

# CBS Building Contractors



## Training and Competence Policy

### Policy Statement

CBS Building Contractors Ltd recognises that the competence of our workforce is critical to delivering safe, high-quality construction services. We will ensure that all employees and contractors are trained, instructed, supervised, and competent to perform their duties safely and efficiently.

This policy underpins our duty under the Management of Health and Safety at Work Regulations 1999 to ensure employees receive adequate health and safety training, and forms part of our commitment to meeting the requirements of CHAS Elite accreditation.

### Objectives

- Ensure no individual is asked to undertake work without the necessary training, knowledge, or supervision.
- Provide training and refresher training to meet legal requirements, industry standards, and client expectations.
- Maintain up-to-date training records for all staff.
- Ensure employees understand their responsibilities for health, safety, quality, and the environment.
- Support personal and professional development in line with business needs.

### Scope

This policy applies to:

- All CBS Building Contractors Ltd employees.
- Subcontractors working under our control.
- Apprentices, trainees, and agency workers.

### Training Arrangements

#### 1. Induction Training

- All new starters receive a site and company induction before commencing work.
- Induction covers health and safety rules, emergency arrangements, accident reporting, and environmental responsibilities.

#### 2. Role-Specific Training

- Training needs are identified by Contracts Managers and Directors based on job role and risk.
- Only trained and authorised staff may use plant, equipment, or undertake specialist tasks.

#### 3. Ongoing and Refresher Training

- Training is refreshed at regular intervals, or sooner if legislation, standards, or work activities change.
- Toolbox Talks and safety briefings are provided routinely.





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## 4. Formal Qualifications

- CBS supports staff in obtaining nationally recognised qualifications, including NVQs, CSCS/CPCS, SSSTS/SMSTS, IOSH, and CITB training.
- Specialist training such as first aid, confined space entry, working at height, and plant operation is provided as required.

## 5. Subcontractors

- All subcontractors must provide evidence of competency (RAMS, training records, CSCS, or other relevant certification) before starting work.

## 6. Records and Monitoring

- Training records are maintained by the Training Manager and reviewed by senior management.
- Competence is assessed at recruitment, through regular reviews, and at annual appraisals.

## Employee Involvement

- Employees are encouraged to identify their training needs and raise concerns about competence.
- Feedback from safety meetings, site inspections, and appraisals informs training programmes.

## Review and Continuous Improvement

- This policy will be reviewed annually or sooner if significant changes occur in legislation, company operations, or best practice.
- Outcomes of audits, incidents, and regulatory updates will be used to improve training arrangements.

Signed:

**Spencer Considine**

Director – CBS Building Contractors Ltd

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