

## Training Policy

Capital Sky recognises its legal duty under the [Health and Safety at Work etc. Act 1974](#) to provide information, instruction, training, and supervision to ensure the health, safety, and welfare of all our employees.

To comply with this responsibility, the company is committed to identifying the training needs of all employees across the wide range of roles they undertake within the organisation. To support this, we maintain a training matrix which outlines the various training courses required for each role within the business.

Upon the employment of new staff or operatives, this matrix is used as a tool to determine the individual's training requirements and to identify any existing qualifications or competencies they may already possess. Additionally, the matrix is used to monitor and manage the future training needs of all employees as part of our ongoing personal development plans.

Capital Sky requires subcontractors, agency workers, and labour providers to ensure that personnel supplied to the Company are appropriately trained, qualified, and competent for the work they are engaged to undertake. Capital Sky will verify relevant competencies and provide company induction, site-specific induction, and any project-specific briefings necessary to ensure compliance with site rules, RAMS, and client requirements.

Capital Sky ensures that training outcomes are evaluated to confirm that employees are competent to carry out their duties safely and effectively.

All training records, certificates, and evidence of competence are maintained, monitored, and retained in accordance with Capital Sky's document control procedures.

The training requirements identified within the matrix are based on the collective knowledge and experience within the company, ensuring that the necessary competencies are in place to successfully meet the operational needs of the business. Furthermore, when undertaking specific contracts where particular training is required to satisfy client or contractual obligations, additional training will be provided accordingly.

Capital Sky also uses its SKEB framework (Skills, Knowledge, Experience and Behaviours) to support the assessment of competence for all roles, including safety-critical and project-specific activities.

In such cases, once a contract is awarded, any mandatory or specialist training will be delivered to ensure personnel can competently meet both the client's requirements and the expectations set out in Capital Sky's training policy.

Capital Sky ensures that all employees and operatives working on projects subject to the Building Safety Act meet the competence expectations for duty holders, including the ability to carry out safety-critical work and maintain the integrity of Golden Thread information. Where projects involve higher-risk buildings, any additional training required to meet statutory or client obligations will be identified and delivered prior to mobilisation.

The effectiveness of training is reviewed during management review, contract mobilisation, and operational audits to support continual improvement.

**Name: Martin Maloney**

**Position: Chief Executive Officer**

**Signature:**



**Dated: 15/05/2026**

**Latest Review Date: 15/05/2027**