

# **Coastal Construction**

**54D Station Road  
Heacham  
King's Lynn  
Norfolk  
PE31 7AP**

**Tel: 01485 572222**

**Fax: 01485 572258**

**Company Policy on Health, Safety and Welfare at Work  
in accordance with  
Section 2(3) of the Health and Safety at Work Act 1974**

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# CERTIFICATE OF APPOINTMENT

This is to certify that

MSM Safety Management Services  
Trafalgar House  
Rash's Green  
Dereham  
Norfolk  
NR19 1JG

Have been appointed in accordance with  
Regulation 7 of the Management of Health and Safety at Work Regulations 1999  
to provide health and safety assistance to the following company:

**COASTAL CONSTRUCTION**

54D STATION ROAD  
HEACHAM  
KING'S LYNN  
NORFOLK  
PE31 7AP

Start date: April 2011

Date from: 1<sup>st</sup> April 2016

Date to: 31<sup>st</sup> March 2017

Certificate Issuer:

*M. J. Errington.*

Michael J. Errington CMIOSH MIIRSM  
Chartered Safety and Health Practitioner  
Principal Consultant



**MSM Safety Management Services**

Trafalgar House • Rash's Green • Dereham • Norfolk • NR19 1JG  
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**ARRANGEMENTS FOR HEALTH AND SAFETY**

This section contains arrangements to be followed to maintain health and safety on our sites to which every person is required to make themselves familiar with.

If any doubt exists as to the requirements of the sections the company Health and Safety Consultants, MSM Safety Management Services should be contacted for advice, details of which are:

Michael J Errington CMIOSH MIIRSM  
Chartered Safety and Health Practitioner

MSM Safety Management Services  
Unit 4a, Greens Road  
Yaxham Road Industrial Estate  
Dereham  
Norfolk  
NR20 3TG

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<http://www.msm-safety.co.uk>

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## HEALTH AND SAFETY MANAGEMENT SYSTEM

### POLICY REVIEW RECORD

The Company Policy for Health and Safety was first issued in this format – April 2011

Revision No	Date	Details
1	April 2012	<ul style="list-style-type: none"> <li>◆ Health and Safety Policy Reviewed – No Changes Required</li> </ul>
2	May 2013	<ul style="list-style-type: none"> <li>◆ Updated COSHH Assessments</li> <li>◆ Updated Risk Assessments</li> <li>◆ All Changes Relevant to amended Regulations – The Control of Asbestos Regulations 2012</li> <li>◆ CP 1 (Welfare &amp; First Aid) – Updated information added due to Changes in Regulations</li> <li>◆ CP 25 (Health Hazards/Hazardous Substances) – More Information Added to include Updating Regulations</li> <li>◆ Updated Code of Practice for Personal Protection – Protective Clothing and Equipment (CP 29)</li> <li>◆ New Code of Practice – Work at Heights (CP 41)</li> <li>◆ SP 1 (RIDDOR) – Updated Information to include New Procedure for R.I.D.D.O.R.</li> <li>◆ SP 4 (Suppliers) – Add Contractors Evaluation Assessment for Contractors with less than 5 employees</li> <li>◆ Add SP 12 – Alcohol and Drugs Policy</li> </ul>
3	Sept 2014	<ul style="list-style-type: none"> <li>◆ Updated COSHH Assessments</li> <li>◆ Updated Risk Assessments</li> <li>◆ Updated Code of Practice for Step-Ladders, Proprietary Access Systems and Stagings (CP 10) – Change of Guidance Number</li> <li>◆ Updated Code of Practice – Communication (CP 39) – Updated Information</li> <li>◆ SP 1 (RIDDOR) – Updated Information to include New Procedure for R.I.D.D.O.R.</li> <li>◆ SP 5 (Policy for Health and Safety Consultation with Employees) – Updated Information</li> <li>◆ SP 6 (Policy for Achieving Compliance with the CDM Regulations 2007) – Updated Information</li> <li>◆ Add SP 13 – Policy for Non-English Speaking Employees</li> <li>◆ Section 4 of the Policy (Forms) – Add Weekly Health and Safety Monitoring Form 001</li> <li>◆ Section 4 of the Policy (Forms) – Add Risk Assessments and Method Statements Review Form 002</li> <li>◆ Section 4 of the Policy (Forms) – Add Occupational Health Assessment Form 003</li> <li>◆ Section 4 of the Policy (Forms) – Add Personal Protective Equipment Assessment Form 004</li> </ul>

