



Health and Safety Policy

Brylane Construction Ltd

The Barn
Bug Hill
Woldingham
Surrey
CR3 7LB

Introduction to our Safety Policy

The safety policy is designed as a living document and should always reflect how our business operates.

It comprises three parts:

1. Policy Statement

This summarises the business commitment to health and safety, details general responsibilities and gives information relating to arrangements for implementing the policy and ensuring that it is kept current.

The Policy Statement should be signed by the Managing Director and be displayed prominently, or made available at all sites and workplaces.

2. The Organisation

This describes the structure of the business in terms of health and safety responsibilities. There should be a section relevant for everyone in the business. This section will summarise how external health and safety assistance will fit into the business structure.

All operatives need information from this section in so far as it relates to them.

3. The Arrangements Section

This details and provides guidance on the specific day to day arrangements and responsibilities for controlling or eliminating the types of hazards to health and safety that may arise as part of the business activity.

All operatives need information in this section in as far as it relates to them and this should be included in;

- Induction training
- Health and safety booklets
- Site rules
- Tool box talks
- Refresher training etc.

If you have any queries or problems please contact Brylane Constructions at the above address

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Section 1
Company Health and Safety Policy Statement

Brylane Construction Ltd

Health and Safety Policy Statement

The Company recognises its responsibilities under the **Health and Safety at Work etc. Act 1974** and other relevant safety legislation with regards to its employees and others who may be affected by its business undertaking.

The Company will provide such information, training, supervision, plant and equipment as necessary, to identify, eliminate or control hazards and risks at the workplace. Adequate resources will be provided for this purpose.

Any Company employee who supervises or manages the use of work equipment shall have received adequate training for the purposes of health and safety, including training in the methods which may be adopted when using the work equipment, any risks which such use may entail and precautions to be taken.

All employees and sub-contractors are expected to co-operate with the Company in carrying out this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

Mr Kerry Baker as Managing Director has the ultimate responsibility for Health, Safety and Welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.

The Management and staff of the Company will monitor the operation of this Policy. To assist in this respect, the Company appoints safety advisers to give advice on the requirements of the relevant statutory provisions and safety matters and, on request, to visit sites and workplaces to ensure compliance.

This Statement of Company Policy will be displayed prominently or made available at all sites and workplaces. In addition, the Organisation and Arrangements for implementing the Policy will also be available at each site and workplace. A full copy of the Policy is held at The Barn, Bug Hill, Woldingham, Surrey, CR3 7LB for reference by any employee as required.

This Policy will be reviewed on an annual basis to reflect any changes in legislation.

Signed (Kerry Baker)

Managing Director



Date

31 August 2018

Next Review Date

August 2019

Brylane Construction Ltd Equal Opportunity Policy

The following statement form part of the Company Policy for Health, Safety and Welfare.

This Company is an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the ground of race, colour, nationality, ethnic or national origins, sex, marital status, or religion, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedure will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and, where appropriate, special training, to progress within the organisation. The Company is committed to a programme of action to make this policy fully effective.

The satisfactory operation of our Equal Opportunity Policy is the responsibility of every employee within the Company but principally the Managing Director to whom all queries should be directed.

The following headings are an integral part of our Equal Opportunity Policy and the implementation of each section is the responsibility of the Managing Director with the complete co-operation of the other Directors who shall be fully aware of all current relevant legislation.

Any vacancy will be filled, if possible, by promotion within the Company, taking into account experience, reliability, length of service and general suitability for a position of responsibility and trust. Vacancies not filled by promotion within the Company shall be made known to all employees. All applications for vacancies shall receive a copy of our Equal Opportunities Policy on request.

**Recruitment
and
Promotion**

Any employee who feels that he/she has any grievance for whatever reason, but especially racial discrimination or harassment of any kind, should make known his/her grievance to his/her Manager and if not satisfied with the action taken as a result of his/her complaint, shall inform the Managing Director, of the grievance. The Managing Director shall endeavour to rectify the situation at the earliest opportunity.

**Grievance,
Racial
Discrimination
Harassment,
Dismissals**

Any employee wishing to belong to any recognised Trade Union is free to do so provided that he/she agrees to comply with all the conditions of employment within the Company and that the Trade Union do nothing that would conflict with the wishes of the majority of the employees.

