

WELSHPOOL TOWN COUNCIL

TRAINING

Introduction

The Town Council is committed to providing training for all staff as needed.

Training schedule

The following training schedule is available but is not exhaustive (other courses are run as required).

REF	COURSE	CONTENT	COURSE RUN BY	FOR	LAST COMPLETED
1	General Health and Safety	Update of procedures and documents	Town Clerk	All Staff	
2	First Aid	First response and basic first aid	St Johns	Open to all Staff	November 2014
3	Town Hall emergencies	Fire and evacuation procedures	Town Clerk	Staff involved in Town Hall	
4	Specialist Courses	Chainsaw and recreation equipment	Specialist Company	All Staff involved in recreation grounds	
5	Tourist Information Course	Tourism Training	Visit Wales	All TIC Staff	
6	COSH	Hazardous substances training	Ellis Whitham	All Staff who use hazardous substances	
7					
8					

TRAINING RECORD FOR MEMBERS OF STAFF

All staff must complete the training set out above in a single 12 month period (except those courses which issue a longer dated certificate).