WHOLE LIFE CONSULTANTS LTD

Dundee University Incubator
James Lindsay Place
Dundee DD1 5JJ
t/f +44 (0)1382 224 304
e enquiries@wlcuk.com
www.wlcuk.com

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, with measures taken to remove all risks to the health, safety and welfare of employees, contractors and visitors, so far as is reasonably practical.

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:

- Board of Directors –has overall and final responsibility for health and safety and the implementation of H&S policy.
- Doug Forbes – Director is a policy owner and has day-to-day responsibility as applicable to the Dundee headquarters for ensuring this policy is put into practice and for providing adequate supervision to ensure that safe working procedures are being followed (i.e. Designated Health & Safety Lead for office-based working).
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- Milan Radosavljevic – Director is a deputy policy owner and has day-to-day responsibility as applicable to remote and flexible working for ensuring this policy is put into practice and for providing adequate supervision to ensure that safe working procedures are being followed (i.e. Designated Health & Safety Lead for home working, remote and client site working).
- Employees – are responsible for day-to-day compliance and reporting according to this policy.

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 Designated Health & Safety Lead for office-based working. If any contractor or visitor does not comply with our health and safety

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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 Lt d will proactively identify hazards and 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 Designated Health & Safety Lead for office-based working, who will note, record, approve, close and regularly review action required to eliminate, rectify or make safe any risks identified.
- Information about risk assessment findings 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 different uses of equipment and all employees, contractors and visitors classed as users and conduct Display Screen Equipment (DSE) assessments as required by law.
- All employees are entitled to request an eyesight test and will receive training regarding the safe use of DSE. This will be provided through the induction training course.
- All employees will interrupt screen work by taking regular breaks or change activity.
- Responsibility for ensuring that assessments are conducted rests with Designated Health & Safety Lead for office-based working.
- 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 Designated Health & Safety Lead for office-based working.
- All DSE assessment records will be returned to and retained by Doug Forbes.

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 Designated Health & Safety Lead for office-based working. The following general principles apply:

- Unavoidable manual handling should be assessed according to HSE Simple manual handling risk filters.
- Formal assessment according to HSE TILE framework applies, if the manual handling task exceeds the HSE basic filters.
- Any hazardous manual handling should be avoided at all times.

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.

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is fit for the purpose it is intended 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 Designated Health & Safety Lead for office-based working.

Young persons at work

In cases where WLC Ltd provides work experience for a 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 in accordance with our duties under the Management of Health and Safety at Work Regulations 1999.. This includes carrying out specific risk assessments before young persons start work, accounting for the relative lack of workplace experience.

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).

Emergency procedures, fire and evacuation

- It is the responsibility of our landlord (University of Dundee) to ensure that fire risk assessments for the building, floor, and office are completed on a regular basis including required checks and tests of escape routes, fire extinguishers, fire alarms. WLC Ltd will draw the landlord's 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 and other relevant training courses explain the emergency procedures including those in the event of fire and evacuation.
- WLC Ltd will regularly liaise with the landlord and check that landlord information is current.

Portable Appliance Testing (PAT) testing

WLC Ltd will ensure that electrical equipment is maintained through a documented, risk-based inspection and testing regime. Formal visual inspections and testing will be carried out by a competent person or specialist contractor in accordance with the HSE's guidance 'Maintaining portable electrical equipment'.

Mains electricity testing

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

Personal Protective Equipment (PPE)

WLC Ltd will assess foreseeable site risks, confirm client or principal-contractor requirements, provide suitable PPE where required, maintain it and ensure users receive appropriate information and instruction..

Home working

- WLC Ltd is aware that under the Health and Safety at Work Act 1974, employers have a duty to protect the health, safety and welfare of their employees including home workers. Home workers are subject to the same health and safety legislation as office-based staff, including Management of Health and Safety at Work Regulations 1999 and the Health and Safety (Display Screen Equipment) Regulations 1992.

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- Employees who regularly work from home must complete a Display Screen Equipment (DSE) workstation assessment annually which must then be checked by a Director or designated competent person.
- Employees working from home are required to ensure their line manager has up-to-date contact details and to maintain regular communication during the working day. Line managers will respond appropriately to any health, safety, or well-being concerns raised by remote staff, and will formally report and investigate any workplace accidents, incidents, or near-misses occurring in the home environmen.

