

**James Burrell**

**Builders Merchants**

**[www.jamesburrell.com](http://www.jamesburrell.com)**

# **HEALTH AND SAFETY POLICY**

**Revised 9<sup>th</sup> March 2021**

**Version 7**



# Arrangements for Implementation

The person with overall and final responsibility for health and safety within James Burrell Ltd is Joint Managing Director S.M. Richardson. Key responsibilities for health and safety within the Company will be undertaken by Senior Management, Branch Managers and Competent Employees to ensure the health, safety and welfare of all employees and visitors to James Burrell Limited.

In accordance with The Health and Safety at Work etc. Act 1974, James Burrell Limited as an employer will ensure, so far as reasonably practicable the health, safety and welfare at work of all their employees.

More specifically James Burrell Limited will provide:

Safe plant and systems of work

Safe use, handling, storage, and transportation of articles and substances

Any required information, instruction, training and supervision

A safe place of work, including safe access and egress

A safe work environment with adequate welfare facilities

In accordance with The Health and Safety at Work etc. Acts 1974, all employees of James Burrell Limited have a duty to:

Take reasonable care of themselves and others who may be affected by their acts or omissions at work

To co-operate with James Burrell Limited to enable the company to comply with the law  
Not to misuse or interfere with anything provided in the interest of health, safety and welfare.

# Organisation & Arrangements

## Risk Assessments/Safe Systems of Work

Risk assessments and safe systems of work will be reviewed if

- if they are no longer valid
- if there has been a significant change
- if we bring in new equipment
- in case of accident or ill health

Risk assessments and SSOW are stored on company server and on site in H&S file, any changes will be communicated to staff via email, notice boards, toolbox talks or via committee members.

## Health and Safety training

Health and Safety training forms part of the induction process for new starters, working with the HR manager to meet the appropriate training required. H&S, manual handling, environmental, bullying and harassment and GDPR are available via IHASCO e-learning. The company also have in-house training for fork lift trucks and banksman training. Branch sales managers and supervisors are responsible for the reporting of any potential specific training needs for employees.

## Health and Safety Consultation and Communication

In accordance with the Health & Safety (consultation with employees) Regulations 1996 James Burrell Ltd encourages employee contributions on aspects of health and Safety. The H&S committee is formed from different backgrounds, level in company and role. Any meetings will be shared with employees via newsletters, emails, memos.

## First Aid

All branches have suitable and sufficient first aid arrangements to cover branch opening times. H&S manager to arrange training as required via approved trainers. Appointed first aider responsible for first aid boxes and accident book.

HR manager and H&S manager also mental health first aid trained.



Company%20First%  
20Aiders%2003.21.xl

## Accident reporting procedure

### Background

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

- work-related accidents which cause death;
- work-related accidents which cause certain serious injuries (reportable injuries);
- diagnosed cases of certain industrial diseases;
- certain 'dangerous occurrences' (incidents with the potential to cause harm).

If the accident is not, or at the time appears not to be sufficiently serious to come within the scope of the RIDDOR regulations, it must nevertheless be reported to the designated trained first aider and recorded in the Accident book in order to assist any future investigation and to reveal accident patterns. H&S manager and advisor must be informed as soon as possible.

<https://www.hse.gov.uk/riddor/>

### Emergency procedures

Fire, explosion etc

- Call the Fire Brigade 999 and give full address and location of fire
- Fire marshals to assist building evacuation
- Only use fire extinguishers to aid escape or if minor fire
- Do not re-enter the building until instructed to do so by the person in charge.

### Accident Investigation

Accidents and incidents will be investigated, the depth of which will be determined by the seriousness of each incident. H&S department will investigate and record their findings.



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investigation blank.

## COSHH data sheets

COSHH data sheets from suppliers are available on the server and hard copies in the branches. Branch supervisors shall ensure that procedures for following the SSOW for the control of substances hazardous to health are followed.



COSHH 2021.pdf

## Plant and Work equipment

All plant and work equipment will be monitored and maintained. Any new equipment will be assessed for suitability to ensure the safety of persons at work. Transport manager to arrange inspections and servicing as per the Operator's licence.



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## Occupational Road risk

The Transport Manager, H&S manager and traffic planners will help implement the effective management of the occupational road risk policy.



James Burrell  
Occupational Road

<b>Branch</b>	<b>Traffic Planner</b>
Gateshead	Cameron Hood
Newcastle	Steve Munro
Morpeth	Dan Hawthorne
Blyth	Dennis Allen
Sunderland	Steve Dutton
Stockton	Richard Payne
Bishop Auckland	Robin Kyle
York	Mike Sandeson
Ossett	Rob Ladley
Rotherham	Nick Flavell

## Branch H&S responsibility

While health and safety is everyone's responsibility, we do have competent people in branches to co-ordinate the day to safe running of a branch.

<b>Branch</b>	<b>Supervisor</b>	<b>Sales Manager</b>
Gateshead	Mark Allsion/Lee Bradbury	Russell Owen
Newcastle	Ryan Sullivan	Chris Kilday
Morpeth	David Dodds	Ian Henderson
Blyth	Dennis Allen	Terry Walsh
Sunderland	Steve Dutton	Kevin Reah
Stockton	Garry Dryden	Andy Burdon
Bishop Auckland	Peter Hewitt	David Bowes
York	Nigel Jones	Tim Hudson
Ossett	Granville Armitage	Des Macorison
Rotherham	Nick Flavell	Jamie Fox

## Health and Safety Organisation Chart

