

Version 1.0 Controlled Document – Reference Copy

LEG-24 Training and Competency Policy (v1.0)

1. Purpose

The purpose of this policy is to ensure that all employees and subcontractors of Blackoak Contracts are trained, competent, and capable of performing their duties safely, efficiently, and in compliance with legal and contractual obligations.

This policy supports a strong health and safety culture by prioritising the knowledge, skills, and ongoing development of our workforce.

2. Scope

This policy applies to:

- All employees of Blackoak Contracts
- Labour-only subcontractors
- Agency workers
- Any individual working on behalf of the company

It covers both initial and ongoing training, competence verification, and refresher programs.

3. Policy Statement

Blackoak Contracts is committed to:

- Providing adequate training and supervision to all workers.
- Ensuring only competent persons carry out tasks, especially high-risk work.
- Keeping up-to-date training records and assessing individual needs.
- Promoting continuous professional development (CPD).

4. Definitions

Competence:

A combination of training, experience, knowledge, and personal qualities that enables a person to carry out their duties safely and effectively.

Training:

Structured learning or instruction, either on-site, classroom-based, or online, intended to improve knowledge and skills.

5. Responsibilities

Directors / Senior Management

- Ensure adequate resources are available for training.
- Set standards and expectations for competence across the organisation.



Blackoak Contracts Ltd

63-67 North Valley Road, Colne, Lancashire, BB8 9AQ

01282 701205

tom@blackoakcontracts.co.uk

Health & Safety Manager / Site Management

- Identify training needs and maintain training matrices.
- Ensure site operatives receive appropriate instruction and supervision.
- Verify competence before assigning tasks.

Employees / Subcontractors

- Attend all required training sessions.
- Follow safe systems of work and apply training to their duties.
- Notify management of any lack of competence or need for further training.

6. Training Requirements

Training is required in, but not limited to, the following areas:

- **Health & Safety Induction** (company and site-specific)
- Manual handling
- Working at height
- Use of tools and plant (e.g. excavators, dumpers, compactors)
- Safe digging practices / avoiding underground services
- Fire safety and emergency procedures
- Asbestos awareness (if applicable)
- First aid and accident reporting
- Driving and vehicle use (if applicable)
- Environmental awareness

7. Competency Assessment

Competence will be assessed by:

- Reviewing evidence of qualifications (e.g. CSCS/CPCS/NPORS cards)
- Verifying previous experience and references
- Observation of on-site performance
- Formal testing (where necessary)

No individual will be permitted to undertake safety-critical tasks without being deemed competent or working under supervision.

8. Refresher and Ongoing Training

- Refresher training will be provided:
 - In line with legal requirements (e.g. every 3 years for first aid)
 - Following a change in process, equipment, or legislation
 - After incidents, near-misses, or identified performance issues
- Toolbox talks and safety briefings will be delivered regularly on-site to reinforce key topics.



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9. Training Records

- All training must be recorded and logged in a central **Training Matrix**.
- Copies of certificates, licenses, and attendance registers must be retained.
- Expiry dates for key qualifications will be monitored to ensure timely renewal.

10. Monitoring and Review

- Site audits and inspections will check for compliance with training and competence standards.
- The effectiveness of training will be reviewed based on:
 - Incident reports
 - Supervisor feedback
 - Employee performance

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This policy will be reviewed **annually** or when:

- There are changes in legislation
- New equipment or procedures are introduced
- After a serious incident or enforcement action

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Document Owner: A.-M. Holliday, (Office Manager)

Approved By: T. Jordan, (Director)

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