



TRAINING POLICY

Littlehampton Harbour Board (LHB) recognises that the successful implementation of the Harbour's Marine Safety Management System can only be achieved through a policy of continuous training with regular reviews of specific training requirements. LHB requires all staff to be competent (meaning trained, qualified and experienced) in their roles as defined by the LHB Training Matrix.

LHB will directly provide or arrange training where appropriate for all members of staff in order to provide LHB's services and meet the required standards of the role. Officers and staff are to be suitably trained and qualified to a minimum national standard.

- Internal and external training requirements (including certification where appropriate) are set out in detail for all roles within the LHB Training Matrix 2021 at enclosure.
- Safety training is regarded as an indispensable ingredient of an effective Marine Safety Management System and programme, as it is with Health and Safety matters. It is essential that all involved in the management and operation of the port are trained to perform their roles safely.
- The main training profile for the Harbour Board is to ensure that all members of staff are qualified to operate Harbour vessels and the many items of equipment used in the daily operation of the Harbour. This includes the re-validation of these qualifications where necessary. Training is seen as continuous to meet the ever-increasing demands made on the Harbour staff.
- There will be induction training for any seasonal staff prior to commencing their duties, in line with the requirements of the Port Marine Safety Code and the LHB Training Matrix (enclosed at Annex)
- It is vital that new members of staff are promptly qualified in those areas where deficiencies are recognised. Staff will not be permitted to undertake tasks without supervision unless they are adequately trained.
- Members of staff are trained both internally and externally to achieve the requisite level of competence. The importance of "on the job" training in the workplace is

not underestimated. Ongoing in-house training forms an invaluable part in achieving high standards of safety and of quality.

- Records of training will show clearly the type and the date of training received and a schedule of future training requirements.
- All mandatory statutory and required training will be delivered, resources made available to achieve this and revalidation of qualifications required where necessary.
- Regular staff meetings are held to ensure good communications and quality, both in service and in delivering health and safety.

A handwritten signature in black ink that reads "R. O'Callaghan". The signature is written in a cursive style with a large initial 'R'.

Mr Richard O'Callaghan (Chair)
Littlehampton Harbour Board

Signed 21 February 2022

Enc: Training Matrix

