

**PROJECTS**  
**Kitchen and Bathroom**  
**Modernisation Team**

Job Description	PROJECTS Manager	PROJECTS Supervisor	PROJECTS Site Supervisor	PROJECTS TLO	PROJECTS TLO	PROJECTS Operatives	PROJECTS Operatives	PROJECTS Operatives	PROJECTS Operatives	PROJECTS Operatives	PROJECTS Operatives	PROJECTS Operatives	PROJECTS Operatives	PROJECTS Operatives	PROJECTS Operatives	PROJECTS Operatives	PROJECTS Operatives	PROJECTS Operatives	PROJECTS Operatives	
																				Steve Balfe
Appraisal	P	Aug-11	Aug-12	Sep-11	Sep-11	Aug-11	Apr-12	Aug-11	Aug-11	Oct-08	Sep-11	Aug-11	Aug-11	Sep-11	Aug-11	Aug-11	Aug-11	Aug-11	Aug-11	Aug-11
SCS Induction	P		Sep-10	Aug-11																
Working Safety - Induction	I																			
Manual Handling	I	Jun-12	May-12	May-12	Jun-12	Jun-12	May-12	May-12	May-12	May-12	May-12	May-12	May-12	May-12	May-12	May-12	May-12	May-12	May-12	May-12
Needle Awareness	I	Jul-12	Jul-12		Nov-11	Jan-12	Jul-12	Jul-12	Jul-12	Jul-12	Jul-12	Jul-12	Jul-12	Jul-12	Jul-12	Jul-12	Jul-12	Jul-12	Jul-12	Jul-12
Asbestos Awareness	I	Mar-11	Apr-11	May-12	Apr-11	Apr-11	Jun-11	Jun-11	Mar-11	Mar-11	Mar-11	Mar-11	Mar-11	Mar-11	Mar-11	Mar-11	Mar-11	Mar-11	Mar-11	Mar-11
Abrasive Wheels	I	1998																		
Banksmen	I																			
CDM Regulations	I	2008																		
Emergency First Response/Full First Aid	I	Aug-12	Oct-12	Oct-13	May-12	May-12	May-12	May-12	May-12	May-12	May-12	May-12	May-12	May-12	May-12	May-12	May-12	May-12	May-12	May-12
Managing Safety	I		Aug-12																	
Risk Assessment	I	May-12																		
Risk Assessor System	I	Nov-10					May-10													
Conflict Management	I	Sep-02	Jun-12	Sep-12	Feb-12	Feb-12	Jun-12	Sep-12	Sep-12	Sep-12	Sep-12	Sep-12	Sep-12	Sep-12	Sep-12	Sep-12	Sep-12	Sep-12	Sep-12	Sep-12
Vulnerable children and Adults Awareness	I	Jan-10			Feb-10	Nov-09	Jan-10	Feb-10	Feb-10	Feb-10	Feb-10	Feb-10	Feb-10	Feb-10	Feb-10	Feb-10	Feb-10	Feb-10	Feb-10	Feb-10
Working at Heights	I																			
IMS	I	Oct-11	Mar-11																	
Considerate Contractor - Customer Charter	I																			
InTouch Appraisal Training	I																			
PASMA Tower	E																			
EASI-DEC Access Equipment	E																			
NPORS - MEWPs, MEWP Scissor	E																			
NPORS - MEWPs Boom Lift	E																			
IOSH - Managing Safety	E	May-10																		
BTEC Building Studies	E																			
Supervisors Course	I																			
NVQ Level 2 Team Leading	E																			
SMSTS	E	Jun-11	Aug-11	Feb-15																
Scaffold (Safety Inspection)/(appreciation)	E	1996		Mar-11																
CSCS Card	S	Sep-12	Jun-14	Jul-13	Sep-16	Nov-16	Sep-16	Sep-12	Feb-13	Dec-16	Feb-13	Dec-16	Mar-16	Sep-16	Mar-16	Sep-12	Oct-16	Oct-16	Sep-16	

**KEY:**

- completed
- due to expire
- expired
- outstanding/looked

- P** Personal portfolio
- I** Internal training/toolbox talk
- E** External training
- Q** Qualifications , NVQs
- CA&G** City & Guilds Certification