position descriptions, hazard identification and risk assessments.

Health and safety training and development needs shall be assessed against position descriptions and recorded in individual employee's performance management plans.

The training identified through the training needs analysis will be prioritised in accordance with the requirements of the work.

A record of completed training is to be maintained. Evidence of training needs analysis and completed training and development is to be made available when required for auditing purposes.

Health and safety competency requirements for employees are to be reviewed regularly in accordance with the work task requirements including any information, instruction and or training to standard operating procedures.

Training will be provided to all participants at no cost (unless training needs require an outside training body) and will take place during working hours, if possible. Health and Safety training will be established and maintained to provide.

- a) An understanding of the company health and safety arrangements and individual specific roles and responsibilities.
- b) A systematic programme of induction training for all employees.
- c) Training in local health and safety arrangements and hazards, risks, precautions to be taken and procedures to be followed.
- d) Training in undertaking hazard identification, risk assessment and control.
- e) Specific training (in house or external) which is required for employees with specific roles and responsibilities.

Management with the knowledge to ensure the health and safety management system functions to control the risks and minimise illness, injury and other losses to the company.

Training and awareness programmes for contractors, temporary workers and visitors as determined by the level of risk to which they are exposed.

All such training must be repeated periodically where appropriate, be adapted to take account of any new or changed risks that have arisen, and must take place during working hours.

Training needs will be assessed by considering:

- a) The requirements of the task.
- b) The personal qualities needed in the person performing the task – including qualifications and experience.
- c) Induction Training
- d) All new employees including those transferring from elsewhere in the company or returning to work after a break in employment, and temporary employees receive induction training. The induction includes:
 - e) Introduction into the company.
 - f) Introduction to the site / department and its operations.
 - g) Health and safety policies and procedures.
 - h) The Employees role as per the job description with particular consideration of.
 - i) Any technical and operational responsibilities
 - j) Any quality, environmental, health and safety responsibilities.
 - k) Any specific requirements related to product or service provision.
 - l) The main hazards and control measures applicable to their place of work.
 - m) Emergency procedures.

The induction documentation will be signed to acknowledge acceptance and understanding of the training given and confirm the capability of the employees to undertake the assigned task.

Completed induction documents will be kept in the employee's personnel file.

For permanent employees, training records will be established and maintained. The employee will receive a copy of the relevant induction training documents, if requested.

Signed:

Position: Managing Director



Name: Neil Jones

Date 30/07/2025