

GENESYS OFFICE FURNITURE LTD

HEALTH AND SAFETY POLICY AND PROCEDURES MANUAL

Working Safely With



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AMENDMENT RECORD

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GENESYS OFFICE FURNITURE LTD

SECTION 1 GENERAL STATEMENT OF HEALTH & SAFETY POLICY

Our Policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, visitors, contractors, and members of the public who may be affected by our activities.

We will fully comply with the duties placed upon us by Statutory Legislation and always follow the requirements of Approved Codes of Practice and Guidance Notes to best practice issued by the Health and Safety Executive.

To achieve the highest possible standards of health and safety, our objective is to see that everything practical is undertaken to prevent injury and ill health by ensuring:

- A safe and healthy working environment,
- Safe systems and methods of work,
- Suitable and sufficient training, information, instruction and supervision,
- Completion, and regular revision, of risk assessments,
- Regular consultation with employees,
- Adequate welfare facilities,
- Sufficient financial and other resources are made available,
- Continuous improvement and annual review of the Policy,
- Access to a competent health and safety advisor.

In preparing the Health and Safety Policy, the Managing Director has declared that the following principles of prevention will apply to the control and management of risk within the Company:

- Where possible, risk will be avoided altogether by adopting alternative work methods,
- Unavoidable risks will be evaluated by risk assessment,
- Priority will be given to risk controls that protect the whole workforce; collective protection will take priority over individual control techniques.

Health and Safety is everyone's responsibility and employees must do all that is reasonably practicable to prevent injury to themselves and others who may be affected by their acts or omissions.

Where an employee considers that the arrangements for health and safety are inadequate, they are encouraged to report the matter to the Managing Director at the earliest opportunity.

Name:	Edward Swistak
Signature:	<i>edward swistak</i> edward swistak (Sep 3, 2026 10:24:44 GMT+1)
Position:	Director
Date:	28/08/2026

SECTION 2 ORGANISATION & RESPONSIBILITIES

Edward Swistak has overall and final responsibility for health and safety.

Day-to-day responsibility for ensuring this Policy is put into practice is delegated to

Edward Swistak

To ensure health and safety standards are maintained/improved, the people named below have specific responsibilities

Name	Responsibility
Edward Swistak	Accidents, first aid and work-related ill health
Edward Swistak	Competency for tasks and training
Edward Swistak	Consultation with employees & others
Edward Swistak	Emergency procedures – fire and evacuation
Edward Swistak	Information, instruction, and supervision
Edward Swistak	Monitoring
Edward Swistak	Risk assessments & method statements
Edward Swistak	Safe handling and use of substances
Edward Swistak	Safe plant and equipment
Edward Swistak	Welfare Provision
Edward Swistak	Drugs & Alcohol

All employees must

- co-operate with supervisors and managers on health and safety matters,
- not interfere with anything provided to safeguard their health and safety,
- take reasonable care of their own health and safety; and
- report all health and safety concerns to the appropriate person (as detailed)

SECTION 3 GENERAL ARRANGEMENTS

ACCIDENT AND NEAR MISS REPORTING / RECORDING AND INVESTIGATION ARRANGEMENTS

Introduction

Reporting and recording are legal requirements. The report tells the enforcing authorities for occupational health and safety (HSE or local authorities) about serious incidents and cases of disease. This means they can identify where and how risks arise and whether they need to be investigated. It also allows HSE and local authorities to target their work and provide advice on how to avoid work-related deaths, injuries, ill health and accidental loss.

Internal investigation of accidents, incidents and ill health can be used as an aid to risk assessment, helping to develop solutions to potential risks. Records also help to prevent injuries and ill health, and control costs from accidental loss.

Our Management System

We will successfully manage our duty to record and report accidents by ensuring compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

- Employees and Sub-contractors must ensure that all accidents and near misses that occur at work are reported to the Site Supervisor as soon as possible who will inform the Managing Director immediately
- The accident details will be entered onto an Accident Form by the Managing Director
- Where a serious accident or dangerous occurrence occurs, our safety advisor will be contacted for advice
- Major injuries or occurrences (defined in RIDDOR) will be reported by the quickest available means (i.e. telephone) immediately, and a report issued to HSE within 10 days.
- If an accident or incident resulting in an over 7 day incapacity of a worker is otherwise reportable to the Enforcing Authority, they will be informed within 15 days by contacting the HSE Incident Centre by one of the following methods:
 - Telephone: 0345 300 9923 (Fatal/specified incidents only)
 - Online: www.hse.gov.uk/riddor/report.htm
- Where serious accidents occur an accident investigation will be undertaken as soon as possible by the nominated persons with a view to determining the cause(s) of the accident and to identify any remedial actions to prevent a recurrence. Our safety advisor will provide assistance when necessary.

RIDDOR reportable instances include those described below. This list is not exhaustive.

- Death
- Workers and non-workers who have died of a work-related accident.
- Specified injuries
- Fractures, other than to fingers, thumbs, and toes.
- Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding) which:
- Cover more than 10% of the body, or causes significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which:

- Leads to hypothermia or heat-induced illness, or
- Requires resuscitation or admittance to hospital for more than 24 hours.

Over seven-day injury

This is an injury, which is not a specified injury but results in the injured person being away from work or unable to carry out their normal duties for more than seven days. Apart from the day of the accident, weekends and days that would not normally be worked, such as rest days, are counted

Occupational disease

- Occupational dermatitis.
- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.
- Hand arm vibration syndrome.
- Occupational asthma.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to occupational exposure to a biological agent.

Dangerous occurrence

There are 27 dangerous occurrences which are relevant to most workplaces, e.g.

- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment.
- Plant or equipment coming into contact with overhead lines.
- Electrical short circuit or overload causing fire or explosion.
- Collapse or partial collapse of scaffold over 5 metres high or which has been erected near water where there is the potential of drowning after a fall.

