Band Systems Ltd

# Competency Matrix

Last Review Date: April 2018

Mandatory Health and Safety Training for Staff

| Attendees Name | Introduction to H&Safety | Use of Risk Assessments | ECS Card Obtained | Vehicle stock and safe storage | Accident Reporting | Training Review Interviews | Use of Accident Book | Health and Safety as a Lone worker | Understanding the company handbook | Do not walk past Policy | COSHH Reporting | Asbestos Training | Working at Heights | Good Housekeeping | Manual Handling & Lifting | Vibration with handtools |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Steve Barford | B | B | ⊘ | B | B | B | B | B | B | B | B | B | B | B | B | B |
| Ben Tilley | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | B | B | B | B | B |
| Matt Shaw | B | B | ⊘ | B | B | B | B | B | B | B | B | B | B | B | B | B |
| Rasmita Jamieson | ✓ | ✓ | ⊘ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | B | ✓ |
| Lee Hulbert | ✓ | ✓ | ⊘ | ⊘ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ⊘ | ⊘ | ✓ | ✓ | ⊘ |
| Sue Turner | B | ✓ | ⊘ | ⊘ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ⊘ | ⊘ | ✓ | ✓ | ⊘ |
| Sue Evans | ✓ | ✓ | ⊘ | ⊘ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ⊘ | ⊘ | ✓ | ✓ | ⊘ |
| Wayne McGregor | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Dean Connell | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Tony Nolan | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Michael Nettleship | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | D | ✓ | ✓ | ✓ | ✓ | ✓ |
| Tomasz Makarewicz | ✓ | ✓ | ✓ | ⊘ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ⊘ | ⊘ | ✓ | ✓ | ⊘ |
| Peter Burrows | ✓ | ✓ | ⊘ | ⊘ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ⊘ | ⊘ | ✓ | ✓ | ⊘ |

| Attendees Name | Use of PPE | Working on Sites | Identifying Hazards | First Aid | Sharing information and Ideas | Inspecting Plant and Equipment | Looking after tools | Lone working | Pre Start Checks and inspections | Who to Report to? | Responsability for own H&S | Duty of Care and working with others | Infection and disease in the workplace | Dealing with Emergancies | Working with Mechanical Booms | Using low level towers |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Steve Barford | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B |
| Ben Tilley | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B |
| Matt Shaw | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B |
| Rasmita Jamieson | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Lee Hulbert | ⊘ | ⊘ | ✓ | ✓ | ✓ | ⊘ | ⊘ | ⊘ | ⊘ | ✓ | ✓ | ✓ | ✓ | ✓ | ⊘ | ⊘ |
| Sue Turner | ⊘ | ⊘ | ✓ | ✓ | ✓ | ⊘ | ⊘ | ⊘ | ⊘ | ✓ | ✓ | ✓ | ✓ | ✓ | ⊘ | ⊘ |
| Sue Evans | ⊘ | ⊘ | ✓ | ✓ | ✓ | ⊘ | ⊘ | ⊘ | ⊘ | ✓ | ✓ | ✓ | ✓ | ✓ | ⊘ | ⊘ |
| Wayne McGregor | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Dean Connell | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Tony Nolan | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Michael Nettleship | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | D | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | D | ✓ |
| Tomasz Makarewicz | ⊘ | ⊘ | ✓ | ✓ | ✓ | ⊘ | ⊘ | ⊘ | ⊘ | ✓ | ✓ | ✓ | ✓ | ✓ | ⊘ | ⊘ |
| Peter Burrows | ⊘ | ⊘ | ✓ | ✓ | ✓ | ⊘ | ⊘ | ⊘ | ⊘ | ✓ | ✓ | ✓ | ✓ | ✓ | ⊘ | ⊘ |

| Attendees Name | Using high level towers | Use of hop-ups | Storage of equipment and tools | Slips, Trips and Falls | Use of extension leads | Understanding Electricity | Company Health and Safety Policy | Documentation Review | Bullying | Drugs and Alcohol | Bribery | Cutting Corners puts you at risk | Toilet and other fasilities | What H&S practices will provide you | Your Rights | Helping us to help you | ECS Card Number & Expiry Date | | Asbestos Awarness Cert No. & Expiry Date | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Steve Barford | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | ⊘ | | ⊘ | |
| Ben Tilley | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | C0220152 | 06/08/2018 | TIL20180426190457 | 26/04/2019 |
| Matt Shaw | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | ⊘ | | ⊘ | |
| Rasmita Jamieson | ✓ | ✓ | B | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ⊘ | | ⊘ | |
| Lee Hulbert | ⊘ | ⊘ | ⊘ | ✓ | ⊘ | ⊘ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ⊘ | | ⊘ | |
| Sue Turner | ⊘ | ⊘ | ⊘ | ✓ | ⊘ | ⊘ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ⊘ | | ⊘ | |
| Sue Evans | ⊘ | ⊘ | ⊘ | ✓ | ⊘ | ⊘ | ✓ | ✓ | ✓ | ✓ | ✓ | ⊘ | ✓ | ✓ | ✓ | ✓ | ⊘ | | ⊘ | |
| Wayne McGregor | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | C0102700 | 25/07/2018 | MAC20180425203027 | 24/04/2019 |
| Dean Connell | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | C0113506 | 28/07/2020 | CON20180424235359 | 24/04/2019 |
| Tony Nolan | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | C0113505 | 14/09/2020 | e992239 | 09/07/2018 |
| Michael Nettleship | D | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | C0186059 | 23/05/2019 | net20180414151825 | 14/04/2019 |
| Tomasz Makarewicz | ⊘ | ⊘ | ⊘ | ✓ | ⊘ | ⊘ | ✓ | ✓ | ✓ | ✓ | ✓ | ⊘ | ✓ | ✓ | ✓ | ✓ | O4776561 | Oct-18 | MAK20180427095710 | 27/04/2019 |
| Peter Burrows | ⊘ | ⊘ | ⊘ | ✓ | ⊘ | ⊘ | ✓ | ✓ | ✓ | ✓ | ✓ | ⊘ | ✓ | ✓ | ✓ | ✓ | ⊘ | | ⊘ | |

Key to general skills ability

| | |
|---|---|
| Competence has been established | ✓ |
| Training required | ? |
| Skill not currently required | X |
| Advanced training required | A |

| | |
|---|---|
| Skilled and able to train Others | B |
| Able, but more training required | C |
| Trainee, must be supervised | D |
| Particular Skill/item Not Applicable | ⊘ |