HEALTH AND SAFETY POLICY STATEMENT

PETM LTD

Company Details

Company name: PETM LTD
Company number: 13330919
Registered address: 54 Toftland, Orton Malborne, Peterborough, PE2 5PF
Telephone: 07428 026207
Email: info@petm.co.uk
Website: www.petm.co.uk

Statement of Intent

This is the Health and Safety Policy Statement of PETM LTD.

PETM LTD recognises its responsibilities under the Health and Safety at Work etc. Act 1974 and associated legislation. The Company is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees, contractors, learners, visitors, and others who may be affected by its activities.

Our general policy is to:

- Provide adequate control of the health and safety risks arising from our work activities
- Consult with employees and contractors on matters affecting their health and safety
- Provide and maintain safe plant, equipment and working environments
- Ensure the safe handling, storage and use of substances where applicable
- Provide adequate information, instruction, training and supervision
- Ensure all persons are competent to carry out their duties safely
- Prevent accidents, injuries and work-related ill health
- Maintain safe and healthy working conditions
- Review and revise this policy at regular intervals, or when significant changes occur

Responsibilities

Overall Responsibility

Overall and final responsibility for health and safety rests with the **Company Director**:

Petar Tsvetanov – Managing Director

Day-to-Day Responsibility

Day-to-day responsibility for implementing this policy and ensuring compliance with health and safety requirements is delegated to:

Petar Tsvetanov – Managing Director

Employees, Contractors and Trainers

All employees, contractors, associates and trainers working on behalf of PETM LTD must:

- Co-operate with management on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety, and that of others
- Report all accidents, incidents, near misses and health and safety concerns to the Company Director

Arrangements

Scope of Activities

This policy applies to all activities undertaken by PETM LTD, including but not limited to:

- Office-based work
- Classroom and practical training delivered at PETM LTD venues
- Training delivered at the client's premises
- Consultancy, audit and site visit activities
- Use of display screen equipment
- Lone and mobile working

Risk Assessment

- Risk assessments will be undertaken by the Company Director or another competent person
- The findings of risk assessments will be recorded and reviewed
- Actions required to eliminate or reduce risks will be approved by the Company Director
- Responsibility for implementing control measures rests with the Company Director
- Risk assessments will be reviewed annually or sooner if work activities change

First Aid

Appropriate first aid arrangements will be provided in accordance with the Health and Safety (First Aid) Regulations 1981.

Where training or consultancy activities are carried out at client premises, local first aid arrangements will be confirmed prior to the commencement of work.

Fire Safety and Emergency Procedures

PETM LTD will ensure suitable fire and emergency procedures are in place for its activities.

Employees, trainers and contractors will familiarise themselves with local fire and emergency arrangements when working at training venues or client premises.

Accident and Incident Reporting

All accidents, incidents and near misses must be reported to the Company Director.

Where required, incidents will be recorded and reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Training and Competence

PETM LTD will ensure that all employees, contractors and trainers are competent to carry out their duties safely and will provide appropriate training, instruction and supervision where necessary.

Lone and Mobile Working

PETM LTD recognises that some work activities involve lone or mobile working.

Suitable risk assessments will be undertaken, and appropriate control measures implemented, to reduce risks associated with lone working, travel and working at remote locations.

Monitoring and Review

This Health and Safety Policy will be monitored and reviewed regularly to ensure it remains effective and relevant.

Formal review will take place annually or sooner if there are significant changes to work activities, legislation, or organisational structure.

Reviewed and approved by:
Petar Tsvetanov
Managing Director | PETM LTD
info@petm.co.uk | www.petm.co.uk | 01733 306990
Date: 01/11/2026

Next review date by: 01/11/2027