People not at work

- A member of the public or a person not at work has suffered an injury and is taken from the scene of an accident to hospital for treatment to that injury.
- A member of the public or person who is not at work has died.

Key Rules & Instructions for Workers

- Co-operate with management arrangements for health and safety.
- Personnel involved in, or aware of an accident must follow the accident reporting procedure and inform their supervisor, either orally, in writing or another agreed way as soon as possible after the accident occurs.
- The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

ASBESTOS

Introduction

The Control of Asbestos Regulations 2012 (the Regulations) set minimum standards for the protection of employees from risks related to exposure to asbestos.

Employers should also take account of people not directly employed by them but who could be affected by the work being done on asbestos (including employees of other employers, people occupying buildings, members of the public etc).

Generally buildings built after the year 2000 are asbestos free.

Our Management System

We will successfully manage the risks associated with exposure to asbestos by ensuring compliance with the Control of Asbestos at Work Regulations 2012:

- If asbestos is present on any site being worked on adequate information will be obtained to enable safe working procedures to be implemented that will prevent any exposure to asbestos.
- If suspect materials are found on site, work will cease immediately, the work area will be evacuated, and the Site Supervisor will be informed.

Key Rules & Instructions for Workers

- Take care of yourself and others in work activities involving asbestos
- Co-operate with management arrangements for health and safety.
- Immediately cease work and report to supervisor if unplanned asbestos materials are suspected
- Report immediately to supervisor any damage to the building or building materials.
- Do not work on the building structure or equipment, e.g. walls, ceilings, fuse boxes, etc. unless instructed by the employer and are suitably trained.
- Strictly follow the risk assessment and method statement for working with Asbestos
- Follow all information, instruction and training given to prevent injury or ill health.

ALCOHOL AND DRUGS

Introduction

Drug misuse can be a serious problem not only for the misuser but also for the business where they work and, sometimes, for their co-workers. The possession of some drugs is illegal, exposing the misuser to the risk of criminal charges as well as causing harmful effects to their health.

You could be breaking the law if you knowingly allow drug-related activities in your workplace, and you fail to act. It is just as important to know the implications to both your employees and business of not tackling drug misuse, particularly where safety is involved.

Our Management System

We will successfully manage the risks associated with alcohol and drug use when developing a safe place of work to ensure compliance with the Health and Safety at Work etc Act 1974 and the requirements of the Management of Health and Safety at Work Regulations 1999.

- The use of illegal substances is forbidden whilst in our employ.
- Alcohol may not be consumed during working hours by any employee.
- Personnel who have been prescribed drugs or have any other medical condition that may affect their ability to work safely must inform their line manager immediately.
- Any person found to be under the influence of illegal substances or alcohol during working hours

will be removed from site and will face disciplinary action.

Key Rules & Instructions for Workers

- Take care of yourself and others in work activities involved in work activities.
- Co-operate with management arrangements for health and safety.
- Do not attend work at any time when under the influence of alcohol or drugs that may affect your ability to work safely.
- Seek help voluntarily if you recognise you have an alcohol or drug related problem.
- Tell your employer if you are aware that a colleague has an alcohol or drug related problem which affects their work.
- Your employer will ensure that your colleague receives the necessary support and assistance needed.
- Inform your employer if you are taking prescription medicines or have any condition that requires regular medication so that adequate measures can be taken to reduce the risk of an accident.

COMPETENT HEALTH & SAFETY ADVICE

Our safety advisor will provide health, safety, and environmental advice to management. They have developed on our behalf policies, procedures, and practices to underpin this advice. In addition, they make recommendations directly to senior management in respect of deficiencies found and remedial measures to be implemented.

At our request they can audit the operation and effectiveness of our policies, procedures, and practices to help us continuously improve.

Our safety advisor can provide induction and training advice and facilitate suitable training for all.

Where required our safety advisor can inspect and investigate, draw conclusions, and make recommendations where necessary to prevent a recurrence.

CO-OPERATION AND CO-ORDINATION

Introduction

Every employer must carry out their work so that where reasonably practicable anyone not in their employ who may be affected by their work are not exposed to risks to their health and safety. Additionally in certain circumstances both employers and the self-employed must share information with non-employees about risks associated with their work.

These requirements are made more specific in the Construction Design and Management Regulations to ensure that every person concerned in a project cooperates and coordinates their activities to ensure the health and safety of all concerned.

Our Management System

We will successfully manage our cooperation with any other employer sharing our workplace and the coordination of our work with other contractors on construction sites ensuring compliance with the Health and Safety at Work etc. Act 1974 and the requirements of the Construction Design and Management Regulations 2015.

We will achieve this by:

- Having systems in place to ensure the safe coordination of any project, including a pre-start meeting for each project, regular co-operation and co-ordination meetings and, to ensure responsibilities are clearly allocated, share a report from each meeting for all parties involved.

- We will share health and safety information with others by way of face to face discussions, the distribution of relevant documentation and email correspondence between all contractors where everyone concerned is copied into matters affecting health and safety.
- Where we act as sole contractor any pre-construction information and construction phase plans will indicate the arrangements for co-ordination and co-operation.
- Where we are not the Principal Contractor we will confirm at the pre-start stage that appropriate arrangements are in place and commit to follow these arrangements.

Key Rules & Instructions for Workers

- Take care of yourself and others in all work activities.
- Co-operate with management arrangements for cooperation and coordination.
- Follow, guidance and instructions given, to prevent injury or ill health.

Workers are reminded that, if they find any defects or faults with work systems, then they must:

- Stop the work safely and report the defect to their supervisor.

DISPLAY SCREEN EQUIPMENT (DSE)

Introduction

DSE are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices.

Some workers may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments.

