

HARBOUR AUTHORITY TRAINING POLICY

DOCUMENT CONTROL

Date	Committee	Review/Update – amendments made.
Mar 2024	Yes – HAS	1.0 Full review and approval.
Jan 2026	Yes	1.1 Full Review

1. Purpose

The purpose of this Training Policy is to establish guidelines for the development, implementation, and management of training programmes within Orkney Harbour Authority. This policy aims to ensure that all employees are adequately trained to perform their duties safely, efficiently, and in compliance with relevant regulations.

2. Scope

This policy applies to all employees, contractors, and volunteers involved in the operation of the harbour.

3. Training Objectives:

The following objectives are the desired outcomes of this policy.

- 3.1. Ensure the safety of all port operations.
- 3.2. Enhance the efficiency and productivity of port activities.
- 3.3. Promote compliance with relevant local, national, and international regulations.
- 3.4. Foster a culture of continuous learning and improvement.

4. Training Needs Assessment

A periodic assessment will be conducted to identify the training needs of employees, considering job roles, new technologies, regulatory changes, and safety requirements. The results of the assessment will inform the development of training programmes. At a minimum this will be conducted annually.

5. Training Programme Development:

The following training programmes will be maintained:

- 5.1. **Induction Training:** All new employees will undergo a comprehensive induction programme to familiarise them with port facilities, safety procedures, and organisational culture.
- 5.2. **Job-Specific Training:** Employees will receive training specific to their job roles, covering tasks, responsibilities, and safety measures associated with their duties.
- 5.3. **Safety Training:** Regular safety training programmes will be conducted to address potential hazards, emergency procedures, and the proper use of safety equipment.
- 5.4. **Regulatory Compliance Training:** Employees will be trained to understand and comply with relevant local, national, and international regulations governing port operations.
- 5.5. **Technology and Equipment Training:** Employees operating specialised equipment or utilising advanced technologies will receive training to ensure safe and efficient usage.
- 5.6. **Environmental Awareness Training:** Training programmes will be conducted to create awareness about environmental sustainability and compliance with environmental regulations.
- 5.7. **Continuous Professional Development:** Opportunities for continuous professional development will be provided to enhance skills, knowledge, and career progression.

6. Training Delivery

- 6.1. **In-House Training:** The Harbour Authority will organise in-house training sessions facilitated by internal experts or external trainers.
- 6.2. **External Training Providers:** Where necessary, external training providers with expertise in relevant areas will be engaged to deliver specialised training.
- 6.3. **E-Learning:** Utilise online platforms for training modules to facilitate flexible learning schedules for employees.

7. Training Records and Documentation

Maintain comprehensive records of all training activities, including participant attendance, assessments, and certifications. Ensure records are up-to-date and readily accessible for compliance and auditing purposes.

8. Responsibility

The Deputy Harbour Master, Outer Isles will be the designated Port Training Officer and will be responsible with overseeing the implementation, effectiveness, and currency of the training policy.

9. Communication

The training policy will be communicated to all employees, and updates will be disseminated as needed. Any changes to the policy will be communicated promptly.

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10. Evaluation and Feedback

Evaluations of delivered training will be conducted at the end of each training programme provided to assess its effectiveness and relevance. Feedback is encouraged from all participants to improve future training initiatives.

11. Training Budget and Resources

Sufficient resources, including budget and facilities, will be provided to support the implementation of training programmes. This resource will be reviewed annually as part of the annual budget process to ensure it aligns with the evolving needs of the Harbour Authority.

12. Policy Review

This Training Policy will be reviewed annually to ensure its relevance and effectiveness. Any necessary updates will be made in response to changes in legislation, technology, or organisational structure.

Approved By:



Signed: Mellissa Thomson
Chairman of Harbour Sub Committee
as Duty Holder, Orkney Islands Council

Dated: 1st July 2026