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## HEALTH AND SAFETY MANAGEMENT SYSTEM

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**COASTAL CONSTRUCTION**

**HEALTH AND SAFETY POLICY STATEMENT**

**GENERAL**

This Company is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibility for other persons whose health and safety may be affected by our activities. We will take steps to ensure our statutory duties are met at all times to include the provision of adequate resources to protect both our employees and others who may be affected by our work activities.

Every new employee will be given Health and Safety guidance when they join the Company and each employee will be given refresher information, instruction and training as is necessary to enable the safe performance of work activities.

Adequate facilities and arrangements will be maintained to enable employees to raise issues of Health and Safety.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the Company. We retain the services of Michael J Errington CMIOSH MIIRSM to provide advice and guidance to the organisation.

Each individual has a legal obligation to take reasonable care for his or her own health and safety and for the safety of others who may be affected by his or hers acts or omissions.

The successful implementation of this policy requires total commitment and co-operation from all levels of management and employees within our company.

The Company will ensure through the role of the Director and Site Supervisors that financial provision will be made to ensure that health, safety and welfare standards will be maintained within the organisation. This is to include that sufficient time and resources are available together with an adequate lead in time for works to be carried out.

**RESPONSIBILITY**

Directors will through delegation of duties to the Site Supervisors ensure that the following is implemented:

- ◆ Actively seek the cooperation and suggestions for improvements from all employees in relation to our Health and Safety Policy;
- ◆ Provide adequate information, instruction and training to ensure so far as is reasonably practicable the health and safety at work of employees;
- ◆ Provide and maintain a safe and healthy working environment, with statutory obligations as a minimum requirement;

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- ◆ Maintain the workplace in a safe and risk-free condition and provide a safe means of access to and egress from the workplace;
- ◆ Have arrangements for ensuring the safe use, handling, storage and transport of articles and substances;
- ◆ Provide and maintain plant, equipment and systems of works that are safe and without risks to health.

Employees will:

- ◆ Conform to rules, procedures and training regarding safe working;
- ◆ Use the correct methods of work and not improvise by using methods, tools or equipment which entail unnecessary risks;
- ◆ When there is a legal requirements to, or where the nature of the work requires it, wear the protective clothing and equipment specified;
- ◆ Report unsafe plant, tools and equipment and unsafe practices or methods of work;
- ◆ Report any potential Health and Safety hazard including infections or other diseases, accidents, injuries or concerns associated with the workplace;
- ◆ Assist in the maintenance of good housekeeping standards;
- ◆ Cooperate with us to enable all statutory duties to be complied with;
- ◆ Assist where necessary in the investigation of any accidents that occur.

Our Company arrangements for First Aid, Emergency Evacuation, Fire Safety and Accident Reporting are all displayed on our Company notice boards. These are also contained within our Company Health and Safety Manual.

Our Company Health and Safety Manual contains the detailed organisation and arrangements in relation to all our rules and procedures and you can refer to a copy of this at our office.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes. This will be on a minimum an annual basis.

Signed:

Mr Peter J Waddison, Director with Responsibility for Health and Safety

Date:

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COASTAL CONSTRUCTION

ENVIRONMENTAL POLICY STATEMENT

Coastal Construction recognise the importance of maintaining their operations to ensure the safety of the environment. The company recognises that effective management of our environment makes good business sense and will be a fundamental and integral part of our business strategy.