Our Management System

We will successfully manage the risks associated with working with DSE by ensuring compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 and the requirements of the Management of Health and Safety at Work Regulations 1999.

- “Display screen equipment” means any alphanumeric or graphic display screen, regardless of the display process involved. “User” means an employee who uses display screen equipment as a significant part of his/her work.
- Any risks identified will be addressed through good design of the workplace and the job, and by worker training and consultation.
- The Company will also fund an appropriate eye and eyesight test for users on request.
- Training will include information about when breaks should be taken, seat position and the display screen.

Key Rules & Instructions for Workers

- Take care of yourself and others in work activities involving work equipment
- Inform your employer in confidence as soon as possible if a health problem arises through the use of display screen equipment.
- Familiarise yourself with the contents of the relevant risk assessments.
- Work in accordance with any advice or guidance given by your employer
- Plan your work so there are breaks or changes of activity
- Adjust your workstation in accordance with the instructions provided
- Report all aches and pains caused by using a VDU

EMPLOYEE CONSULTATION AND COMMUNICATION

Introduction

The world of work is continually changing and poses new challenges in preventing and reducing accidents and ill health in the workplace. What remain constant are the essential principles of effective health and safety management, particularly good workforce involvement and strong and active leadership from the top.

Evidence shows that businesses with good workforce involvement in health and safety perform better in health and safety measures, and tend to have better productivity and higher levels of workforce motivation.

Like strong leadership, we believe employee engagement is essential because everyone, from the most senior managers to individual employees, has a part to play in building a strong health and safety culture.

Our Management System

We will encourage successful consultation with and participation by employees by ensuring compliance with the Health and Safety (Consultation with Employees) Regulations 1996.

- The Company will consult with employees about health and safety matters, changes to working methods and changes to substances or equipment.
- Consultation will be informal, but the items discussed, the date of the discussion and any comment will be recorded.
- Additionally, we operate an “open door” policy and employees are encouraged to discuss health and safety concerns at any reasonable time.

Key Rules & Instructions for Workers

- Take care of yourself and others in work activities
- Co-operate with management arrangements for health and safety.
- Assist and contribute to any measures that will improve and maintain the health, safety and wellbeing of yourself and others affected by your activities

FATIGUE MANAGEMENT

Introduction

We will successfully manage the risks associated with fatigue by using risk assessment to identify and manage the risks associated with fatigue. This involves the following steps:

Our Management System

STEP 1: Identify the factors which may cause fatigue in the workplace.

- We will identify all reasonably foreseeable factors which could contribute to and increase the risk of fatigue.
- Sleep, including the length of sleep time, the quality of sleep and the time since sleep.
- Environmental conditions, e.g. extremes of heat, cold, vibration or noise, can make workers tire quicker and may affect performance.
- Non-work-related factors, e.g. lifestyle, family responsibilities or health may increase risk.
- Identification might include worker consultation, consideration of work practices and systems of work, reviewing existing worktime records and overtime payments, accident reports and investigations.

STEP 2: Assess the risks of injury from fatigue.

- After identifying factors that cause fatigue, we will complete an assessment of the risk in particular:
 - Who, where, when and how workers are likely to be at risk of becoming fatigued
 - The degree of harm which may result

- Whether existing controls are effective
- What further action should be taken
- How urgently that action needs to be taken.

STEP 3: Control the risks by implementing the most effective risk control measures reasonably practicable in the circumstances.

- We will try to control the health and safety risks arising from fatigue by eliminating the factors identified as causing fatigue at source. If elimination is not reasonably practicable, the risks must be minimised.
- These factors will include non-work-demands, work scheduling, shift work and rotas, job demands, environmental conditions

STEP 4: Re-assess whether the risks of injury from fatigue are adequately controlled.

STEP 5: Review risk control measures to ensure they are working as planned.

Specifically, we will:

Call-outs – where attending call-outs of a volume or duration that prevents their ability to obtain sufficient rest prior to the next shift, the manager will discuss with the worker whether they require a later start time for their next shift to allow sufficient time to rest.

Driving and travel – workers driving vehicles to and from work or for long periods of their working day will:

- Plan any driving or travel well in advance
- Avoid driving after being awake for a continuous period of 17 hours
- Avoid driving if they have not accumulated more than five hours sleep in the previous 24 hours or 12 hours sleep in the previous 48 hours
- Avoid driving for more than 8-10 hours in any one day
- Ensure adequate sleep the night before a long journey
- Share driving where possible
- Take a rest break from driving of at least 10 minutes every two hours or more frequently if feeling tired
- If concerned about the fatigue risks, consider arranging an alternative method of transport and/or accommodation.

Where work duration reaches 14 hours (including travel time), a worker will be provided with transport for the return journey to their home, or provided with a suitable place for sleep or rest prior to driving home. Note that manager approval will be required prior to any workers undertaking this duration of work.

Training - all workers will be required to participate in awareness training on the risks associated with fatigue and the strategies they may implement to address these risks.

All risk assessments completed to identify and manage fatigue must be shared with all workers covered by the risk assessment.

FIRE AND EMERGENCY PROCEDURES

Introduction

The commercial consequences of fires can be devastating. There are several thousand fires annually.

These fires not only put workers' lives at risk but can also result in damage both on and off site, ranging from tens of thousands to many millions of pounds.

Most fires are preventable. Those responsible for workplaces and other buildings to which the public have access can avoid them by taking responsibility for and adopting the right behavior and procedures.

Our Management System

We will successfully manage the risks from fire by ensuring compliance with the Regulatory Reform (Fire Safety) Order 2005.

