

PMTA-POL-001

Health & Safety

APPROVAL AND AUTHORISATION			
	<i>Signature</i>	<i>Post Title</i>	<i>Date</i>
Prepared By Pam Martin		Director	29/04/2020
Authorised By Paul Martin		Director	29/04/2020
Reviewed Pam Martin		Director	16/03/2026

AMENDMENT HISTORY		
<i>Issue</i>	<i>Summary of Changes and Reasons</i>	<i>Date</i>
1	Reviewed	29/04/2020
2	Reviewed	29/04/2021
3	Reviewed	13/08/2022
4	Reviewed	03/07/2023
5	Reviewed	03/07/2024
6	Reviewed	16/03/2025
6	Reviewed	16/03/2026
6	Updated Formatting only	22/04/2026

1 Health and Safety Policy

This statement sets out the commitment PM Training and Assessment Ltd have towards Health and Safety at work.

“Through the way we work and behave, all our people and customers will be protected from risks of occupational injury or ill-health.”

Our Health and Safety policy:

It is our intent to demonstrate an ongoing and determined commitment to improving Health and Safety at work throughout our company.

We will ensure the Health and Safety at work of all our people and any other persons who may be affected by our work activities.

We will comply with the requirements of Health and Safety legislation.

We will lead by promoting best practice and exceeding the guidance of the Health and Safety Executive and other regulatory bodies.

This policy reflects our commitment to ensuring that Health and Safety at work is paramount to us, and that effective Health and Safety actively contributes to our success.

1. Awareness: “All our people have an awareness and understanding of Health and Safety hazards and risks that affect our business.”

1.1 Health and Safety policy statement

Adequate resources will be provided to ensure all our people are aware of this policy and committed to its effective implementation.

1.2 Communication and consultation

There will be active open communication and consultation between all our people and, where necessary, key stakeholders and interested parties. This policy and any subsequent amendments will be communicated to our employees. Health and Safety will be integrated into our communications and meetings and inform continual improvement in safety performance and procedures.

1.3 Management roles and responsibilities

This Health and Safety Policy is owned and endorsed by the Company Directors. Company roles and responsibilities for Health and Safety will be defined, as necessary, within job descriptions or role profiles.

The Senior Management Team will ensure that adequate resources are provided for Health and Safety; and Health and Safety is adequately assessed, controlled and monitored; and our people are actively involved on matters that affect Health and Safety.

1.4 Hazard identification

We will identify our workplace Health and Safety hazards, and, inform all interested parties as appropriate, of these hazards.

We will require our customers to identify any Health and Safety hazards that may impact on our work activities.

2. Competence: “All our people have the competence to undertake their work with minimum risks to Health and Safety.”

- 2.1 Health and Safety training
All employees, sub contractors and customers undergoing training will be adequately instructed on the Health and Safety issues that affect them, and the safe working practices that should be followed.
Where practicable PM Training will ensure the Health and Safety competence of our supply chain and stakeholders and that they are aware of this policy.
- 2.2 Behaviour and culture
Management will lead by example regularly undertaking checks to ensure that Health and Safety issues are identified, assessed, and appropriately managed. Systems will be in place and our people will be empowered to raise Health and Safety concerns.
- 2.3 Risk assessment and management
 We will assess the risks associated with Health and Safety hazards in the workplace. All our people will be informed of the Health and Safety hazards and risks that **may** affect their work. PM Training will take action to prevent, **reduce and control risks to reduce the potential for incidents and accidents.**
- 3. Compliance: “Our work activities achieve compliance with legislation, and our people are empowered to take action to minimise Health and Safety risks.”**
- 3.1 Incident investigation
 PM Training will report and investigate accidents and incidents to drive improvement in our Health and Safety management. Any lessons learnt from such events will be used to take corrective action to prevent recurrences.
- 3.2 Measuring performance
 We will actively review our Health and Safety performance.
- 3.3 Health and Safety management system
 We will implement management systems to ensure we :
- comply with Health and Safety legislation;
 - continually improve our Health and Safety performance.
- 4. Excellence: “PM Training and Assessing Ltd is recognised for excellence in the way it manages Health and Safety.”**
- 4.1 Developing innovative practices
 We will constantly encourage, develop, review and share Health and Safety Good Practice both internally and externally.
- 4.2 Influencing customers
 We will only work with Partners and clients who are willing to meet and achieve our Health and Safety expectations.
 We will engage and influence others to drive improvements in Health and Safety.
- 4.3 Work-related health
 We will assess our occupational health risks. All our people will be informed of the occupational health risks that affect their work. We will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health, including assessing all our people’s fitness for work.

Delivering our policy: Our policy will be delivered by:

- generating a culture that does not tolerate threats to Health and Safety; and
- ensuring the involvement of all our people and customers.

This policy will be available to view at the web site and uncontrolled copies available on request