To ensure we achieve these standards procedures will be implemented to include the following:

- ◆ Being aware of how our activities impact upon the environment and seek to minimise adverse effects by means of the best available techniques, not entailing excessive cost, through a policy of health and safety improvement at the workplace control of pollution and care for the local environment.
- ◆ Complying with our legal responsibilities and playing our part in influencing future legislation.
- ◆ Conserving the use of resources, particularly those which are scarce or non renewable, including the following:
  - a) to avoid waste and encourage conservation, re-use and recycling, e.g. chipping, composting and waste disposal management, etc.;
  - b) to preserve, restore and enhance the built and natural heritage;
  - c) to encourage the sustainable use of land based resources and certified timber and wood products, e.g. non-sustainable resources – peat, tropical hardwoods;
  - d) to reduce air, land and water pollution, e.g. toxic chemical sprays, motor exhaust etc.
- ◆ Being sensitive to the environmental concerns of our neighbours and the communities through which we operate and responding to them.
- ◆ Adopting environmental objectives to continually improve our environmental performance and monitor progress in their achievement.
- ◆ Requiring our suppliers and contractors to have a proper regard for our Environmental Policy for the goods and services they provide for us.
- ◆ Dispose of waste materials as required by the requirements of current legislation and information provided on the Material Safety Data Sheets provided by the supplier.
- ◆ Communicating this policy to our staff, suppliers and customers and seeking their help to implement it.

This policy will be reviewed on an annual basis.

Signed:



Mr Peter J Waddison, Director with Responsibility for Health and Safety

Date:

1st September 2014

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**COASTAL CONSTRUCTION**

**WASTE MANAGEMENT POLICY**

We recognise that the incorrect or inappropriate disposal of waste such as fly tipping is illegal, unsightly and can damage the environment for many years and that the true cost of waste and the disposal can account for up to 5% of the project costs.

We therefore intend to ensure the following:

