



## CSG (USHER'S) LTD

### TRAINING POLICY

### POLICY STATEMENT

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### CSG USHER'S TRAINING POLICY 2016

The objectives of CSG (Usher's) Ltd training policy are to:

- Ensure that all tree-work staff are professionally-trained and competent to safely and efficiently carry-out daily duties
- Provide opportunities for motivated and capable staff to learn new skills
- Encourage staff at all levels to undertake regular Continual Professional Development (CPD)

Company Secretary Margaret Taylor has been enhancing the company's training procedures since her appointment in October 2012: She has focused on CPD, booking several courses for tree-work staff and managers. Additionally, she has booked towing and trailer courses for younger members of staff so that they can provide a more efficient service for the company and its clients.

As an Arboricultural Association Approved Contractor, we receive a wide range of information on a daily basis about tree disease and maintenance, and health and safety issues. This is stored centrally and updated regularly, and managers consult it as required.

The company operates a digital training matrix which records all courses undertaken, the dates, and refresher dates where needed.

CSG (Usher's) Ltd tree-work operators are certificated by NPTC in all of the tree-work processes they undertake on site. As a minimum training requirement, all groundwork tree-work staff have NPTC 30 (Maintain the Chainsaw); NPTC31 (Felling Small Trees); and NPTCCS38 (Climb Trees and Perform Aerial Rescue). Climbers also have NPTCS39 (Operate the Chainsaw from a Rope and Harness). One member of each team will hold a Signing, Lighting, Guarding qualification. All tree-work staff have Emergency First Aid and this certificate is refreshed as required. Staff also receives in-house training for Manual Handling, Ladders, and LOLER awareness.

The company holds quarterly Toolbox Talks and issues monthly Toolbox Bulletins where issues relating to improved safety and performance are regularly covered. For specific jobs, dedicated teams are allocated depending on their qualifications/ experience in areas such as stump grinding, felling large trees, dismantling large trees, and pesticide/herbicide spraying.

During annual appraisals, individual training requirements are discussed and plans made as required. Yard Manager George Dixon is a trained LOLER inspector.

Signed:

A handwritten signature in black ink, appearing to read 'Rod Usher', written over a light blue circular stamp.

Rod Usher  
Managing Director

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