Ashford Business Services Ltd

Safety training record

Proof of who was trained, in what, and when - the record inspectors ask for first.

Training topic	Manual handling
Date	9 November 2026
Trainer	Sarah Mitchell
Duration	2
Location	Room / site

Attendees

Name	Role	Signature	Understood (Y/N)
Sarah Mitchell	Office Manager		
Sarah Mitchell	Office Manager		
Sarah Mitchell	Office Manager		
Sarah Mitchell	Office Manager		

Topics covered

- Topic 1
- Topic 2
- Topic 3

Assessment

Assessment method	Practical demo, quiz
Pass mark	80%
Retraining due	9 November 2026

Sign-off

Trainer	Manager	Date