

G-2 Health and Safety Policy

This is the statement of general policy and arrangements for:

Beyondly Global Ltd

Overall and final responsibility for health and safety is that of:

Emily Rice

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Emily Rice

| Statement of General Policy | Responsibility of (Name, Job Title) | Action/Arrangements |
|---|---|--|
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities | Emily Rice Operations Manager | Relevant risk assessments completed and actions arising out of those assessments implemented (Risk Assessments reviewed annually, or earlier if working habits or conditions change). |
| To provide adequate training to ensure employees are competent to do their work | Louise Bailey Talent & Culture Manager | Structured and bespoke induction plans completed for all new staff which include health and safety awareness. |
| To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health | Emily Rice Operations Manager and Louise Bailey Talent & Culture Manager | Staff routinely consulted on health and safety matters as part of the annual risk assessment programme, but they are also actively encouraged to discuss health and safety concerns on a more regular basis. |
| To implement emergency procedures - evacuation in case of fire or other significant incident | Emily Rice Operations Manager | Fire exits clearly signed and kept clear at all times. Separate fire risk assessment carried out annually. All staff made aware of the evacuation procedure at induction stage, and test fire drills completed annually. Business Continuity Plan covers all other emergency situations. |
| To maintain safe and healthy working conditions, provide and maintain appropriate equipment and ensure safe storage / use of substances | Emily Rice Operations Manager | DSE workstation assessments completed by all staff and reasonable adjustments made. Equipment regularly tested, and staff encouraged to report any faulty equipment. Toilets, washing facilities and refreshments provided. Staff encouraged to use protective hand wear when using any cleaning products. |
| Health and safety law poster is displayed: | In the downstairs kitchen | |
| First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations): | In the downstairs kitchen | |

Issue Number: 2

Issue Date: 14 April 2023

Issued by (Name): Jessica Aldersley

Position: Director

Issued by (Signature):

