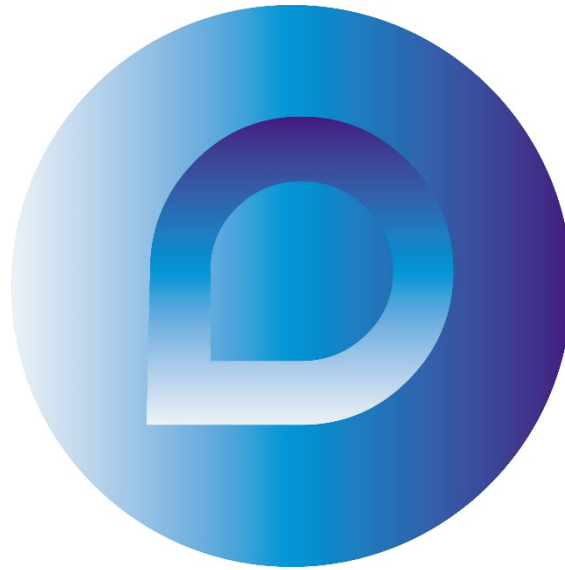


# General Health and Safety Policy Statement

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**Issue Date: 21st January 2021**

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Reviewed:	N/A
Expiry Date:	20/01/2021
Next Review:	December 2021
Appraised:	N/A
Next Appraisal:	August 2021

## **General Health and Safety Policy Statement - By Design Group Ltd and Associated Companies**

The By Design Group Ltd and associated companies (BDG for future reference in this document) will take all practical and reasonable steps (precautions) to protect employees, volunteers, learners, service users, contractors, visitors, and the general public from ill-health, work related injury; diseases or harm, related to BDG activities.

BDG commits that the promotion of employee well-being and the provision of a safe working environment is an essential part of the organisations operating philosophy.

The Executive Team and Executive Chairman of BDG in conjunction with the Management Team has overall responsibility for ensuring that BDG maintain high standards of health and safety. However, BDG rely on all BDG employees and sub-contractors to play their part in implementing the BDG health and safety policy and drawing to the attention of the Executive Team and Executive Chairman, areas in which improvements can be made. Compliance with legislative requirements is the minimum standard that the BDG will accept and its aim is to achieve continuous, cost effective improvements in performance and the adoption of best practice.

As a provider of quality educational services working to the highest standards, we bring education to life by using a range of innovative and creative methods to engage and motivate learners. The BDG recognize the potential impact of our activities on employees, young people, and members of the public, and strive to maintain safe working practices when working on- and off-site.

The Executive Team and Executive Chairman has appointed the BDG Governance and Compliance Manager as the Health and Safety Lead with responsibility for guiding the Executive Team, Executive Chairman and BDG Management Team on health and safety matters.

The BDG strategy will be achieved by:

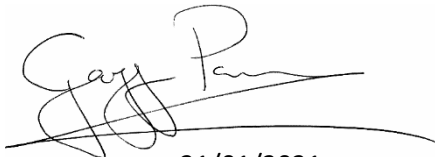
1. Recognizing that the management of health and safety is the responsibility of BDG Managers at all levels.
2. Recognizing that objectives can only be achieved with the support, commitment, and active participation of all BDG employees.
3. Providing and maintain a safe and healthy working environment including safe access arrangements and suitable welfare facilities.
4. Provide information, instruction, training, and supervision to enable employees to perform their work safely.
5. To gain the full commitment of employees, BDG will ensure that:
  - a. Promote a positive and market-leading health and safety culture within the BDG, by the Executive Team and Executive Chairman of BDG in conjunction with the Management Team.
  - b. Employees, volunteers, learners, service users or their representatives are involved, consulted, and encouraged to actively take part in all elements of health and safety management systems.

- c. All employees are aware of their general and specific responsibilities for health and safety.
- d. All employees receive appropriate information and training and are competent to carry out their duties and responsibilities.
- 6. Undertake risk assessments, implement the identified control measures, and ensure that safe systems of work are applied in relations to all BDG activities.
- 7. Take steps to assess the competence of any contractor BDG engage and to ensure that information is exchanged on matters relevant to health and safety.
- 8. Be prepared for emergencies such as fire and medical emergencies and investigate all incidents of injury or ill health.
- 9. Recognize and effectively manage specific health and safety responsibilities in relation to vulnerable persons such as young people and those with disabilities.
- 10. The company is committed to ensuring that the implementation of the health and safety management system is adequately resourced to enable the full implementation of the BDG health and safety policy. This commitment includes the provision of sufficient financial resources, management and employee time, training and health and safety advisory support.

It is the responsibility of the Executive Team and Executive Chairman of BDG to monitor the implementation of the BDG health and safety policy and the company's overall health and safety performance by receiving regular health and safety reports from the appointed health and safety lead.

This general health and safety policy statement will be reviewed at least annually or more frequently where there have been significant changes to the company or the nature of the company's activities.

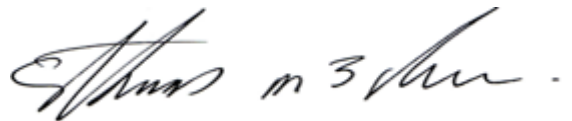
Signed:



Date: 21/01/2021

**Geoff Parsons**  
**Executive Chairman**

Signed:



Date: 21/01/2021

**Stephen Frew**  
**Health and Safety Lead**