

COMPETENCY POLICY

Statement of Intent

This Competency Policy outlines the approach of John Perkins Construction to ensure compliance with legislative requirements and the promotion of a competent workforce. John Perkins Construction undertakes to appoint relevant competent person(s) to assist in implementing measures required to meet the Company's moral and legal obligations and overarching standards. The necessary levels of skills, knowledge, experience, and other qualities will be identified and confirmed for each role through an individual Role and Accountabilities statement.

John Perkins Construction acknowledges that effective health and safety management requires competency at every level of the organisation, including employees, managers, and contractors. Competency requirements will be identified across the organisation to ensure a competent and capable workforce.

To establish competency, John Perkins Construction will:

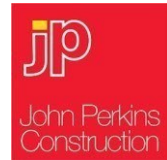
- Identify the necessary skills, knowledge, experience, and other qualities required for each role.
- Ensure individuals have the capability to recognise risks and implement appropriate control measures.
- Determine the information, instruction, training, and supervision required to achieve the necessary level of competence.
- Review learning and development needs regularly and provide updated information, instruction, training, and supervision to account for changes in the workplace risk profile.
- Conduct due diligence when appointing contractors or consultants to ensure they meet necessary competency requirements.

Competence Requirements

John Perkins Construction adheres to the Health and Safety Executive's (HSE) definition of competence as "The ability to undertake responsibilities and perform activities to a recognised standard on a regular basis."

To achieve and maintain competence, John Perkins Construction will:

- Identify the key health and safety competencies required for all roles and positions.
- Assess the current competency levels of the workforce against the identified requirements.
- Address any shortfalls through information, instruction, training, or supervision.
- Ensure internal competent person(s) have the necessary skills, knowledge, experience, and qualities to fulfil their role.



For the appointment of external consultants or contractors, John Perkins Construction will:

- Set clear competence requirements, including qualifications, experience, professional memberships, and other essential qualities.
- Conduct a comprehensive tender appraisal process to ensure appointed contractors demonstrate their competence in health and safety management.
- Require contractors to provide evidence of how they ensure the competency of their own workforce.

Learning and Development

To maintain a competent workforce, John Perkins Construction will adopt a proactive approach to learning and development, ensuring employees and contractors can meet health and safety competency requirements. This approach will include:

- Conducting formal training needs analysis for all employees, based on their role and responsibilities.
- Developing a structured learning and development programme to deliver relevant information, instruction, training, and supervision.
- Reviewing and assessing learning and development activities to ensure they meet current competency needs.
- Ensuring that changes in the workplace risk profile are reflected in updated competency requirements and providing the necessary training to employees.

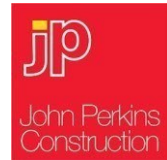
Review and Monitoring

Competency requirements will be subject to ongoing review to ensure they remain relevant and effective. John Perkins Construction will:

- Regularly assess the competency levels of its workforce and contractors.
- Monitor the effectiveness of learning and development programmes.
- Update training and supervision requirements to reflect changes in workplace risks, legislation, or industry standards.

Responsibilities

- **Senior Management:** Responsible for ensuring the implementation of this Competency Policy, appointing competent persons, and overseeing competency-related processes.
- **Managers and Supervisors:** Responsible for supporting the identification of competency requirements for their teams and ensuring appropriate training, instruction, and supervision are provided.
- **Employees:** Required to participate in learning and development activities and apply the skills, knowledge, and experience gained to maintain a safe and healthy work environment.



- **Contractors and Consultants:** Required to demonstrate and maintain their health and safety competency as part of the selection and appraisal process.

Policy review

The Directors will ensure that this policy is implemented, maintained and reviewed on a regular basis to reflect good practice and changes in legislation.

Signed for and on behalf of John Perkins Construction Ltd.

Rupert Perkins
Managing Director

A handwritten signature in black ink, appearing to read 'Rupert Perkins', with a long horizontal stroke extending to the right.

Policy Reviewed: January 2025