Job applicants will be informed of Company Policy on race relations. Job applicants will be informed that the Company is an Equal Opportunity Employer and shall receive a copy of this statement on request. All display advertisements shall include the following; "THIS COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER"

**Recruitment
Advertising**

Signed (Kerry Baker)

Managing Director



Date

31 August 2018

Next Review Date

August 2019

Brylane Construction Ltd Environmental Policy Statement

Brylane Construction Ltd as a specialist Company having recognised responsibility for environmental matters, place a particularly high priority on environmental affairs with regard to Company operations and the range of services offered to customers. The Company operates a policy of effecting continual improvement and change in accordance with developing knowledge and changing environmental requirements.

Brylane Construction Ltd's staff are aware of the environmental sensitivity of the business sector in which the Company operates, and seek to continually develop the Company environmental compliance. Due to the need for continual improvement, it can never be possible to detail fully the Company environmental activities, but the following specific objectives form the basis of the Company Policy.

All Company operations must be carried out with due regard to all appropriate and relevant Legislation and Regulatory considerations.

The Company will continue to make available resources to ensure that suppliers and customers are made fully aware of their environmental, legislative responsibilities and related activities.

The Company will take whatever measures may be necessary to ensure that the collection, transportation, storage, recycling, reclamation and disposal of waste do not become hazardous to public health or the environment.

Controlled waste must not be stockpiled or treated (including bonfires) at Company sites or premises without the appropriate Waste Management License from the Environment Agency (Waste Management Regs Section 33).

The Company recognises that Control of Pollution Act; Duty of Care Regulations gives them responsibility for all of their waste until its final disposal site. This requires the prevention of uncontrolled releases of material (e.g. prevent leaks of diesel from tanks by using bunds).

Any hazardous waste such as asbestos cement must be disposed of according to the Hazardous Waste Regulations and the consignment note procedure followed.

Considerate Contractors guidelines will be followed on site as applicable in order to minimise disturbance to the local environment.

The Company will only use disposal facilities where the level of operational control and environmental compliance is deemed to be of a suitable level, and represents responsible Waste Management. This therefore means that not all appropriately licensed disposal facilities will satisfy standards required by The Company.

The Company will ensure that vehicles and equipment used are well maintained, clean and are always operated within legal limits, taking advantage wherever possible of engineering modifications to reduce pollution and emissions, and to save unnecessary consumption of energy. The Company operates a continual training programme to ensure that staff keep up-to-date on the safe handling and disposal of all types of waste including difficult and dangerous wastes.

The Company will ensure that all transportation and the disposal of waste is covered by the appropriate documentation to ensure that the Duty of Care (Section 34) of **The Environmental Protection Act 1990 (and as amended)** is fully complied with, regarding Controlled Waste

Transfer Notes and waste descriptions. The Company will ensure that every effort is made to police the compliance of third parties within this Legislation.

The Company co-operates with, and assists to the best of its ability, officers of the Waste Regulatory Authorities in the exercise of their duties.

The Company has a policy of compliance with the Codes of Practice and Guidance published by The National Association of Waste Disposal Contractors in the promotion of high environmental standards for the waste industry.

The Company requires its staff to advise senior management of any concerns they may have regarding poor practice by a Waste Disposal contractor, whether a NAWDC member or a non-member, or about any acts by a NAWDC member which might be detrimental to the environment.

The Company constantly updates its knowledge and ability to satisfy the increasing need to obtain positive benefits from the volumes of material which come under the Company's control, which means that the issue of recycling, waste minimisation, waste to energy and the most environmentally appropriate disposal options are continually assessed and reviewed.

The Environmental Policy of Brylane Construction Ltd is one of continual review, and is subject therefore to frequent review and development. The Company's continued environmental responsibility is judged by its ever widening customer base and the Public in general, while being driven enthusiastically by the Managing Director through the management structure.

Signed (Kerry Baker)
Managing Director



Date 31 August 2018

Next Review Date August 2019

**Section 2
Organisation**

Organisation

The effectiveness of this Policy is dependent on the people who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for safety and with minimum risk to health.