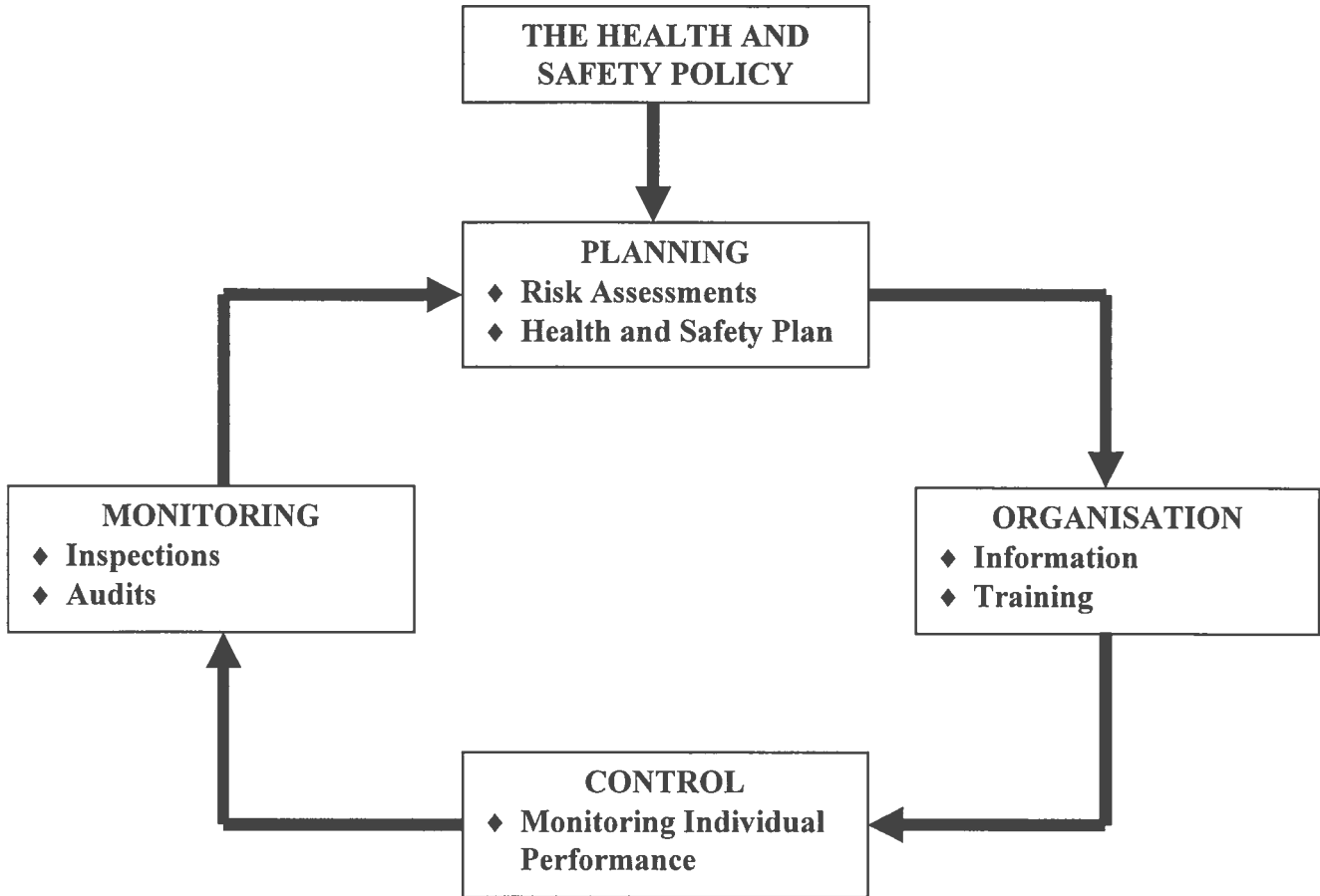
- ◆ Where possible when ordering we minimise waste produced by the ordering of exact amounts and ensuring that we take into account the method of packaging and delivery of materials.
- ◆ All waste will be segregated on site into waste that can be defined as controlled waste with separation between inert waste, non hazardous waste and hazardous waste.
- ◆ All waste will be transferred by a registered waste carrier with records maintained of the transfer of the waste on the controlled waste transfer certificate.
- ◆ Where we undertake projects with an estimated value greater than £300,000.00 we will prepare a site waste management plan for the works which will contain the following:
  - ◆ Details of the Client.
  - ◆ Details of the Principal Contractor.
  - ◆ Competent Person who prepared it.
  - ◆ The nature of the work and location.
  - ◆ The types and quantities of each waste expected to be produced during the project.
  - ◆ The waste management action proposed for each of these wastes i.e. re-using, re-cycling, recovery or disposal.
- ◆ All waste will be dealt with in accordance with the Duty of Care Regulations.

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**PLANNING, ORGANISATION, CONTROL, MONITORING AND REVIEW**

**MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999**

The following outlines our health and safety arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures in place to ensure the management and control of health and safety within the organisation.



**THE POLICY**

The policy outlines our commitment to provide an environment that minimises the risk of injuries and illness together with reducing the potential loss of damage to plant, equipment and materials. The policy will be reviewed on an annual basis taking into account both the active and reactive monitoring trends.

**PLANNING**

Planning of all our activities will take into account a systematic approach to the completion of risk assessments.

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Our priority will be to eliminate risk through the selection and design of facilities, equipment and work methods to provide safe systems of work.

Protective and preventative measures will take into account the principles of Regulation 4 of the Management of Health and Safety at Work Regulations 1999 Schedule 1 as detailed below.

### General Principles of Prevention

#### Regulation 4

*(This Schedule specifies the general principles of prevention set out in Article 6(2) of Council Directive 89/391/EDC)*

- (a) avoiding risks;*
- (b) evaluating the risks which cannot be avoided;*
- (c) combating the risks at source;*
- (d) adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;*
- (e) adapting to technical progress;*
- (f) replacing the dangerous by the non-dangerous or the less dangerous;*
- (g) developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;*
- (h) giving collective protective measures priority over individual protective measures; and*
- (i) giving appropriate instructions to employees.*

### ORGANISATION

Employees and their representatives will be involved in the risk assessment process through consultation. Procedures will be implemented through both the provision of information and training to employees.

