

James Burrell

Builders Merchants

HEALTH AND SAFETY POLICY

Revised 31st January 2018

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 employees duty to report this to their supervisor or the Director of Safety. 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 Director of Safety 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: *S.J.Richardson*

on behalf of James Burrell Limited

S. J. Richardson
Managing Director

Date : 31st January 2018

Arrangements for Implementation

The person with overall and final responsibility for health and safety within James Burrell Ltd is Joint Managing Director S.J.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.

Communication

The management of the Company will endeavour to communicate to employees their commitment to health and safety and to ensure that employees are familiar with the contents of the health and safety policy. The Company communicates with its employees orally, in the form of directions and statements from senior managers, line managers and supervisors, in writing in the form of directives and this policy statement for example.

Safety Committees

The management of the Company see communication and consultation with its employees at all levels as an essential part of developing a safe and positive health and safety culture. To further enhance communication and consultation with employees safety committee meetings will be held at all branches and head office. Employee representatives will be chosen and meetings will be held every four to six months or as often as deemed necessary. The purpose of the Safety Committee Meetings are to provide a forum in which information may be conveyed and employees questions on health and safety issues can be answered. In addition these meetings will provide an opportunity to measure the effectiveness of the health and safety policy. Each committee will be made up of employees from various levels of the company.

Reviews

The Company will review and monitor all its procedures and arrangements regarding health safety and welfare, reviews will be carried out by senior management, branch managers, supervisors and competent employees, this will include:

- Safe systems of work
- Risk Assessments
- Health and Safety training
- Emergency Procedures
- Accident Reporting and Investigation
- Personal Protective Equipment
- First Aid and Provisions
- Visitor Safety
- Environmental Controls
- Control of Substances Hazardous to Health
- Welfare Facilities
- Health and Safety Performance
- Communication with Employees

Health and Safety Organisation Chart

