

## G-2 Health and Safety Policy

This is the statement of general policy and arrangements for:  
Overall and final responsibility for health and safety is that of:

Beyondly Global Ltd

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	Lucy Boyes 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 Lucy Boyes 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:** 3

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**Issued by (Name):** Jessica Aldersley

**Position:** Director

**Issued by (Signature):**