### CONTROL

All employees will have their health and safety responsibilities clearly identified in the organisation section of the health and safety policy and employees provided with training where necessary to enable them to fulfil their responsibilities.

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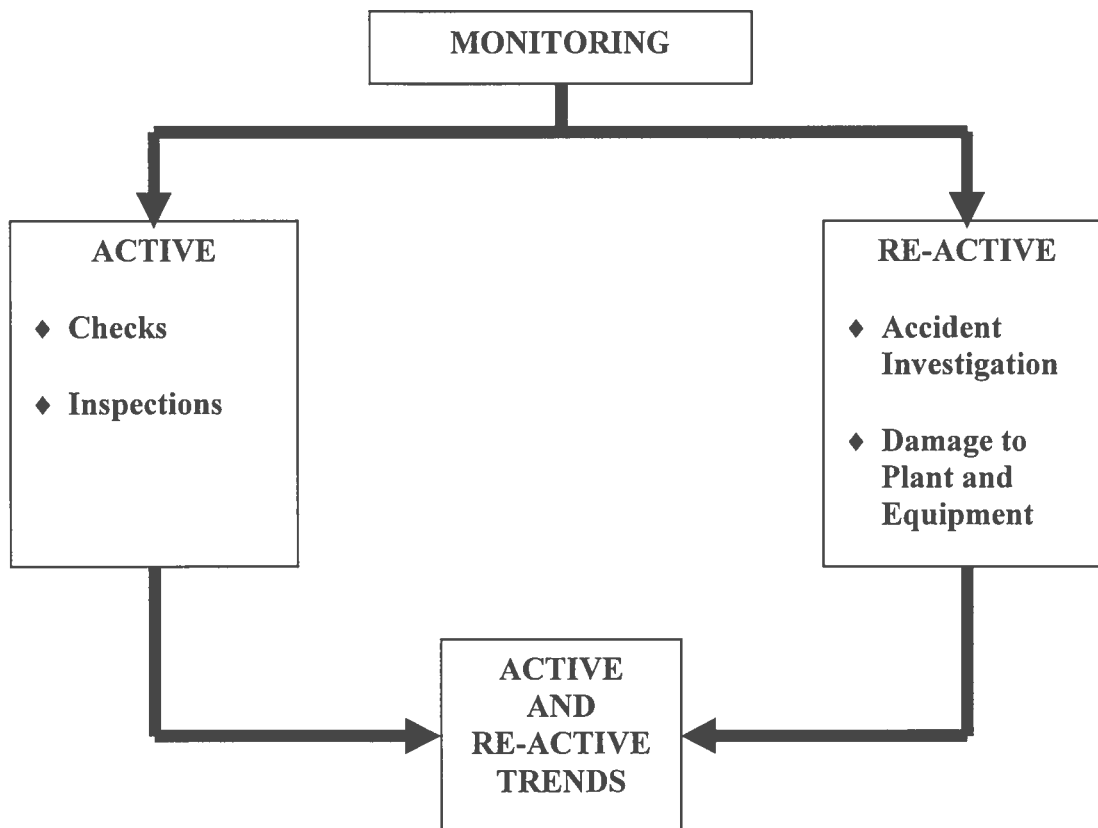
## HEALTH AND SAFETY MANAGEMENT SYSTEM

The performance of supervisory staff will be monitored and reviewed on an annual basis taking into account good health and safety performance together with identification of where improvements are required.

### MONITORING

Our health and safety monitoring strategy will include the following principles:

- ◆ Daily inspections by supervisors
- ◆ Weekly recorded inspections by supervisors
- ◆ Monthly monitoring where requested by the organisation
- ◆ Annual review where requested by the organisation



