

Training and Workplace Competence Policy

This policy statement recognises that a competent, motivated and well-trained workforce is essential to continued company success. This policy document is designed to reinforce the commitment to employees' development and outline the framework for its continuance. Bradford Watts Ltd. aim to train all staff to the highest standard.

Training and development are intended to equip employees with the skills, knowledge and understanding to enable them to function in the working environment with competence and confidence. Every manager and supervisor hold a responsibility to ensure that their operatives have the requisite skillset. All steps will be taken to ensure equal access to opportunities for training and promotion.

Bradford Watts Ltd. will endeavor to provide appropriate training to enable staff to perform their jobs efficiently and pursue career development opportunities. Training will be given to all staff that requires it regardless of gender, age, disability, responsibility for dependents, belief, race, religion or ethnic origins, sexuality, pregnancy or maternity and gender.

The training needs of each individual will be assessed taking into account the following factors:

- Awareness of health and safety responsibilities.
- Competency to carry out their duties.
- Competency to operate specialist plant, tools and work equipment.

The scope of training will encompass initial induction training for new employees, workplace training and formal training courses.

Bradford Watts Ltd. policy is to provide and maintain all employees with skills, knowledge and understanding that will:

- Ensure that all employees operate effectively at all times and are fully aware of what is expected of them.
- Foster a culture where "right" actions are carried out first time, and all employees remain cost and quality conscious.
- Provide all employees with agreed and recognised standards of performance expected of them, the basis of regular review and on the job effectiveness.
- Motivate and equip all employees to make their optimum contribution to the achievement of shared goals and tasks.
- Ensure employees conduct their work in a safe and healthy manner.
- Bring all new employees up to the required working performance in a minimum of time, whilst ensuring effective team integration.
- Adopt, and promote, sound training and development practices that support professional co-operation and teamwork at all levels.
- Develop the potential of all employees.

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Building Safety Act 2022 – Competence Requirements

Bradford Watts Ltd recognises the statutory competence requirements introduced under the Building Safety Act 2022 and the Building (Dutyholders and Competence) (England) Regulations 2023. To comply with these requirements, the company ensures that all employees and subcontractors engaged in building work or building systems work are provided with the necessary training, skills, knowledge, and behaviours to fulfil their roles. This includes:

- Demonstrating compliance with Building Regulations and safety-critical requirements.
- Ensuring that training and workplace competence records are aligned with Golden Thread information requirements.
- Providing refresher training and CPD to reflect updated legislation, Approved Documents, and industry guidance.
- Supervising workers and subcontractors to verify the application of safe systems of work.
- Auditing competence against statutory and project-specific requirements, with corrective actions implemented where required.
- Maintaining a Competence Register as part of compliance with Gateway submissions for Higher- Risk Buildings.

By embedding these measures into its training and workplace competence framework, Bradford Watts Ltd demonstrates compliance with the Building Safety Act 2022 and ensures that all staff and subcontractors are competent to deliver safe and compliant buildings.

Site safety induction training will be given to every person working on a site, before work commences. As part of the induction, each person will be issued with a set of site-specific safety rules and will be required to complete a safety induction record form.

Bradford Watts Ltd. aims to ensure that its entire permanent staff achieves a relevant qualification under one of the Construction Industry Training Board schemes covering the following categories:

- Construction Skills Certification Scheme (CSCS)
- Construction Plant Competence Scheme (CPCS)

In addition to the above general qualifications, specific training will be directed towards individuals to ensure that we have sufficient numbers of staff qualified in the following areas:

- Health and Safety – aimed at each level within the company.
- First Aid at Work – First Aider
- First Aid at Work – Appointed Person
- Working in Confined Spaces – general
- Site Scaffold Inspection
- Manual Handling
- Asbestos aware.

Bradford Watts Ltd. shall encourage its entire staff to participate in as wide a range of training as possible. However, all Health and Safety training is considered to be mandatory.

F. Pimley:
SHEQ Manager



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