Birmingham Fuels Oils Ltd
Health and Safety Policy

General Statement of Intent

This is the Health and Safety Policy is to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all Birmingham Fuel Oils Employees.

Specifically, our Health and Safety Policy is to provide and implement the following:

1. We will provide suitable and sufficient risk assessments which will be recorded in writing and reviewed on an annual basis.
2. Where implementing any preventative and protective measures, we will do so on the basis of the 'principles of prevention'. As a minimum, all employees will be provided, free of charge, with appropriate and adequate personal protective equipment (PPE).
3. We will implement a suitable and sufficient Safety Management System and Safety Policies.
4. We will provide appropriate health surveillance, free of charge to employees, where identified to be required.
5. We will appoint a competent person, with sufficient training and experience or knowledge, to assist us in undertaking the measures required to comply with health and safety law.
6. We will provide Emergency Procedures to be followed in the event of a fire or other significant incident.
7. We will ensure that employees are provided with relevant information relating to:
   a) The risks to their health and safety
   b) Preventative control measures
   c) Emergency procedures
8. We will co-operate and co-ordinate with other employers with whom we share a workplace, and we will inform the other employers of the risks to their employees' health and safety arising from our undertaking.
9. We will provide other workers with information on the risks to their health and safety and preventive control measures.
10. We will provide employees with adequate health and safety training when first recruited or exposed to new or increased risks. As a minimum, all employees will be provided with a health and safety induction.
11. We will provide an effective means of communication and consultation with employees.

Signed:

Dean Cattermole

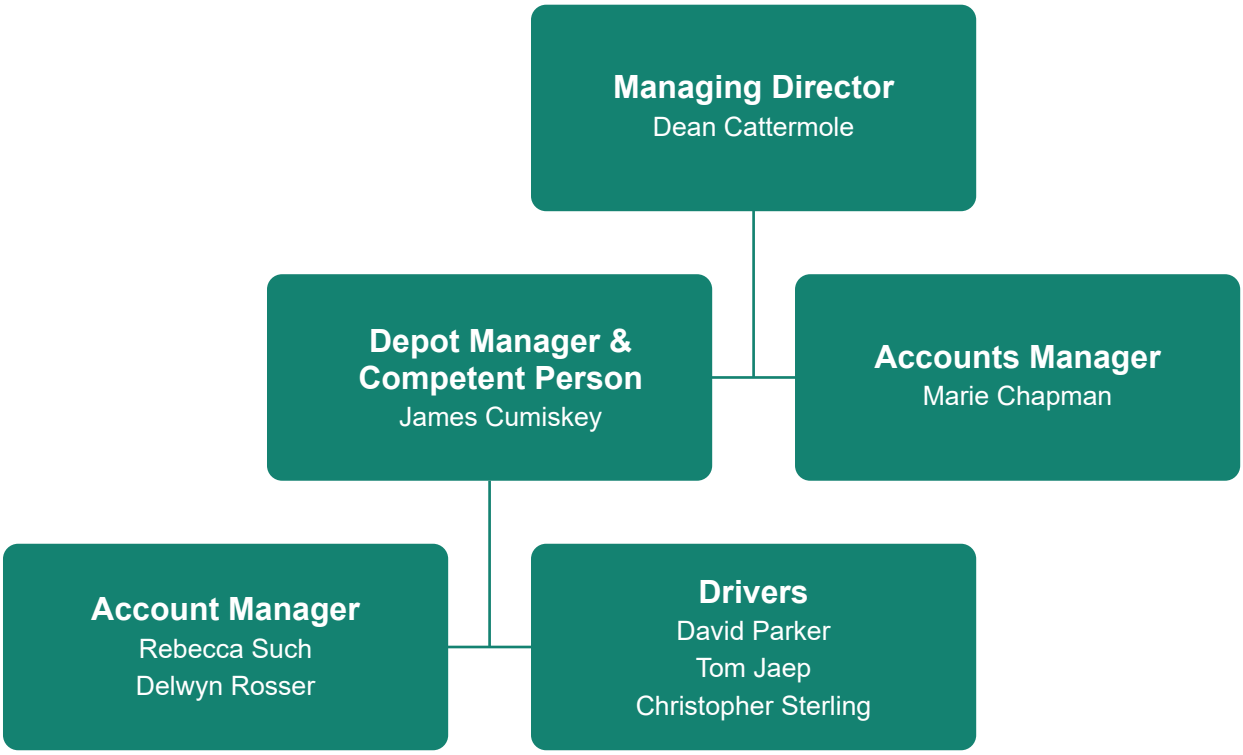
Managing Director
Date: 01 Jume 2025

Organisation

Overall and final responsibility for health and safety: Dean Cattermole, Managing Director
Day-to-day responsibility for ensuring this policy is put into practice: James Cumiskey, Depot Manager
All employees should:

1. co-operate with supervisors and managers on health and safety matters.
2. take reasonable care of their own health and safety.
3. report all health and safety concerns to an appropriate person (as detailed above).

The following organisation chart illustrates the chain of command for health and safety management and identifies the roles and responsibilities of staff:



Arrangements

1. Risk Assessment

We will complete relevant risk assessments, including for the following activities, and take action:

1. Loading of Vehicles
2. Driving at Work
3. Delivering to Customer Sites
4. COSHH Assessment

Risk assessments will be reviewed annually or more frequently if conditions change.

2. Information, Instruction and Training

Staff will be provided with an employee handbook which details relevant health and safety information.

Staff will be provided with a health and safety induction on appointment.

Staff will be provided with relevent training including the following:

- ADR Training
- CPC Training

3. Compliance Monitoring

A review of health and safety arrangements will be conducted annually.

4. Accident and Near Miss Reporting, Recording and Investigation.

We will provide a system for the reporting of accidents and near misses.

We will provide a procedure for the recording and investigation of accidents and near misses.

5. Consultation with Workers

We will engage with employees on health and safety matters on an annual basis.

6. Safe Systems of Work and Permit to Work Systems

Safe systems of work (Method Statments) will be established including for the following activities:

1. Loading of Vehicles
2. Driving at Work
3. Delivering to Customer Sites

7. Emergency Procedures

Emergency procedures will be provided for the events:

- Fire
- Serious Injury

We will also ensure that appropriate first aid provisions are available, in the form of fully stocked first aid kits, in each office location and in each vehicle.

We will ensure that escape routes are kept clear from obstruction and we will test our evacuation plans annually, updating them as required.

Review

This policy will be reviewed annually and the next date for review will be 22nd September 2025