



Foyle – Gloucester

Environmental Permit Application

EPR Ref: UP3700PX/A001

Training Assessment

Document Ref: Attachment C.2

TRAINING ASSESSMENT

FOYLE, CINDERFORD, GLOUCESTER, UK

1.0 TRAINING

The Environmental Manager will identify the key personnel with the knowledge and skills to achieve environmental objectives. This will include those team members who are trained and are responsible for environmental auditing.

All personnel within the organisation will be provided with the appropriate training to conform to the environmental policy and to understand the significance of environmental impacts arising from their work activities. Training will take the form of induction, or on a continual or when needs arise basis.

The training undertaken by team members will be recorded on their training record. These records are kept, indefinitely, in the Human Resource office. Training records for Agency employees (temporary employees of the company) will be retained by the agency and subject to review on request.

The Environmental Manager shall review the training needs of all team members at least once every twelve months and shall discuss these needs where appropriate with the Operations Director or Factory Manager and the departmental head. It is also the responsibility of each Manager to ensure that all team members have received environmental training. This should be included on the Department Training plan and will be reflected on the Company training plan.

The training plan will be developed every twelve months as an aid in assisting in identifying those team members requiring training.

The environmental training for each team member shall be established and controlled by the Environmental Manager and where appropriate with the Operations Director or the Department Head and shall contain records of training and shall include the following where applicable:

- i) Record of successful completion of induction.
- ii) Environmental system training.
- iii) Details of course attended.

The site's Environmental Manual is designed to ensure the implementation of the Environmental Management System.

TRAINING ASSESSMENT
FOYLE, CINDERFORD, GLOUCESTER, UK

Table 1: Competency requirements for each identified group of employee

Requirement / Role	Competency Requirements	Environmental Training Course	Internal Auditors Course	General Awareness	Site Environmental Rules
Director	Awareness of strategic importance of environmental management	X	X	✓	✓
Environment Manager	ISO 14001 and the EMS requirements of the site / Group environmental policy. Legislation and global environmental issues. The environmental procedures and the consequences of deviating from them.	✓	✓	✓	✓
Internal Auditors	Significant environmental aspects and the benefits of improved environmental performance. Their specific roles and responsibilities with regards to the environment.	✓	✓	✓	✓

TRAINING ASSESSMENT
FOYLE, CINDERFORD, GLOUCESTER, UK

Requirement / Role	Competency requirements	Environmental Training Course	Internal Auditors Course	General Awareness	Site Environmental Rules
General Staff	Requirements of the environmental policy. Environmental procedures specific to their role and an understanding of the consequences of deviating from those procedures. Understanding of their roles and responsibilities with regards to the environment benefits of improved environmental performance. Significant environmental aspects.	X	X	✓	✓
Resident contractors and their employees	As with general staff.	X	X	✓	✓
Contractors	Site emergency/storage procedures. Site drainage. Site waste procedures.	X	X	✓	✓

TRAINING ASSESSMENT
FOYLE, CINDERFORD, GLOUCESTER, UK

Table 2: Description of each training requirement.

Requirement	Delivery	Description
Internal Auditors Course	Formal training course	The Internal Auditor course is designed to provide delegates with the competency to undertake an internal audit. Evidence of attendance should be in the form of certificates.
General Awareness	Environmental Notice Board Seminars/ Workshops / Induction	Delivered via the Site Environmental champions through a continuous programme of environmental initiatives. Evidence of each initiative should be recorded e.g. copies of posters, photos etc. Employees' induction includes an environmental module.
Site Environmental Rules	Reading and understanding	All contractors working on site will be required to read and state in writing that they understand the environmental rules governing the site. The site rules should cover the following; <ul style="list-style-type: none"> • site emergency procedures • site drainage • site waste procedures • requirements of the policy Signatures from contractors will provide the evidence to confirm that contractors have read and understood the above documents.