

SHEQ Training Report for 2024 & Plans for 2025

Training Type	Comments	Training Completed in 2024	Training Planned for 2025
Learning Management System (LMS)	An easily accessible learning portal, eLoomi is to be rolled out covering Health & Safety, Environment, Energy, and Employee Inductions.	All employees completed eLoomi learning portal courses 2023/24	NEW and improved LMS rollout - Kalidus - Initially covering Health & Safety modules of First Aid, Manual Handling, Fire Safety Safety, Personal Protective Equipment (PPE) and Slips, Trips, & Fall courses
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 throughout 2024 with a focus on Quality, H&S, Environment/Energy & Sustainability	Departmentally relevant Induction packs to be reviewed, updated and then cascaded down to the Extrusion, Warehouse and Injection Mould Shop teams into 2025
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 for MEWP training in 2025
Train the Trainer	Following all Swish SHEQ Team members achieving Level 3 Award In Education and Training Qualification, a further course was coordinated an AE&T course for a further 10 Trainers for BPD	10 Qualified Trainers successfully completed AE&T Level 3, spread across the Epwin Building Components Division (BPD)	An additional 10 Trainers (2 further SHEQ Team members) to achieve Level 3 AE&T to assist developing learning across the BPD workforce in 2025
FLT, CombiLift & WR4/PPT Picking truck Refresher Training	Due to having the resource of 4 In-house Training Facilitators and MHE Instructors, refresher training has increased, become more thorough - with a view to become more frequent for existing operators	64 Material Handling Equipment (MHE) Refreshers undertaken, accumulating expected figures in 2024	Planning to utilise available trainers to increase frequency of MHE refresher training, reducing peaks and troughs in knowledge, and increasing awareness in 2025
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	14 Novice MHE Training courses facilitated across Swish departments in 2024	14 MHE Novice and Conversion courses completed -- Further training on an ad hoc basis for 2025 cross-training skills throughout Swish BP
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	MHE Competency Assessments reviewed to have 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 through 2025
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 Trainers in 2024	Novice First Aid at Work level III will be trained throughout 2025 to increase First Aid care providers across all shifts and departments
Apprentices & Graduates	Developing our plan to grow our own skilled workforce	8 delegates that started as part of the graduate scheme in 2023 have been appointed to various roles within the business throughout 2024 to ensure a bright future for Swish	The HSE apprentice is now in his final year in 2025, and will qualify as a Health, Safety, and Environment Technician - Level 3 in August
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 L.C.'s began their education towards a Diploma in Warehouse Management Qualification	All 8 delegates achieved this qualification in 2024	Further leadership development planned for 2025
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 in 2024	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 into 2025
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 2025
Manual Handling Training	Manual Handling Training is delivered to all new employees as part of their Induction Training Day	Manual Handling train-the-trainer course gave us 4 new MH trainers in 2024	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	Fire Warden train-the-trainer course took place in April'23 giving us 4 additional FW trainers - refreshing our Fire Wardens throughout 2024	FW TTT is enabling us to hold regular ad hoc refresher training sessions as part of our fire risk management strategy
Fortifying 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 2024	Workshops being delivered throughout the year by the Continual Improvement Lead
Safety, Health, Environment & Quality Training	SHEQ Supervisor progressing through Safety, Health & Environment Technician level 3 Standard - allowing further SHE competence and compliance	SHEQ apprentice achieved NEBOSH certificate in 2024	HSE apprentice will achieve NEBOSH certificate in 2025
Environmental & Energy Awareness Training via the LMS portal	An easily accessible learning portal, eLoomi is to be rolled out covering Health & Safety, Environment, Energy, and Employee Inductions.	eLoomi course availability to all relevant employees, covering Environment/Energy Awareness, and Employee Inductions	Pushing forward into 2025 Kalidus course availability will be enhanced to all relevant employees, covering Environment/Energy Awareness, and Employee Inductions