- Where identified we will complete a fire risk assessment for each workplace. All employees will receive instructions as part of their site induction about this assessment and the action to be taken in the event of a fire or other emergency. Suitable records of such instructions will be maintained.
- Employees will be told about the location of fire extinguishers and emergency escape routes when working on site.
- Employees will be instructed not to interfere with any equipment provided to detect or fight fires.
- Employees will be instructed to report any concerns over fire safety immediately to Site Management.
- All emergency escape routes will always be kept free from obstruction .
- The Site Supervisor will ensure that adequate fire precautions are in place on each site at which our employees are likely to work.
- Suitable fire extinguishers will be positioned near any hot work that is being undertaken on site by employees or sub-contractors.

Key Rules & Instructions for Workers

- Take care of yourself and others in work activities that could cause a fire
- Co-operate with management arrangements for health and safety.
- Familiarise yourself with the fire evacuation and emergency procedures
- Practice fire drills and promote fire prevention.
- Raise the alarm on discovery of a fire.
- Report any concerns regarding fire safety to management, so that any shortfalls can be investigated and remedial action taken.
- Accept individual responsibility to take reasonable care for the health and safety of themselves and for any other person who may be affected by their acts or omissions.
- Receive basic training in the action to take in the event of fire.
- Follow instructions and training in relation to fire safety in the workplace.
- Prevent and reduce the buildup of flammable packaging
- Do not obstruct any firefighting appliance, fire exit, fire hydrant or any fire escape route
- We do not expect employees to fight fires, however, extinguishing action can be undertaken if it aids prompt evacuation

FIRST AID AT WORK

Introduction

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

In the event of injury or sudden illness, failure to provide first aid could result in a casualty's death. We will ensure that an employee who is injured or taken ill at work receives immediate attention.

Our Management System

We will successfully manage our provision of first aid in the workplace by ensuring compliance with the Health and Safety (First-Aid) Regulations 1981.

- Ensure that an adequate number of suitably trained personnel will be provided by either the client or principal contractor.
- Ensure that Site Supervisor checks suitable and sufficient first aid provisions are in place before work commences.
- All employees will be told who the first aiders are and the location of first aid boxes during site induction.
- Adequately stocked first aid boxes will be provided on site and the boxes will be checked once a month by the Site Supervisor and, where necessary, the contents replenished. The Office Manager will be responsible for ensuring first aid boxes within the office are adequately stocked.
- First aiders are not permitted to administer any drugs or medication under any circumstances.

Key Rules & Instructions for Workers

To reduce the risks of suffering personal injury or delay in getting treatment, employees must:

- Take care of yourself and others in work activities
- Co-operate with management arrangements for health and safety.
- Understand the procedure for summoning help.
- Follow any guidance or instruction given, to prevent injury or ill health.
- Report any hazardous or dangerous situations to the employer.

HAZARDOUS SUBSTANCES

Introduction

Most businesses use substances, or products that are mixtures of substances. Some processes create substances. These could cause harm to employees, contractors and other people.

Every year, thousands of workers are made ill by hazardous substances, contracting lung disease such as asthma, cancer and skin disease such as dermatitis. These diseases cost many millions of pounds each year.

Hazardous substances include:

- Substances used directly in work activities (e.g. paints, adhesives, cleaning agents).
- Substances generated during work activities (e.g. soldering, welding fumes).
- Naturally occurring substances (e.g. grain, dust).
- Biological agents (e.g. bacteria and other micro-organisms).

Our Management System

We will successfully manage the risks from hazardous substances by ensuring compliance with the Control of Substances Hazardous to Health Regulations 2002.

- We will keep an inventory of all hazardous substances used.
- We will get safety data sheets will be obtained for all hazardous substances.
- We will complete COSHH assessments for all hazardous substances in use.
- Wherever possible hazardous substances will be replaced with non-hazardous or less hazardous ones.

- Safe working procedures will be developed using the findings from COSHH assessments. Employees will be told about these safe working procedures by site supervision. This will be recorded.
- Employees will be instructed to never use or handle hazardous substances unless they have referred to the relevant COSHH assessment.

Key Rules & Instructions for Workers

- Take care of yourself and others in work activities involving hazardous substances
- Co-operate with management arrangements for health and safety.
- Note hazard symbols on containers.
- Inspect containers for damage or leaks
- Take care with containers that look the same but contain different materials
- Check the COSHH inventory and only use substances that have been risk assessed
- Use the PPE specified in the COSHH assessment
- Follow the COSHH assessment safe system of work with spills or leaks
- Ensure good personal hygiene
- Return all hazardous substances to their secure location after use
- Do not eat, drink or smoke near hazardous substance

HEALTH AND SAFETY INSPECTIONS AND AUDITS

Introduction

There is a legal requirement to monitor and review health and safety arrangements. This enables organisations to assess how effectively risks are controlled in order to implement improvements, where required, and to develop a positive health and safety culture and safe working environment. The frequency of inspections will depend on the nature of the work. Inspections may be less often, for example, if the work environment is low risk like in a predominantly administrative office. But if there are certain areas of a workplace or specific activities that are high risk or changing rapidly, more frequent inspection may be justified, for example on a construction project.

Our Management System

To check our working conditions, and ensure that our safe working practices are being followed we will:

- Complete site or premises inspections on a standard form at least monthly and report findings to management
- Review risk assessments at least annually
- Investigate safety issues or hazards raised by anyone
- Keep up to date with relevant information on health and safety within our industry
- Review the Health and Safety Policy annually and update it as necessary taking into account changes in legislation etc.
- Investigate all accidents and work-related ill health occurrences

MAINTENANCE OF WORK EQUIPMENT

Introduction

It is essential that work equipment is maintained and does not deteriorate to the extent that it may put people at risk. Employers, the relevant self-employed and others in control of work equipment are required to keep it 'maintained in an efficient state, in efficient order and in good repair'. The frequency and nature of maintenance should be determined through risk assessment.

