



Health and Safety Policy

The management of Whole Life Consultants Limited (WLC Ltd) is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove risks to the health, safety and welfare of employees, contractors and visitors.

1.1. Statement of general policy

This is the statement of general policy and arrangements for WLC Ltd. The company is committed to:

- Prevent accidents and cases of work related ill health by managing the health and safety risks in the workplace
- Provide clear instructions, information, and adequate training, to ensure employees are competent to do their work
- Engage and consult with employees on day-to-day health and safety conditions
- Implement emergency procedures including evacuation in case of fire or other significant incident.
- Maintain safe and healthy working conditions.

1.2. The company's responsibilities

WLC Ltd requires all employees to ensure they carry out their duty under the Health and Safety at Work etc. Act (HSWA) 1974 and all other relevant legislation. All employees, contractors and visitors must co-operate with the company to carry out their health and safety responsibilities. Ultimate responsibility for health and safety rests with the Board of Directors. The responsible members of staff for health and safety policy are:

- Mohamed El-Haram – Manager Director has overall and final responsibility for health and safety
- Doug Forbes – Director has day-to-day responsibility for ensuring this policy is put into practice and for providing adequate supervision to ensure that safe working procedures are being followed

1.3. Employee's responsibilities

Our employees have a responsibility to take care of the health and safety of themselves and those around them, to contribute to the maintenance of a safe working environment and to report any concerns to managers. All our employees are required to report any health and safety concerns and all accidents and incidents on the job immediately, no matter how trivial to their manager

1.4. Contractor and visitor responsibility

WLC Ltd will ensure that our office is safe for contractors and visitors. We will also make sure that they employ safe working practices. The person(s) responsible for monitoring contractors and visitors is Doug Forbes. If any contractor or visitor does not comply with our health and safety policy, we will suspend the work until shortcomings are investigated and our health and safety standards are met.

1.5. Risk assessment

- As an employer with a duty of care, WLC Ltd will arrange the undertaking of risk assessments on all areas where significant risks are identified by any Director or member of staff.
- The findings of risk assessments will be reported to Mohamed El-Haram, Managing Director who will approve action required to eliminate, rectify or make safe any risks identified.
- Information about risk assessment finding will be conveyed to those concerned before work commences.
- Risk assessments will be reviewed as changes to working practices or staff occur.



The following sections of this Policy contain information on key risk areas common to WLC Ltd activities:

- Display Screen Equipment
- Manual handling
- Office Equipment (PC, Printer etc.)
- Young people
- Lone Working
- Fire and Emergency Procedures

Display Screen Equipment

- WLC Ltd undertakes to identify all employees, contractors and visitors classed as users and conduct Display Screen Equipment (DSE) assessments as required by law.
- All employees will receive training regarding the safe use of DSE. This will be provided through the induction training course.
- Responsibility for ensuring assessments are conducted rests with Doug Forbes.
- All assessments will be conducted annually or as-and-when the activity is changed, e.g. new employee, desk, workstation. If an issue arises, employees should consult Doug Forbes.
- All DSE assessment records will be returned to and retained by Mohamed El-Haram.

Manual handling

Manual handling instruction will be provided to all employees, contractors and visitors during the induction training course. The person responsible for ensuring that our employees, contractors and visitors are informed about the risks associated with manual handling is Doug Forbes, Director.

Office equipment

- All equipment used or purchased must be “fit for purpose” and comply with all relevant safety standards and regulations relating to the area in which it is to be used.
- All existing equipment must comply with PUWER (Provision and Use of Work Equipment Regulations) i.e. is fit for the purpose it is intended for and complies with the current relevant legislation related to that type of equipment.
- Defective or unsafe equipment must be marked as such and removed from circulation until repaired by a competent person or destroyed.
- The person responsible for ensuring that the equipment conforms to the required standards is Doug Forbes, Director

Portable Appliance Testing (PAT) testing

WLC Ltd will ensure that a competent body, specialist PAT company or individual, or suitably qualified electrician will carry out PAT inspections in accordance with the scheme. PAT testing will be carried out annually.

Mains electricity testing

Responsibility for arranging and carrying out the mains testing rests with Dundee University, our Landlord.

Personal Protective Equipment (PPE)

WLC Ltd will provide all staff with suitable protective equipment before they are allowed to visit or work on site.

Lone working

WLC Ltd will ensure that lone workers are not exposed to additional risks as result of their lone working, and ensure that risks are assessed and that control measures are in place. WLC Ltd lone workers will comply with the lone working policy of our Landlord (University of Dundee).



Young persons at work

In case where WLC Ltd provides on work experience for young person through schemes approved by the local education authority, we will take all the necessary and statutory measures to protect young workers and will follow the guidance as required in The Health and Safety (Young Persons) Regulations 1997.

Home working

- WLC Ltd is aware that under the Health and Safety at Work Act, employers have a duty to protect the health, safety and welfare of their employees including home workers. Home workers will be subject to most of the regulations under the HSWA including, general management of Health and Safety, Display Screen Equipment and general equipment
- Employees who regularly work from home must complete a visual display unit (VDU) checklist annually which must then be checked by a director.
- Employees working from home are required to provide up to date contact details to their line manager when working from home so they can be contacted during the working day. The line manager will respond appropriately to concerns raised by any staff working from home and will report and investigate any concerns or incidents.

