

EDUCATION & TRAINING POLICY STATEMENT

Fairhurst have an ongoing commitment to the continuing professional development of its employees through a structured programme of training for all grades of technical, administrative and managerial staff. This commitment is reflected in the firm's bonus scheme for achievement of academic awards and professional qualifications together with the Training Scheme registered with the Institution of Civil Engineers for Chartered Civil Engineers, Incorporated Civil Engineers and Technicians.

All staff are afforded the opportunity to attend external courses/symposia seminars on topics appropriate to their duties. In-house seminars on a wide variety of subjects are regularly held in various offices of the organisation. Opportunity is given to senior staff to obtain regular CPD Training to ensure that skills and knowledge are always kept up to date. Private study is encouraged as well as attendance at internal and external courses and meetings of Professional Bodies.

Specific training is provided to all staff on an ongoing basis in two areas; quality service and health and safety. An induction course in both these areas is provided to all staff and refresher courses are held at regular intervals.

1. Quality Management System

Training for Quality Assurance System which is operated throughout the firm is carried out as follows:

- a) external courses for Office Quality Managers
- b) external and in-house courses and workshops for internal auditors
- c) in-house seminars for project teams and administrative staff

2. Health and Safety Training

- a) External courses for office Health & Safety Managers and First Aid personnel.
- b) Trained staff to provide in-house seminars for all personnel.
- c) Training in safety, risk assessment and safety planning is undertaken by all graduate engineers. Refresher courses are provided for more senior staff.

The policy pattern set in these areas is now being followed in relation to the CDM regulations. An extensive training programme for CDM Co-ordinators and Design Staff is now in hand.



Graeme Bruce
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