Our Management System

We will successfully manage the risks associated with work equipment by ensuring compliance with the Provision and Use of Work Equipment Regulations 1998:

- All work equipment provided will be serviced and maintained in good working order in line with the manufacturer's guidelines. The Site Supervisor will ensure that this takes place.
- Employees are prohibited from using any equipment for which they have not received adequate training. The Site Supervisor will check that the necessary training has taken place before allowing any equipment to be used.
- New plant and equipment will be checked before it is purchased to ensure that it meets the requirements of relevant health and safety legislation, including The Supply of Machinery (Safety) Regulations 1992 and the Provision and Use of Work Equipment Regulations 1998.
- All hired-in equipment will be obtained from reputable suppliers and will be accompanied by inspection and maintenance certificates.
- All plant and equipment will be inspected daily and records of inspection maintained.
- Any defective equipment will be removed from use until it has been repaired.

Key Rules & Instructions for Workers

- Take care of yourself and others in work activities involving maintenance of work equipment
- Co-operate with management arrangements for health and safety
- Use work equipment in the correct manner and in accordance with the information and instruction
- Only use the equipment that you are trained on.
- Visually check and carry out other checks, required by risk assessment, prior to and during use and report any faults and unsafe conditions to your employer.
- Seek the permission of your employer before bringing any personal items of equipment to work where it is intended that they be used by either yourself or others as part of work activities.
- Wear designated PPE as appropriate

MANAGING CONSTRUCTION WORK (CDM 2015)

Introduction

Construction work is a high risk activity and it is an absolute necessity that it is managed and all activities controlled in line with Construction (Design and Management) Regulations 2015

Our Management System

We will successfully manage the risks associated with construction work by ensuring compliance with the Construction (Design and Management) Regulations 2015:

- All construction work will be considered to determine whether it falls under CDM.
- Where work is notifiable under CDM 2015, we will establish the Company's role e.g. as Principal Contractor, Principal Designer Designer or Contractor.
- Information will be given to ensure that all parties know their duties under CDM 2015 where appropriate.
- Documentation, appropriate to our role, will be prepared to detail the measures the Company will take to safeguard workers and others. This documentation will be distributed to duty holders.
- Compliance with these measures will be monitored and appropriate information made available for inclusion in any health and safety plan compiled.

Where we are the Principal Designer or Designer on projects we will:

- Make sure the client is aware of the client duties under CDM 2015 before starting any design work
- When preparing or modifying designs:
 - take account of any pre-construction information provided by the client (and principal designer, if one is involved)
 - eliminate foreseeable health and safety risks to anyone affected by the project (if possible)
 - take steps to reduce or control any risks that cannot be eliminated.
- Provide design information to:
 - the principal designer for inclusion in the pre-construction information and the health and safety file
 - the client and principal contractor or the sole contractor for single contractor projects to help them comply with their duties, such as ensuring a construction phase plan is prepared.
- Communicate, cooperate and coordinate with:
 - any other designers (including the principal designer) so that all designs are compatible and ensure health and safety, both during the project and beyond
 - all contractors (including the principal contractor), to take account of their knowledge and experience of building designs.

Key Rules & Instructions for Workers

- Take care of yourself and others in work activities involved in construction work
- Co-operate with management arrangements for health and safety
- To attend site induction briefings and toolbox talks
- To comply and co-operate with site safety rules
- To comply with the findings and control measures introduced within risk assessments and method statements

- To only undertake work that you are trained and authorised to do so
- To use items of PPE and other safety equipment in the manner it was designed for
- To report all accidents/incidents and near misses to site manager

MANUAL HANDLING

Introduction

Incorrect manual handling is one of the most common causes of injury at work. It causes work-related musculoskeletal disorders (MSDs) which account for over a third of all workplace injuries. Manual handling injuries can happen anywhere people are at work – on farms and building sites, in factories, offices, warehouses, hospitals, banks, laboratories, and while making deliveries. Heavy manual labour, awkward postures, manual materials handling, and previous or existing injury are all risk factors in developing MSDs.

Our Management System

We will successfully manage the risks associated with manual handling by ensuring compliance with the Manual Handling Operations Regulations 1992:

- Manual handling will be avoided wherever possible with appropriate mechanical equipment used.
- Manual handling assessments will be carried out for all manual handling activities that are necessary and a record of each assessment will be maintained.
- Following the assessments steps will be taken to eliminate or reduce any risks of injury that are identified.
- Employees will be given adequate information, instruction and training to enable them to carry out any manual handling activities safely.

Key Rules & Instructions for Workers

- Take care of yourself and others in work activities involving manual handling operations
- Co-operate with management arrangements for health and safety
- Follow the safe system of work designed and introduced by your employer and should not deviate from this without good reason.
- Not undertake a manual handling activity when a reasonably practicable alternative exists.
- Use the lifting equipment that has been provided for your use and for which you have been trained. Any faults with mechanical aids should be immediately reported to your employer.
- Assist and co-operate with the process of risk assessment.
- Assist your employer with the implementation of staff training, attend training sessions as required and should apply the knowledge gained from training to your daily work.
- Report all accidents, injuries and near misses involving handling activities
- Inform your employer if you are unable to undertake your normal manual handling duties because of injury, illness or any other condition.
- Not undertake any manual handling operation that you believe is beyond your capability.
- Report any unsafe systems of work to your employer.

MENTAL HEALTH AND WELLBEING

Introduction

The company is committed to the protection and promotion of the mental health and wellbeing of all staff. The company will continuously strive to improve the mental health environment and culture of the company by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees.

The company will continuously strive, as far as is reasonably practicable, to promote mental health throughout the company by establishing and maintaining processes that enhance mental health and wellbeing.