### REVIEW

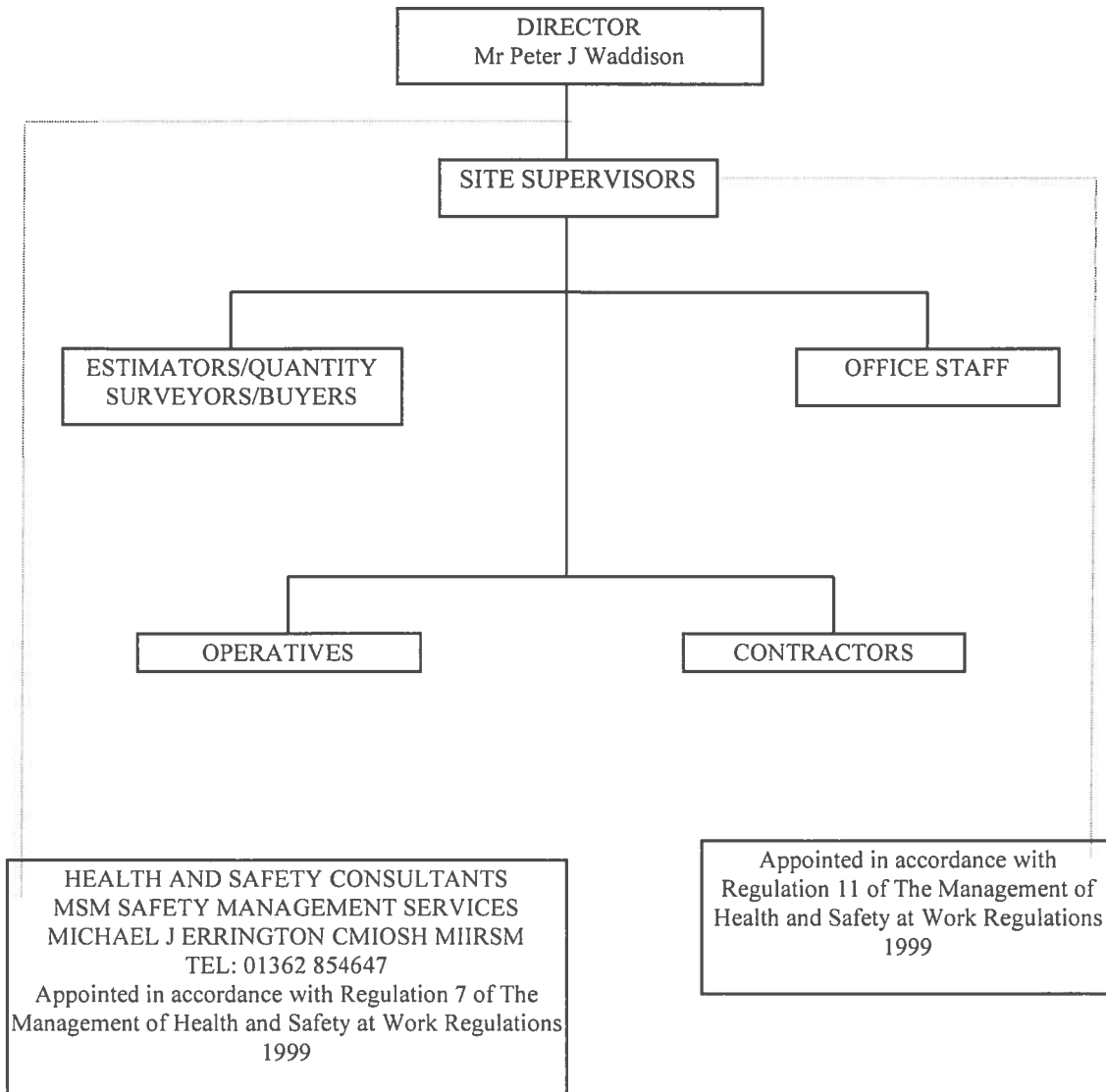
On an annual basis a review will be undertaken of the whole of the management system to include the elements of planning, organisation, control and monitoring to ensure the whole system remains effective.