Mobile phones
WLC Ltd prirotises driver safety and strongly discourages the use of mobile phones (including hands-free devices) while driving on business. If making or receiving a call is necessary, drivers should first stop the vehicle safely and switch off the engine. Drivers should note that they are personally responsible for complying with road traffic legislation.

Driving for work
WLC Ltd encourages the use of public transport whenever possible. However, if driving for work is necessary, staff must hold a valid UK driving licence for the category of vehicle being driven. If they are using their private vehicle for work purposes, employees must ensure it is roadworthy, has a valid MOT certificate and insurance policy that includes business use.

In accordance with HSE road safety guidance, drivers must be fit to drive at all times, which includes meeting legal DVLA eyesight and medical standards, and reporting any health conditions or medication impairments to their line manager.

To prevent driver fatigue and manage stress, journeys and schedules must be planned realistically. This includes considering vehicle ergonomics and seating comfort to minimize the risk of musculoskeletal issues during long drives, and ensuring adequate rest breaks are built into the working day.

First aid
First Aid Arrangements (Office): WLC Ltd will maintain adequate first aid equipment and personnel. The designated First Aider(s) or Appointed Person(s) will be clearly named on the Health and Safety noticeboard in the office, along with instructions on how to contact them.

Equipment and Maintenance: First aid equipment is located in the health and safety cabinet. Designated Health & Safety Lead for office-based working is responsible for inspecting and replenishing all first aid kits on a regular basis to ensure they remain fully stocked, functional and within their expiry dates.

Absence and Cover: If the primary first aider is absent or unavailable, alternative cover arrangements will be communicated, or a designated Appointed Person will take charge of first aid equipment and calling emergency services.

Home, Remote, and Client-Site Working: Employees working remotely, from home, or visiting client sites must ensure they have access to basic first aid provisions. When working on client sites, employees must familiarise themselves with and follow the host organisation's local first aid procedures. All workplace injuries, regardless of location, must be reported immediately to the line manager.

Reporting accidents
Recording and initial reporting: All accidents, first aid treatments, and near misses (regardless of how minor they seem)must be recorded in the Accidents Log Book, which is held in the office in the health and safety cabinet. For office-based staff, incidents must be reported directly to Designated Health & Safety Lead for office-based working within one hour of their occurrence or initial treatment. For home, remote, travelling, or client-site working where physical logging is not immediately practicable, an immediate verbal or electronic

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notification must be made to their line manager or Designated Health & Safety Lead for home working, remote and client site working, followed by formal recording through an accessible reporting process as soon as possible. Emergency response and accountability: In the event of a serious incident requiring the emergency services, immediate medical care and safety actions must always take priority prior to completing administrative logs. The responsibility for ensuring that accidents are reported, investigated and that counter measures are taken to prevent a reoccurrence lies with the Designated Health & Safety Lead.

- Near miss investigations and monitoring: Designated Health & Safety Lead for office-based working is the person responsible for carrying out investigations of near miss incidents. The Designated Health & Safety Lead for office-based working is also responsible for ensuring other parties are informed and for monitoring the progress of any actions to be taken to prevent a recurrence.
- Detailed Investigation, Board Oversight, and Statutory Reporting: Initial reviews will be followed up by a detailed investigation where appropriate. Upon completion , 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 and presented to the Board of Directors for strategic review. As applicable, the Designated Health & Safety Lead is responsible for notifying the Landlord and reporting relevant incident to Health and Safety Executive (HSE) in accordance with RIDDOR regulations as soon as possible.

Work- related stress

WLC Ltd is committed to identifying and managing workplace stressors to protect mental health and wellbeing of staff. WLC Ltd will provide working conditions that will reduce the risk of work-related stress so far as is reasonably possible. If any individual feels they are experiencing work-related stress, they should contact Designated Health & Safety Leads so the supportive measures can be discussed.

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.
- The Designated Health & Safety Leads 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 and misconduct, among others.

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.

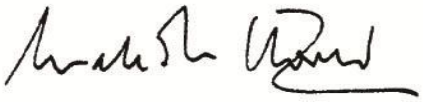
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- Where an employee identifies a safety training need, they should inform Doug Forbes and arrangements for any necessary training made as soon as practicable
- Training records will be kept as part of our Quality Management System training file.

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.
- 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:	25 May 2018
Signature:	

(Last reviewed date: September 2026)

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