Our Management System

To provide a working environment that promotes and supports the mental health and wellbeing of all employees we will:

- Reduce discrimination and stigma by increasing awareness and understanding
- Complete an employee survey to identify mental health needs
- Give employees information on and increase their awareness of mental wellbeing.
- Include information about mental health in the staff induction programme.
- Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress reducing activities and social events.
- Provide systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate.
- Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
- Manage conflict effectively and ensure the workplace is free from bullying, harassment, discrimination and racism.
- Establish good two-way communication to ensure staff involvement, particularly during periods of company change.
- Ensure a physical environment, supportive of mental health and wellbeing including a sound, ergonomically designed working situation with appropriate lighting, noise levels, heating, ventilation and adequate facilities for rest breaks.
- Promote and support opportunities to enhance professional development, identified through the appraisal.
- Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management.

To support employees experiencing mental health difficulties. We will take complete the following actions:

- Ensure individuals suffering from mental health problems are treated fairly and consistently.
- Manage return to work for those who have experienced mental health problems and in cases of long-term sickness absence, put in place, where possible, a phased return to work.
- Give non-judgemental and pro- active support to individual staff that experience mental health problems such as counselling, etc
- Ensure employees are aware of the support that can be offered through occupational health department, Employee Assistance Programme (if applicable) or alternatively their own GP, or a counsellor.
- Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to identified risks or other factors.

- Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

Employees participating in any of the mental wellbeing activities will be regularly asked for feedback. Status updates and evaluation reports will be circulated to management and be available on request. Senior management will be responsible for reviewing the mental wellbeing policy and for monitoring how effectively the policy meets its aims and objectives

METHOD STATEMENTS

Introduction

A method statement is a useful way of recording the hazards involved in specific work tasks and communicating the risk and precautions required to all those involved in the work. The statement need be no longer than necessary to achieve these objectives effectively.

The method statement should be clear and illustrated by simple sketches where necessary. Avoid ambiguities or generalizations, which could lead to confusion. Statements are for the benefit of those carrying out the work and their immediate supervisors and should not be overcomplicated. Equipment needed for safe working should be clearly identified and available before work starts. Workers should know what to do if the work method needs to be changed

Our Management System

Following the completion of a risk assessment we may feel it necessary to also compile a method statement to further control the work activity, the statement will include:

- Working systems and methods of control to be used.
- Arrangements for access e.g. to fragile surfaces.
- Methods for safeguarding existing structures.
- Structural stability precautions, e.g. temporary shoring arrangements.
- Arrangements for the safety of members of the public.
- Plant and equipment to be used.
- Health protection, such as the use of local exhaust ventilation and respiratory protection, where hazardous dusts and fumes could be created.
- Procedures to ensure compliance with legal requirements under, for instance, the Control of Noise at Work Regulations, Control of Lead at Work Regulations and Workplace (Health, Safety and Welfare) Regulations.
- Any training needs for contractors' employees and the use of competent persons, and be brought to the attention of all employees who undertake the work.

Key Rules & Instructions for Workers

- Take care of yourself and others in work activities involved with lifting equipment and lifting operations
- Co-operate with management arrangements for health and safety
- Carry out work in accordance with the method statement.
- Co-operate with management arrangements in respect of method statements.
- Report any uncontrolled hazards not addressed by the method statement to your employer.
- Follow instruction, training and guidance given by your employer.

NOISE

Introduction

Noise at work can cause hearing damage that is permanent and disabling. This can be hearing loss that is gradual because of exposure to noise over time, but also damage caused by sudden, extremely loud noises. The damage is disabling as it can stop people being able to understand speech, keep up with conversations or use the telephone.

Hearing loss is not the only problem. People may develop tinnitus (ringing, whistling, buzzing or humming in the ears), a distressing condition which can lead to disturbed sleep.

Noise at work can interfere with communications and make warnings harder to hear. It can also reduce people's awareness of their surroundings. These issues can lead to safety risks – putting people at risk of injury or death.

Our Management System

We will successfully manage the risks associated with exposure to noise by ensuring compliance with the Noise at Work Regulations 2005.

- Assessments will be carried out to determine employees' noise exposure levels and these will be checked against the action levels in the Noise at Work Regulations.
- Where necessary, action will be taken to reduce exposure if the second action level is exceeded.
- Adequate hearing protection will be provided to all employees and they will be given training on its use and maintenance.
- All reasonable steps will be taken to reduce exposure to noise by using equipment that incorporates noise suppression and is well maintained.
- Where necessary following noise monitoring, employees will be sent for audiometric testing by a competent person.

Key Rules & Instructions for Workers

- Take care of yourself and others in work activities involved in a noisy environment
- Co-operate with management arrangements for health and safety

To minimise the risks posed by exposure to excessive noise levels, you must:

- Comply with signs and notices that identify hearing protection zones.
- Fully and properly use personal ear protection when provided
- Fully and properly use any other protective measures provided
- Use the controls provided e.g. screens or dampers and report any defects.
- Co-operate and attend for hearing checks where required.
- Report any defects with any equipment for the protection against noise

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Introduction

PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets and hard hats, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

Hearing protection and respiratory protective equipment provided for most work situations are not covered by these Regulations because there are other more specific regulations that apply to them. However, these items need to be compatible with any other PPE provided.

Our Management System

We will successfully manage residual risk associated with our work activities by providing personal protective equipment, as a control measure following risk assessment, and ensuring compliance with the Personal Protective Equipment at Work (Amendment) Regulations 2022.

- Provide PPE identified by risk assessment free of charge to employees and limb (b) workers
- Give relevant training on the use and care of PPE.
- Review assessments at least annually.
- Require employees and limb (B) workers to maintain PPE in good condition and store it in the designated areas on site.
- Require employees and limb (B) workers to tell their Supervisor about any damaged, defective or lost equipment that needs replacing. Employees and limb (B) workers will be asked to pay for equipment that is damaged or lost as a result of their neglect.

