



Employee Training Policy and Handbook

The Board of Linlithgow Rugby Club shall ensure that the training requirements of all employees and volunteers are clearly identified and that appropriate records are kept relating to completion of training.

Training Objectives

- Minimise the number of occupational accidents and illnesses with the ultimate objective to achieve an accident-free workplace.
- Ensure compliance with all relevant Health, Safety and Environmental legislation and to meet the needs of our own Health & Safety and other key operational policies.
- Improve the efficiency of our workforce through greater confidence in their abilities and new skills.
- Create a sense of achievement, increase staff morale and motivation.

Induction Training - all employees will be required to complete the club Induction training which introduces them to the basic expectations and requirements covering the conduct of all employees.

Recording - a full record of Induction Training is kept for all employees.

Review - all employee training records will be reviewed on an annual basis and any refresher training courses organised on their behalf.

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