**SPECIFICATION FOR THE PROVISION OF MOBILE PLANT TRAINING AND ASSESSMENT**

**1. Description of the Service**

1.1 The Contractor will be the single provider of mobile plant training and assessments at 5 locations across North and West Yorkshire (See Appendix One for site addresses)

1.2 Please see Appendix two for the list of Mobile Plant Equipment.

**2. Training and Assessment**

2.1 The Contractor is to provide a Full Programme of Training and Assessment for New Employees to become Competent Operators along side Refresher Training and Assessments for existing members of Staff.

2.2 The Contractor shall undertake to design the courses and operational assessments to be delivered where practically possible onto our Sites, allowing for site specific training and assessment which will ensure our Operators are familiar with the environment in which they are expected to work within the Waste Management Industry.

2.3 The Contractor shall undertake to design the courses to provide delegates with practical skills, knowledge and understanding to enable the correct and safe operation of equipment.

2.4 The Contractor shall deliver the Training and Assessments under a Nationally Recognised Standard such as NPORS or equivalent.

2.5 The Contractor shall undertake to deliver refresher training and assessments to staff every two years as specified by the Company.

2.6 The Contractor shall have local Training Centers as there will be some requirement for Off Site Training for Novice Operators within the North East and Yorkshire areas.

2.7 The Contractor shall send Electronic copies of Certificates and any supporting documentation to the Companies Head Office within 1 week of the completed training.

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2.8 The Contractor shall notify the Company in the event the Training can not take place within 48hrs.

2.9 The Contractor shall state Min-Max number of delegates per Training Session.

2.10 The Contractor shall advise the duration of planned Training and Assessments.

**3. Training and Development Programme**

3.1 The Contractor shall work closely with the Company to develop and implement an ongoing Training Plan for employees where there is a requirement to operate mobile plant on the Companies Sites.

3.2 The Company shall provide details on the methods and processes used to support implement and develop the Training Programme.

**4. Undertaking the Service**

4.1 The Contractor shall undertake the Service as detailed in sections 2 and 3

**5. Staffing**

5.1 The Contractor shall ensure that only staff and sub contractors that are fully trained and accredited carry out the Training, Assessments and the Training and Development Programme and where required will provide evidence of their current qualification.

**6. Health & Safety Requirements**

6.1 The Company undertakes to comply with all safety regulations, statutory or otherwise, in force from time to time and at all times observe, conform or comply with all statutory and other regulations applicable to the Equipment so as to provide a safe working environment for the Contractor.

6.2 Without limiting either Party’s statutory and/or regulatory duties or responsibilities and/or the specific health and safety requirements of the Contract, the Parties will endeavour to establish and maintain a culture and working environment in which health and safety is of paramount concern to everybody involved with the Contract.

6.3 The Contractor shall comply with any and all approved codes of practice produced or promulgated by the Health and Safety Executive and/or the Health and Safety Commission.

6.4 The Contractor shall ensure compliance at all times with all Health and Safety and Equality Act legislation.

6.5 The Contractor shall ensure their staff or sub-contractors arrive on site with their own Personal Protective Equipment (PPE) which must included hard hat, safety glasses, ear protection, safety gloves, high visibility jacket and trousers.

6.6 Whilst on site the Contractor shall ensure their staff comply with all of the Company’s policies and procedures including but not limited to reverse parking, permit to work, signing in/out and site inductions.

6.7 The Contractor shall notify the Company as soon as practicable of any health and safety hazards at the Company’s sites of which it becomes aware. The Contractor will draw these hazards to the attention of any persons present on the relevant site as required and will instruct those persons in connection with any necessary associated safety measures.

6.8 The Contractor shall participate as required with the Company’s emergency evacuation drills.

**7. Performance Management**

7.1 The Contract will be subject to the KPI listed below

|  |  |  |
| --- | --- | --- |
| **No.** | **Key Performance Indicator** | **Unit of Measure** |
| 1. | Training sessions completed on time and in full | 98% compliance |

**8. Provision of Information**

8.1 The Company reserves the right to request additional information from the Contractor as it requires it.

8.2 All information and data relating to this Contract shall be the property of and owned by the Company.

8.3 The Contractor shall provide all Certificates and any supporting documents on completion of training to the Company as detailed in Section 2 point 2.7.