



ADM Plant Training Ltd – Health & Safety Policy

1. Policy Statement

ADM Plant Training Ltd is committed to achieving and maintaining the highest standards of health, safety, and welfare for all employees, contractors, learners, and visitors. We believe that all accidents, injuries, and cases of work-related ill health are preventable, and we strive to create a working and training environment where safety is embedded in every activity.

We comply with all relevant health and safety legislation, industry standards, and awarding-body requirements. Senior Management fully supports this policy and ensures that adequate resources, training, and supervision are provided to maintain a safe and healthy workplace.

2. Our Health & Safety Commitments

ADM Plant Training Ltd will:

- Identify hazards, assess risks, and implement effective control measures for all activities.
- Ensure safe systems of work are developed, communicated, and followed.
- Provide appropriate training, instruction, information, and supervision to ensure competence.
- Supply and maintain suitable Personal Protective Equipment (PPE).
- Maintain safe plant, equipment, and facilities.
- Support any employee or learner who refuses to work on health and safety grounds.
- Consult with staff and learners on health, safety, and welfare matters.
- Monitor performance, investigate incidents, and continually improve safety standards.
- Ensure welfare facilities are adequate and accessible.
- Set SMART health and safety objectives and review them regularly.

3. Responsibilities

Directors

- Provide leadership and ensure compliance with legislation.
- Allocate resources for health, safety, and welfare.

- Review performance and ensure continuous improvement.

Managers & Instructors

- Implement safe systems of work.
- Ensure learners receive appropriate safety briefings and PPE.
- Report hazards, incidents, and near misses promptly.
- Maintain safe training environments and equipment.

Employees & Contractors

- Follow all safety instructions, procedures, and training.
- Use PPE correctly and report defects.
- Report unsafe conditions or practices.
- Cooperate with management to maintain a safe workplace.

Learners

- Follow instructor guidance and safety rules.
- Wear required PPE at all times.
- Report hazards or concerns immediately.

4. Risk Assessment & Safe Systems of Work

ADM Plant Training Ltd will:

- Conduct risk assessments for all training activities, plant operations, and site tasks.
- Review assessments regularly or when changes occur.
- Implement control measures based on the hierarchy of control.
- Ensure safe operating procedures are available and followed.

5. Training & Competence

We ensure:

- All staff are trained and competent for their roles.
- Instructors and assessors hold relevant NPORS/CPCS qualifications.
- Learners receive safety inductions and task-specific guidance.
- Refresher training is provided where necessary.

6. Incident Reporting & Investigation

All incidents, near misses, and unsafe acts must be reported immediately. ADM Plant Training Ltd will:

- Investigate incidents to identify root causes.
- Implement corrective actions to prevent recurrence.
- Record and monitor trends to improve safety performance.

7. Welfare & Work Environment

We provide:

- Clean welfare facilities including toilets, washing areas, and rest spaces.
- Adequate lighting, ventilation, and housekeeping standards.
- Safe access and egress to all training and work areas.

8. Personal Protective Equipment (PPE)

ADM Plant Training Ltd will:

- Provide suitable PPE for all tasks.
- Ensure PPE is maintained, replaced, and used correctly.
- Enforce PPE requirements across all training and operational activities.

9. Monitoring & Review

Health and safety performance will be:

- Monitored through inspections, audits, and incident reviews.
- Evaluated during annual management reviews.
- Updated when legislation, operations, or risks change.

10. Policy Review

This policy will be reviewed annually or sooner if required due to changes in legislation, industry standards, or operational needs.

Signed: *A D Morgan*

Date: 01/07/2026

Director, ADM Plant Training Ltd