Health, Safety and Wellbeing Statement

This policy sets out the approach NOV8 Consulting is committed to maintaining throughout the current and future financial years, with the aim of ensuring all business is conducted in a manner that safeguards the health, safety, and wellbeing of everyone connected with our operations.

Business Activities

NOV8 Consulting recognises its legal and moral responsibility to safeguard the health, safety, and wellbeing of all employees, contractors, clients, and any other persons who may be affected by our activities, whether in the office, working remotely, or visiting client sites. This policy applies to all Personnel regardless of their working location.

Legislation

NOV8 Consulting is committed to ensuring compliance with applicable standards:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Display Screen Equipment (DSE) Risk Assessment Regulations 1992
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Manual Handling Operations Regulations 1992, where applicable
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Working Time Regulations 1998
- The Equality Act 2010, in relation to reasonable adjustments and duties towards disabled employees

Our Commitments

NOV8 Consulting follows the following core strategies in all our business functions:

- Embedding a proactive, positive safety culture across the organisation.
- Identifying, assessing, and managing risks associated with our business activities.
- Supporting the physical, mental, and emotional wellbeing of our personnel.
- Ensuring personnel are competent and well-trained for their roles.
- Continuously improving our health, safety, and wellbeing practices through monitoring and feedback.

Roles & Responsibilities

Managing Director: Has overall accountability for policy implementation, communication, resource allocation, risk assessments completion and incident reporting at NOV8 Consulting.

All Personnel: Are responsible for their own health, safety, and wellbeing, complying with this policy, completing required training, reporting incidents and concerns promptly, and maintaining a safe working environment.

Safe Working

Office: The firm's office premises will be maintained in a safe and hygienic condition. Emergency procedures, including fire evacuation, first aid arrangements, and accident reporting, will be clearly communicated to all office-based Personnel.

Remotely: Personnel working from home are entitled to the same health and safety standards. Guidance will be provided for setting up a safe home working environment, including DSE assessment support. Personnel must maintain a safe workspace and report concerns.

Client Site: When working at client or third-party premises, Personnel must familiarise themselves with the site's health and safety rules, emergency procedures, and any site-specific requirements before commencing work. Any safety concerns at a client site must be raised with the line manager or Managing Director promptly.

Construction Site: When personnel are required to attend client, construction, industrial, or other third-party sites, suitable Personal Protective Equipment (PPE) must be worn, including any site-specific rules before the visit takes place.

PPE will be provided where required and must be suitable for the task:

- Minimum PPE for site visits may include, as applicable, safety footwear, high-visibility clothing, safety helmet, eye protection, gloves, hearing protection, respiratory protective equipment, or other task-specific protective clothing.
- Personnel must confirm PPE requirements with the client or site host before attending and must comply with all site induction, signage, and supervision requirements.
- PPE must be inspected before use and any damaged, unsuitable, missing, or poorly fitting PPE must be reported immediately to the line manager or Managing Director and must not be used.
- Personnel must not enter or continue working in areas where required PPE is unavailable, inadequate, or not permitted for use, and must escalate any concerns promptly.

Mental Health & Wellbeing

Health, safety and wellbeing is the responsibility of every member of Personnel. To facilitate psychosocial safety, we will provide:

- Safe working environments and clear expectations for all colleagues.
- Access to wellbeing resources and reasonable adjustments.
- Support for managers to identify and respond to signs of stress or mental ill-health.
- Stress risk assessments where foreseeable risks to mental health exist.
- Signposting to appropriate support services.

Training and Awareness

Completing mandatory training is the responsibility of every member of Personnel. To facilitate adherence with our Quality Management System (QMS), we will provide:

- Health and safety induction training.
- Display Screen Equipment (DSE) assessment training for screen-based workers.
- Role-specific training where particular hazards are identified.
- Refresher training at regular intervals.

Reporting Incidents

All Personnel are encouraged and expected to report hazards, near-misses, accidents, and wellbeing concerns promptly. Reports should be made to the line manager or Managing Director without delay. To improve controls and prevent recurrence, incidents and near-misses will be used to improve controls and recurrence.

Quality Commitment Statement

This policy forms part of the NOV8 Integrated Management System and applies to all Personnel. Leadership is responsible for ensuring adequate resources, training and support to implement this policy.

This statement will be reviewed at least annually by the Board of Directors and updated to reflect changes in legislation and regulatory guidance.

For and behalf of the N.OV8 Consulting Executive Board

Neil Porter
Managing Director
April 2026