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**SECTION 2**

2(1) ORGANISATION FOR IMPLEMENTING THE POLICY

ORGANISATION CHART



## HEALTH AND SAFETY MANAGEMENT SYSTEM

### 2(2) RESPONSIBILITIES

#### DIRECTOR RESPONSIBLE FOR HEALTH AND SAFETY – PETER J WADDISON

- 1) To ensure there is an effective Policy for Health, Safety and Welfare within the Company.
- 2) To ensure that all employees are made aware of the details of the Policy for Safety Health and Welfare relating to them, especially with regard to their individual duties and responsibilities.
- 3) To ensure that all employees are issued with the Statement of the Company Policy currently applicable.
- 4) To ensure that a copy of the Statement of the Company Safety Policy is displayed at all Company premises and sites as appropriate.
- 5) To ensure that resources are available so that the requirements of the Company Policy for Health, Safety and Welfare and all applicable statutory legislation can be complied with.
- 6) To ensure that, through Management, all employees are adequately instructed, trained and supervised to comply with the requirements of the Company Policy for Health, Safety and Welfare and all applicable safety legislation.
- 7) When arranging for the purchase of equipment ensure that procedures are put in place to ensure that work equipment is both selected and maintained in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998.
- 8) Will, in conjunction with MSM Safety Management Services, monitor the Company's health and safety performance and review on an annual basis the health and safety policy and where necessary make changes. All accident reports and site inspections will be reviewed and where necessary follow up remedial action taken.
- 9) Notify MSM Safety Management Services of the commencement of all new contracts, where site inspections are required.
- 10) Reprimand and discipline as necessary, any employee failing to comply with their duties and responsibilities for health and safety.
- 11) The Director will arrange for the 3 monthly inspection of the office. Where site inspections are carried out these will be undertaken by either our site supervisor or our health and safety consultants. The inspections will be carried out on a minimum of once a month.
- 12) Users of display screen equipment where identified as users under the terms of the Display Screen Equipment Regulations will be provided with eyesight tests and where necessary the company will supply corrective appliances free of charge.

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Where an existing employee requests an eye test as a user of the equipment this will also be provided with the above arrangements.

- 13) A VDU Assessment will be completed for all employees using the form as CP 30 in the health and safety policy.
- 14) Set a personal example.

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### OFFICE STAFF

- 1) To be aware of the Company Policy for Health, Safety and Welfare and carry out their work in accordance with its requirements.
- 2) Co-operate with Management on all matters of health and safety.
- 3) To only carry out work that adequate instruction and training has been provided for, this especially applies to repairs and maintenance of office machinery and equipment.
- 4) To report any defects in office machinery or equipment immediately to the Supervisor in control of the operation or work area.
- 5) Be aware of arrangements for first aid treatment, procedures in the event of fire or fire drill and special conditions and hazards of work areas.
- 6) To request further instruction, training and supervision should new work practices arise.
- 7) To set a personal example.

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**ESTIMATORS/QUANTITY SURVEYORS/BUYERS**

- 1) To be aware of the Company Policy for Health, Safety and Welfare and carry out their work in accordance with its requirements.
- 2) To ensure that tenders are adequate to allow for compliance with the Company Policy for Health, Safety and Welfare and all applicable statutory legislation to include the requirements of the Construction (Design and Management) Regulations 2007 Pre-tender Health and Safety Information Pack.
- 3) To have a knowledge of the various statutory requirements governing the Company's work.
- 4) To report any suspected safety risk or unsafe practices observed when visiting sites.
- 5) To seek the assistance of MSM Safety Management Services on matters of health and safety as necessary.
- 6) To set a personal example.

