

Training Type	Comments	Training Completed in 2021	Training Planned for 2022
Achieving Affiliate Training Centre Status	Working closely with a local reputable training company, The Training Initiative, our trainers have reached the required skill level to become an affiliate training centre of The Training Initiative.	Plans were made throughout 2021 to work towards this goal	By the second quarter of 2022 Swish Building Products will be become an affiliate training centre, delivering externally certified training
Employee Induction Pack Roll Out	Reviewed and updated Induction packs to be rolled out to new and existing employees in Extrusion, Injection Moulding and Warehouse/Distribution depts.	New Employees Inducted using the Induction pack on an ad hoc basis	Departmentally relevant Induction packs to be reviewed, updated and then cascaded down to the Extrusion, Warehouse and Injection Mould Shop teams
Mobile Elevated Work Platform Training (MEWP)	Improving Safety and reducing Risk negating the use of steps/ladders	4 Swish employees have been trained to operate Vertical Lift and Mobile Boom MEWP's to assist Stock Taking and Safe Access for Maintenance	A further 4 employees are planned for 2022
Train the Trainer	Following Kelvin Purchase achieving Level 3 Award in Education and Training Qualification, he coordinated an AE&T course for a further 10 Trainers for BCD	10 Qualified Trainers successfully completed AE&T Level 3, spread across the Epwin Building Components Division (BCD)	A further 10 Trainers to achieve Level 3 AE&T to assist developing learning across the BCD workforce
FLT, CombiLift & WR4/PPT Picking truck Refresher Training	Due to the In-house Training Facilitator and instructor, refresher training has increased, become more thorough - with a view to become more frequent for existing operators	35 Material Handling Equipment (MHE) Refreshers undertaken, accumulating expected figures	Planning to utilise available trainers to increase frequency of MHE refresher training, reducing peaks and troughs in knowledge, and increasing awareness
MHE Novice Training for FLT, CombiLift and WR4 pick trucks	Due to In-house Training Facilitators and Instructors, Novice training has increased – enabling the workforce to be more versatile, effective & efficient	33 Novice MHE Training courses facilitated	14 MHE Novice and Conversion courses completed across BCD in Jan & Feb '21 – Further training on an ad hoc basis for 2022 cross training skills throughout BCD
Lift Truck Competency Assessments	To show a greater diligence the SHEQ team perform Competency Observations whilst operators are using MHE 'On the Job' and coach where necessary	52 MHE Competency Assessments performed which had a solid impact on reducing incidents with a strong focus on safe operation	Competency Assessments will be ongoing, using the opportunity to coach operators and showing a constant Training presence on the shop floor
First Aid In House Trainer	Two In-house Trainers Level 3 AE&T, followed by a First Aid Trainer Qualification to facilitate training for our First Aid needs at Swish BP - also a training and delivery package has been developed	4 First Aiders retrained by the In-house First Aid at Work Trainer in 2021	First Aid at Work will be trained throughout 2022 to 13 First Aid care providers
Apprentices	Developing our plan to grow our own skilled workforce	Two engineering apprentices have qualified in 2021, and now are specialising in Toolmaking and Computer Aided Design	This year a Continuous Improvement Apprentice, a SHEQ apprentice, and a Transport and Logistics Apprentice will be appointed this year
Lean Six Sigma Training	Warehouse Management and Supervisory Team qualified in various Belts of Six Sigma	Manager and Supervisor achieving a Black & Yellow/Green Belt respectively in Six Sigma	Further Six Sigma Training is planned for this year to fortify tools and techniques used to act upon business data
Team Leader Training	Warehouse Team Leaders and their 2.I.C.'s began their education towards a Diploma in Warehouse Management Qualification	All 8 delegates achieved this qualification in 2021	Further development planned for 2022
Distribution SOP's reviewed and process mapped out, then re-written	Areas of improvement and gaps in training have been identified and are being reacted upon	We have completed a high level process flow of the business to highlight the areas that need SOP & Risk Assessment reviews	Creating process flows for each activity, in each department to highlight processes; then formulating new Standard Operating Procedures that include links to our internal and external Industry standards
Overhead Crane Operator Training	As Overhead Crane refresher training is due, we plan to develop a small team of our existing trainers to become Overhead Crane Trainers.	We now have three in-house Sling & Crane Trainers at Swish BP	An Overhead Crane Train-the-Trainer program is being delivered by our trainers throughout 2022
Manual Handling Training	Manual Handling Training is delivered to all new employees as part of their Induction Training Day	28 Manual Handling Techniques Sessions held	Over the coming months the SHEQ team plan to refresh good Manual Handling techniques for Swish employees, formulating a strategy to ensure that employees are refreshed every 24 months.
Fire Warden Training	Fire Warden training is delivered to facilitate smooth Incident Evacuation	No further training was required in this period	A Fire Warden Train the Trainer course is planned for April 2022, enabling us to hold regular ad hoc refresher training sessions as part of our fire risk management strategy
NVQ in Business Improvement Techniques	One Employee completing a Level 3 in Business Improvement Techniques and 2 others planned for Level 2 NVQ	Continuous Improvement Lead completing a Level 3 NVQ, and 2 SHEQ Technicians achieved Level 2 NVQ	Business Improvement Techniques Level 2 NVQ for our SHEQ Technicians also CI Lead will be potentially moving up to NVQ Level 4
Introduction of 5s methodology	Used to establish efficient & safe environment to improve quality, cost and delivery	Strategy for the delivery of 5s methodology planned out for delivery in 2020	Workshops being delivered throughout the year by the Continual Improvement Lead
Safety, Health, Environment & Quality Training	The SHEQ Supervisor has embarked upon a 30 month program to become Safety, Health & Environment Technician level 3 Standard Qualified - allowing further SHE competence and compliance	In the process of obtaining this qualification	Course will continue into November 2022
COVID-19 PPE and Increased Awareness Training	Risk Assessments & Control Measures were developed into Departmental Toolbox Talks; enhanced site disinfection; equipment & hand sanitising stations along with small work bubbles, allowed those who could not work from home to return safely	As the world was brought to a virtual standstill, a small team worked towards allowing the workforce to return to work in the safest environment possible, risk was assessed and many control measures were put in place to combat transmission, and trained out	The site is now fully stocked with a selection of Face-Coverings (mandatory when moving around site; out of your bubble) Sanitising Equipment, Contactless Thermometers and an enhanced cleaning regime to take us safely through 2022