Key Rules & Instructions for Workers

- Take care of yourself and others in work activities involving the use of personal protective equipment
- Co-operate with management arrangements for health and safety
- Conform with mandatory requirement at all sites to wear safety helmets, hi-vis, gloves and safety footwear
- Make full and proper use of all PPE that has been issued to you.
- Visually inspect all PPE before use to ensure that it is suitable, clean and undamaged.
- Report any defective PPE to your employer.
- Report any discomfort or ill health experienced as a consequence of wearing the equipment.
- Not undertake any work unless the correct equipment is being worn.
- Keep in good order and ensure safe storage at all times.

Definition Of Limb (B) Worker

- Carry out casual or irregular work for one or more organisations
- After 1 month of continuous service, receive holiday pay but not other employment rights, e.g. the minimum period of statutory notice
- Only carry out work if they choose to
- Have a contract or other arrangement to do work or services personally for a reward (the contract doesn't have to be written)
- Only have a limited right to send someone else to do the work, e.g. swapping shifts with someone on a pre-approved list (subcontracting)
- Are not in business for themselves - they don't advertise or book services directly with customers

Please note that these changes don't include those who are classed as 'self-employed'

SUBCONTRACTOR COMPETENCE AND MANAGEMENT

Introduction

You will need to satisfy yourself that the contractor you choose can do the job safely and without risks to health. This means making enquiries about the competence of the contractor. Do they have the right combination of skills, experience and knowledge? The degree of competence required will depend on the work. Similarly, the level of enquiries you make should be determined by the level of risks and the complexity of the job.

Our Management System

We will successfully manage the risks associated with using sub-contractors by assessing them against the core criteria included in the Construction (Design and Management) Regulations 2015.

- Only suitably qualified and competent sub-contractors will be appointed.
- All sub-contractors will be required to produce evidence of their competence, training and insurance provisions before being approved to work for the Company.
- Sub-contractors will be required to work in accordance with the company's health and safety rules.
- Sub-contractors found to be breaching the safety rules will be asked to leave site immediately.
- Labour only sub-contractors will be asked to provide suitable training records & insurance details before being approved to work for the Company.

Key Rules & Instructions for Workers

- Take care of yourself and others in work activities
- Co-operate with management arrangements for health and safety
- You must accept responsibility for complying with the provisions of the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions in respect of the work comprising the contract.
- You must provide suitable and appropriate supervision to plan, control and monitor your operations having carried out risk assessments for the work.
- You must agree risk assessments and any method statements with the client before work commences.
- You must inform the client of any unforeseen hazards arising from the work to enable the necessary precautions to be put in place.
- You shall undertake electrical work and work involving the use of electrical tools and equipment in accordance with the appropriate regulations.
- You must ensure plant and machinery brought on site is fully guarded and complies with the requirements of the Provision and Use of Work Equipment Regulations (PUWER)
- You must make available for inspection, test certificates issued by a competent person for equipment such as lifting equipment, air compressors and pressure plant
- You must report all accidents to the client immediately so that they can record the incident in the accident book.

TRAINING AND INDUCTION

Introduction

Providing health and safety information and training:

- Ensures people who work for us know how to work safely and without risks to health
- Develops a positive health and safety culture
- Meet our legal duty to protect the health and safety of employees.

Effective training:

- Contributes towards making employees competent in health and safety
- Helps businesses avoid the distress that accidents and ill health cause
- Helps avoid the financial costs of accidents and occupational ill health

Our Management System

We will successfully manage the risks associated with an untrained workforce by providing information, instruction and training to ensure compliance with the Management of Health and Safety at Work Regulations 1999.

- All new employees will receive health and safety induction training. We will keep a record of this training.
- The qualifications and training of all new starters will be assessed, and any necessary additional training arranged through reputable external training providers.
- The training need of existing employees will be formally reviewed annually, and any necessary training arranged either internally or through a suitable training organisation.
- All employees will be given training to enable them to carry out their duties safely. Training records will be kept.

Key Rules and Instructions for Workers

- Take care of yourself and others when receiving induction, training or toolbox talks
- Co-operate with management arrangements for health and safety training
- Attend any training courses that are identified as necessary.
- Follow training, guidance and instruction to prevent injury or ill health.
- Report to your line manager any hazardous or dangerous situations.
- Co-operate with management arrangements for health and safety.

RISK ASSESSMENT

Introduction

A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace. You are probably already taking steps to protect your employees, but your risk assessment will help you determine whether you have covered all the risks you need to.

Our Management System

We will successfully manage risks associated with our work activities, locations and situations through assessment and compliance with the Management of Health and Safety at Work Regulations 1999.

- We will carry out risk assessment of all work activities, locations and situations to identify significant risks within the Company's operations.
- Our Assessments will take account of risks to all people who may be affected by our activities and a central record of assessments will be maintained.

- Where significant risks are identified suitable control measures will be implemented to eliminate or reduce those risks.
- Employees will be supervised to ensure that they follow the safe methods of work identified in risk assessments.
- Where an employee or sub-contractor considers that there are uncontrolled risks within the Company, they should report the matter to their supervisor or manager immediately.

Key Rules & Instructions for Workers

- Take care of yourself and others in work activities outlined in risk assessments
- Co-operate with management arrangements for health and safety
- Follow any training, information, guidance, and instruction given by your employer.
- Comply with any control measures laid down within risk assessments.
- Report any hazards or defects to your employer immediately.
- Make full and proper use of any PPE provided.

VIBRATION

Introduction

Hand-arm vibration is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools, such as road breakers, and hand-guided equipment, such as powered lawnmowers, or by holding materials being processed by machines, such as pedestal grinders.

Regular and frequent exposure to hand-arm vibration can lead to permanent health effects. This is most likely when contact with a vibrating tool or work process is a regular part of a person's job.