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**SITE SUPERVISORS**

- 1) To be aware of the Company Policy for Health, Safety and Welfare and to ensure that the details are relayed to all employees under their control.
- 2) To ensure that all operations under their control are carried out to comply with the Company Policy for Health, Safety and Welfare and all applicable statutory legislation, this to include for consideration of health and safety at the planning/tendering stage as well as during site operations.
- 3) To ensure that, as necessary, written instructions, method statements and risk assessments are provided for works and that adequate instruction, training, information and supervision is provided to ensure the disciplined work procedures are carried out. This to include works being solely carried out by contractors on behalf of the Company.
- 4) The Site Supervisor is responsible for ensuring that all equipment is maintained on a daily basis to the correct level in accordance with the manufacturer's information and where persons are required to use work equipment that they have the correct level of training for the use of the equipment.
- 5) To ensure that all employees under their control are adequately instructed, trained and supervised to comply with the requirements of the Company Policy for Health, Safety and Welfare and all applicable statutory legislation. Arrangements for safety and safety related training to be made in conjunction with MSM Safety Management Services.
- 6) To ensure compliance with the requirements of The Health and Safety (First Aid) Regulations 1981 together with the Approved Code of Practice and maintain first aid boxes in accordance with Code of Practice 1 of this policy.
- 7) To ensure that all necessary notifications to Local Authorities, Police etc. are made, where required.
- 8) To ensure that any recommendations made by MSM Safety Management Services on matters of health and safety are actioned as appropriate.
- 9) To instigate disciplinary procedures on any employee under their control that fails to comply with their duties and responsibilities for health and safety.
- 10) To set a personal example.

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### CONTRACTORS

- 1) All contractors are to comply with the Company Policy for Health, Safety and Welfare and must ensure that their own Company Policy is adequate and is complied with.
- 2) Contractors works must be carried out to comply fully with applicable statutory legislation and codes of Practice ensuring the health and safety of their own employees as well as other workers on the job and the general public.
- 3) Contractors must provide, when necessary, detailed written method statements for works which must include provision for and arrangements relating to health and safety matters.
- 4) Wear all necessary protective clothing and safety equipment as required by the operations in progress.
- 5) Contractors' employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the job unless authorised to do so, in writing.
- 6) All plant, tools or equipment brought onto a job by contractors must be safe and in good working condition. They must be fitted with any necessary guards and safety devices and have any necessary certificates available for checking, thus ensuring they are in full compliance with all applicable statutory legislation.
- 7) Any injury sustained or damage caused by contractors' employees must be reported immediately to Coastal Construction.
- 8) Contractors' employees must comply with any safety instruction given by a representative of Coastal Construction.

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## HEALTH AND SAFETY MANAGEMENT SYSTEM

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### OPERATIVES

- 1) To be aware of the Company Policy for Health, Safety and Welfare and carry out their work in accordance with its requirements.
- 2) To comply with disciplined work procedures as detailed either in writing or verbally by Management or Supervisors and to ensure such instruction and training is given and understood before commencement of work.
- 3) If in doubt about matters of health and safety seek further advice.
- 4) Use only the correct tools and equipment for the job and ensure it is maintained in good working order, any defects to be reported immediately to Supervisory staff.
- 5) Plant and equipment must only be operated or used by persons that are trained to do so.
- 6) To discuss safe systems of work with Management and Supervisors and suggest possible improvements to systems in existence.
- 7) Wear, and use, all necessary protective clothing and safety equipment provided.
- 8) Refrain from 'horseplay' and taking unnecessary risks of any kind.
- 9) To ensure that other employees, particularly new employees and young persons, are aware of procedures for safe systems of work and any hazards created by the works.
- 10) Vehicle drivers are to ensure that the vehicle is maintained in a safe and road worthy condition, materials and equipment carried in vehicles are to be secured as necessary and any statutory regulations relating to the carriage of materials must be complied with.

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**CONSULTANTS – MSM SAFETY MANAGEMENT SERVICES**

They will provide a service, where requested, to include:

- 1) Meeting the health and safety needs of the Employing Company and ensure that the statutory obligations of the employer are fulfilled.
- 2) Inspect sites or premises to ensure compliance with statutory legislation as requested.
- 3) Provision of publications, regulations, official forms need to ensure sites meet the necessary requirements as requested.
- 4) Checking of First Aid boxes for deficiencies and advise or re-stock, when requested.
- 5) Provision of Health and Safety assistance as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- 6) To co-ordinate accident investigations including dangerous occurrences. To inform the HSE in accordance with statutory requirements.
- 7) Provide safety training as requested.
- 8) Provide a report in triplicate on completion of every site visit leaving one copy on site, one to the Head Office and one retained by MSM Safety Management Services.

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