Mobile phones

WLC Ltd does not require any staff to make or receive calls except on hands free equipment whilst driving on business. Employees caught breaching this ruling will be personally liable to both a fine and penalty points on their licence, as issued by statutory authorities.

Driving for work

WLC Ltd encourages the use of public transport whenever possible. However, if the need to drive for work arises, staff are required to ensure that they have a valid driving licence for the vehicle being driven. If they are using their private vehicle for work purposes they are required to have a MOT certificate and insurance policy that includes business use.

First aid

- WLC Ltd's landlord (University of Dundee) provides nominated staff trained in the use of first aid.
- First aid equipment is provided in the office in the health and safety cabinet
- The person with responsibility for replenishing first aid kits is Doug Forbes.

Reporting accidents

- All accidents and first aid treatments, plus near misses, no matter how minor they seem, will be reported in the accidents log book which is held in the office in the health and safety cabinet and this is also to be reported Doug Forbes. They should be reported within an hour of their occurrence or within an hour of any first aid treatment that may be required.
- Any accidents requiring the use of the emergency services must be dealt with prior to recording in the log book. The responsibility for ensuring that accidents are reported, investigated and that counter measures are taken to prevent a reoccurrence lies with Doug Forbes.
- The person responsible for carrying out investigations of near miss incidents is Doug Forbes. The person responsible for ensuring other parties are informed and who will monitor the progress of any actions to be taken to prevent a recurrence is Doug Forbes.
- The initial investigation would be followed up by a detailed investigation. On completion of this investigation, a report of the findings, including details of short and long term actions, together with time scales required to prevent reoccurrence, will be drawn up. The person responsible for informing our Landlord or Health & Safety authorities as soon as possible is Doug Forbes.

Emergency procedures, fire and evacuation



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- It is the responsibility of our landlord (University of Dundee) to ensure that fire risk assessment for the building, floor, and office have been completed on a regular basis including required checks and testes of escape routes, fire extinguishers, fire alarms. WLC Ltd will draw their attention to any perceived failure in this duty.
- WLC Ltd employees, contractors and visitors must observe the evacuation procedures laid down in the event of a fire or any other emergency situation. They must be aware of the location of the emergency exits, assembly points and first aid kit. Procedures to be carried out in the event of a fire or emergency will be found on the notice board in various locations around the building. WLC Ltd will ensure that the induction training course explains the emergency procedures including those in the event of fire and evacuation.

Work- related stress

WLC Ltd will ensure that neither work load nor the workplace environment will have any adverse effect on their staff. WLC Ltd will provide working conditions that will contribute to a stress free environment. If any individual feels that he/she is under stress, they should contact Mohamed El-Haram, Managing Director.

Alcohol and drugs

- WLC Ltd's policy aims to make all personnel within the company aware of issues relating to the effects of drug and alcohol misuse in the workplace and the need to understand the potential for some prescription medication to cause either long-term or transient effects on work capabilities.
- Employees, contractors and visitors should not come to work if under the influence of drugs or alcohol or if they have been advised by a doctor not to undertake work activities whilst taking certain prescription medication.
- Directors will be made aware of the issues arising as a result of alcohol or drug related problems. These include absenteeism, high accident levels, impaired work performance, mood swings and misconduct.

1.6. Consultation and communication of the policy

- Employees will be consulted regarding health and safety issues involving the activities they are taking part in and all issues will be dealt with at source and at the time. They will also be formally consulted at regular company team meetings or sooner if required.
- Health and Safety information leaflets are displayed on the wall in the company's office and in the reception area. This leaflet contains details of employers' legal obligations, the local enforcing authority and the nominated competent person within the company and Landlord.
- Health and Safety advice can be obtained from the Health & Safety Executive as displayed in the Health and Safety Law information.

1.7. Instruction, training

- All staff, contractors and visitors will be given an induction training and they will be provided with appropriate health and safety procedures, including emergency procedures, fire and evacuation, manual handling, etc. The induction training will be provided by Doug Forbes.
- Where an employee identifies a safety training need, they should inform Mohamed El-Haram and arrangements for any necessary training made as soon as practicable
- Training records will be kept as part of our Quality Management System training file.

1.8. Monitoring and reporting

- The management of WLC Ltd commits to complying with all statutory and other requirements and continually improving the effectiveness of our Health and Safety policy.



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- WLC Ltd will review this policy when working conditions change and when any new legislation comes into effect.
- WLC Ltd will ensure that the Health and Safety policy is regularly reviewed to ensure that it complies with legislation, is relevant and is suitable and sufficient for the needs of WLC Ltd. The policy will be reviewed annually or where there are changes to legislation or changes in personnel who hold specific Health and Safety responsibilities

Name: Prof Malcolm Horner

Position: Chairman

Date: 20 January 2017

Signature:

A handwritten signature in black ink, appearing to read 'Malcolm Horner', written over a horizontal line.