Occasional exposure is unlikely to cause ill health

Hand-arm vibration can cause a range of conditions collectively known as hand-arm vibration syndrome (HAVS), as well as specific diseases such as carpal tunnel syndrome. Identifying signs and symptoms at an early stage is important. It will allow you, as the employer, to take action to prevent the health effects from becoming serious for your employee

For HAVS there are prescribed legal Exposure Action Values (EAV) and Exposure Limit Values (ELV) where: -

- EAV is the amount of daily exposure (8 hours) to vibration which if reached or exceeded, employers are required to take action to reduce the risk.
- ELV is the maximum amount of vibration an employee may be exposed to in any single day (8 hours).

The legal values and levels for HAVS are:

Exposure Action Value (EAV) is 2.5 m/s² A (8) (e.g. 2.5 metres per second squared over an 8 hour working period).

Exposure Limit Value (ELV) is 5.0 m/s² A (8) (e.g. 5.0 metres per second squared over an 8 hour working period).

Our Management System

We will successfully manage the risks associated with vibration by ensuring compliance with the Control of Vibration at Work Regulations 2005.

- On request, BEACONRISK will assess the vibration risk to all employees and decide if they are likely to be exposed above the daily exposure action value (EAV) in the regulations.
- If the action values are exceeded a programme of controls will be introduced to eliminate risk, or reduce exposure to as low a level as is reasonably practicable.
- Health surveillance in the form of regular health checks will be provided to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk.

- If employees are likely to be exposed above the daily exposure limit value (ELV) immediate action will be taken to reduce their exposure below the limit value.
- Information and training will be provided to employees on the health risks and the actions being taken to control those risks.
- Records of risk assessments and control actions will be maintained.

Key Rules & Instructions for Workers

- Take care of yourself and others in work activities involving vibration
- Co-operate with management arrangements for health and safety
- When using handheld power tools capable of contributing to HAVS and VWF you should be aware of any possible risk you may inadvertently be working under and should always:
 - Know the safe daily usage level for equipment
 - Operate in accordance with guidelines for exposures
 - Look for tingling and numbness in your fingers.
 - Watch for and report if fingers go white or are very painful.
 - Report any loss of manual dexterity.
 - Report any loss of strength in the affected parts.
 - Be aware of and not exceed the trigger time of work equipment
 - Use low vibration equipment.
 - Ensure that consumable blades, drill bits, etc. are not worn.
 - Avoid over gripping tools.
 - Keep fingers and hands warm.
 - Do not exceed recommended exposures to vibration from work equipment

WELFARE PROVISION

Introduction

Employers have a duty under the Health and Safety at Work etc Act 1974 to ensure, so far as reasonably practicable, the health, safety, and welfare of their employees at work. People in control of non-domestic premises have a duty towards people who are not their employees but use their premises. The Regulations expand on these duties and are intended to protect the health and safety of everyone in the workplace and ensure that adequate welfare facilities are provided for people at work.

Our Management System

We will successfully manage our workplaces by ensuring compliance with the Workplace (Health, Safety and Welfare) Regulations 1992.

- The Company will maintain its workplaces, equipment, devices, and systems in efficient working order and in good repair.
- An assessment of each workplace will be made and recorded. Such an assessment will be undertaken for all offices and any on site location at which a semi-permanent office is provided for a period of four weeks or more. The assessments will be reviewed annually or following significant changes to the premises or circumstances.

Where the Company acts in a role identified under CDM Regulations 2015, will provide, or ensure the following minimum welfare facilities are in place when working on a construction site:

- **Sanitary Conveniences.** These conveniences will be kept in a clean and orderly condition, with adequate lighting and ventilation. Where possible separate facilities will be provided for men and women.

- **Washing Facilities.** These facilities will be kept in a clean and orderly condition, with adequate lighting and ventilation. They will include a supply of clean hot and cold water, soap or other cleaning substance and towels or other suitable means for drying. Where possible separate facilities will be provided for men and women.
- **Drinking Water.** A supply of clean drinking water will be provided. This will be marked with the appropriate signage.
- **Changing Rooms and Lockers.** These facilities will include seating and where necessary an area to dry clothing or effects. They will be separated into areas for men and women and have lockable storage to be used for keeping, clothing kept on site, clothing which is not worn during work hours and personal effects.
- **Facilities for Rest.** These facilities will be kept in a clean and orderly condition, with adequate lighting, ventilation, and heating. They will include an appropriate number of tables and seating with backs for the number of persons likely to use them at any one time and a provision for heating, preparing, and eating food or drinks. Where appropriate facilities will be provided for pregnant or nursing mothers, this will include an area for to rest lying down when required.

To ensure the above is in place the company will carry out an initial assessment of each worksite, this will be recorded and filed. Where it is the company's duty to maintain these facilities, we will complete regular recorded inspections, copies of these inspections will be kept on file and any issues rectified.

Key Rules & Instructions for Workers

- Take care of yourself and others in work activities
- Co-operate with management arrangements for health and safety
- The welfare facilities provided are for the benefit of all employees and visitors.
- Use designated rest facilities
- Contribute to maintaining high standards of welfare facilities
- Promote hygiene by cleaning personal protective equipment (e.g. goggles, etc) and washing hands
- Any damage or defects should be reported immediately to enable attention an

AD-HOC CLIENT CERTIFICATE

This is to certify that ...

GENESYS OFFICE FURNITURE LTD

... has access to Ad-hoc support from BEACONRISK Health & Safety Ltd to provide competent advice as required by the Management of Health & Safety at Work Regulations 1999.



Don Gilfoyle
BSc (Hons) CMIOSH OSHCR
Managing Director and Principal Consultant

Start Date: **28/08/2026**

Renewal Due: **27/08/2027**

H&S Policy

Final Audit Report

2026-09-03

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