

EMPLOYEE FURTHER TRAINING REQUEST

Your Name: _____

To:

MARISCO
Unit 5 West Howe Ind Estate
Elliott Road
Bournemouth
BH11 8JS

Date

Course:					
Description:					
Quantity:		Price:		Supplier:	

Course:					
Description:					
Quantity:		Price:		Supplier:	

We do not expect any staff member to undertake any task for which they have not received adequate training to allow them to complete it safely and competently.

We also have a legal duty imposed upon us by Health and Safety legislation to ensure our workforce is properly informed of the hazards and risks they face in the workplace, as well providing training to help them avoid hazards and minimise those risk. We intend to make use our internal knowledge base and qualified advisors, as well as external organisations (such as Phoenix Training, Twynham Training Ltd and Engage-in-Learning) to help us deliver our annual training programme.

To that end, during 2017 employees will be asked to complete all of the following internal training courses:

- | | | |
|----------------------------------|-----------------------|-----------------------------------|
| 1. Health & Safety basics | 6. Slips and Trips | 10. Personal Protection Equipment |
| 2. Health & Safety in the office | 7. Manual Handling | 11. COSHH |
| 3. Fire Safety at work | 8. Working at Heights | 12. Infection Control |
| 4. Fire Aid at work | 9. Asbestos Awareness | 13 Legionella Awareness |
| 5. Safe driving | | |

If there is another course you would like us to consider, or if you wish to take any of the courses listed above earlier than planned, please use this form to let us know and we shall try and accommodate you.