



Health and Safety Policy

This Health and Safety policy applies to all employees, volunteers and clients of the BGC Education Group, including Register Recruitment and Inclusive Mentoring.

Date of Implementation: 1st April 2026

Date of Review: 1st September 2026 (reviewed annually)

At BGC Education Group, we are committed to providing specialist 1:1 Tuition, Mentoring, Staffing Solutions, Coaching and Education Guidance for a range of education settings and local authorities.



BGC Education Group regards the management of health and safety in the workplace as essential and forms an integral part of its functioning. It is a leadership team priority to ensure that we carry out a safe system of working in place for all staff and service users.

It is BGC Education Group's policy that all activities and work will be carried out in a safe manner, and we will ensure the health, safety and welfare of our employees and others who could be affected by our activities.

Directors of BGC Education Group have the responsibility for implementing the specific arrangements made under this policy, therefore if you have any health and safety related concern, you should speak to a member of management without delay.

BGC Education Group staff are expected and encouraged to be driven with regards to managing health and safety whilst working for BGC Education Group and in line with this, employees are required to ensure that their work is undertaken without risks to themselves and others as far as reasonably practicable following company policy as well as local health and safety policies.

The company may have the need to issue separate health and safety policies or similar from time to time, due to changes in circumstances (like social distancing), all employees are required to act in accordance with such changes.

BGC Education Group will supply appropriate training and make available competent health and safety advice and adequate resources including time and money so that legal obligations may be met and where required at the discretion of the directors.

Failure by a member of BGC Education Group staff to comply with any aspect of the company's health and safety procedures, rules or duties will be treated as a potential disciplinary issue and in serious cases as potential gross misconduct.

Accidents

BGC Education Group ask all staff who witness any accidents and incidents, including any near-miss incidents, that they must be reported to a Director as soon as reasonably possible.

All accidents and incident logged in the accident book so this can be assessed to prevent reoccurrence and allow BGC Education Group to look whether any safety protocols could be put in place. It is the responsibility of all staff to provide complete and accurate information



to enable the Directors to find out what happened, learn, and take appropriate action to prevent or reduce such accidents/incidents in the future.

Absences resulting from accidents at work are treated as sickness absence and the company's normal rules will apply to such absences.