

# HEALTH AND SAFETY POLICY

**Version 12**  
**05/11/2024**

## Statement of Policy

It is the policy of the company, James Burrell Limited to comply with the terms of the Health and Safety at Work etc. Act 1974 plus all subsequent legislation and to provide and maintain a healthy and safe working environment. The health and safety objective of the company is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the above stated objective.

The company recognise and accept the duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of the company will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of any other person.

The management of the company will provide every employee with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the Health and Safety manager. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every workers responsibility to report immediately any situation which could jeopardise the well-being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the Health and Safety manager or his delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

The Company's health and safety policy will be monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months. The specific arrangements for the implementation of the policy and the company organisational chart are detailed below.

Signed: on behalf of James Burrell Limited

S. M. Richardson  
Managing Director



05/11/2024

## Arrangements for Implementation

The person with overall and final responsibility for health and safety within James Burrell Ltd is 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

## 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.

James Burrell Ltd also recognizes the importance of a healthy mind as well as body and have mental health first aid trained staff.

## 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.

### 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.

### COSHH data sheets

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

### **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 license.

### **Occupational Road risk**

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

<b>Branch</b>	<b>Traffic Planner</b>
Gateshead	Cameron Hood
Newcastle	Wayne Cooper
Morpeth	Stephen Dixon
Sunderland	Dave Allan
Stockton	David Quinn
Bishop Auckland	Robin Kyle
York	Mike Sandeson
Ossett	Craig Hargrave
Rotherham	Nick Flavell
Billingham	Richard Payne

## 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-day safe running of a branch.

<b>Branch</b>	<b>Supervisor</b>	<b>Sales Manager</b>
Gateshead	James Stewart/Lee Bradbury	Russell Owen
Newcastle	Ryan Sullivan	Chris Kilday
Morpeth	David Dodds	Gareth Clarkson
Sunderland	Terry Buck	Kevin Reah
Stockton	Garry Dryden	Chris Lucas
Bishop Auckland	Peter Hewitt	Elliott England
York	Nigel Jones	Tim Hudson
Ossett	Granville Armitage/Nathan Holroyd	Jordan Boyce
Rotherham	Scott Richardson	Joe Hickey
Billingham	Steve Dutton/Andy Fenny	Andrew Burdon

### Health and Safety Organisation Chart