1. Ultimate responsibility lies with Mr Kerry Baker, but specific duties are delegated to others according to their function, experience and training. Company Directors, both individually and collectively will ensure that this Policy is applied throughout the whole Company as well as within the departments for which they have direct responsibility. Similarly, all Managers and Managers must ensure that the objectives set out in this Policy are undertaken in their area of responsibility as well as in other areas in which their work integrates.
2. The Office Manager has day to day responsibility for office safety.
3. The Contracts Manager reports to the Managing Director. The Contract Manager is responsible on a day to day basis, for ensuring the implementation of the safety policy on all sites and places of work.
4. The Site Managers are generally responsible for ensuring all aspects of the safety policy are complied with on individual sites and places of work.
5. All employees are responsible for ensuring that all aspects of the safety policy are complied with when undertaking work tasks on behalf of the Company.
6. Employees are expected to involve themselves in safety matters and report any unsafe equipment or dangerous situations to their Managers.
7. All functional management and specialist staff will be actively encouraged to provide all essential safety support to the management team. Particular regard will be given to the introduction of better, safer systems of work for the benefit of all employees.
8. Anyone who may be affected by operations undertaken by Brylane will be kept fully informed and the requisite liaison between the parties will be effectively maintained.
9. All employees are issued with a copy of the Brylane Safety Policy and Safety handbook. All employees will be informed of any changes or updates to the safety policy.
10. Monitoring compliance with the safety policy is the responsibility of all staff, employees and the Managing Director.
12. No safety policy can work without the full co-operation of all the employees of the Company and the co-operation of all those working on behalf of the Company. The safety policy cannot be forced onto employees without those employees having the right to forward criticism, comments, etc. about the safety policy.

In order to achieve a safety policy that can work in practice with the full approval of everyone concerned, Brylane regards employer, employee consultation and co-operation as essential.

Managing Director

- Initiate and maintain the Company Policy for Health, Safety and Welfare to prevent injury, ill health, damage and wastage; set targets for the reduction of accidents.
- Ensure that the Company Directors and Managers are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire Company.
- Manage the training for all levels of employees.
- Ensure that safety directives (new legislation, etc.) are conveyed through all management levels down to site. Insist that sound working practices are observed throughout the Company as laid down by Codes of Practice, and that work is planned and carried out in accordance with the statutory provisions.
- Sanction the necessary funding for adequate welfare facilities and equipment, training and all matters of health and safety to meet the requirements of the Company Policy.
- Understand the Company Policy for Health, Safety and Welfare and administer its day to day practicalities and appreciate the responsibility allocated to each level of staff. Ensure that all works are planned in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.
- Have a wide knowledge of the requirements of **The Construction (Design and Management) Regulations 2015 (CDM)** and other relevant legislation.
- Determine at planning stage:-
 - The requirements of the pre-construction safety plans on CDM projects.
 - The most appropriate order and method of working.
 - The provision of adequate lighting and safe method of electrical distribution.
 - The allocation of responsibilities to each level of staff.
 - The welfare facilities and basic fire precautions required.
 - Any particular training or instruction required for personnel.
- Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences outline potential hazards at each stage and indicate precautions to be adopted. This requires the preparation of written risk assessments as required under the Regulations for the Control of Hazardous Materials, Noise, Manual Handling, Work at Height, Work with Vibrating Equipment and the Management of Health and Safety. Make them available to the Site Manager and discuss them fully
- Ensure, so far as is reasonably practicable, that work, once started: -
 - Is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds and update the written assessments as necessary.
 - Is carried out in accordance with **The Construction (Design &**

Management) Regulations 2015 and other appropriate statutory requirements.

- Set a personal example when visiting sites by wearing the appropriate clothing and/or protective equipment.
- Reprimand any member of staff failing to discharge satisfactorily their responsibilities for health and safety.
- Monitor effectiveness and review periodically

Office Manager

- Ensure that all employees within the Company offices effectively implement the Company safety, health and welfare policy.
- Ensure that the office welfare facilities are kept up to the required standards.
- Ensure that arrangements for first-aid are in place and that the location of equipment is known to employees. To ensure that such equipment and provisions are kept as complete as possible and establish a procedure to be followed in the event of serious injury including the means of obtaining medical and ambulance services.
- Ensure fire fighting equipment is in place and in good working order. The fire and emergency procedure is made known to all employees and the procedures are tested on a regular basis. To ensure that an appointed person and deputy are nominated to assume control in the event of an emergency evacuation of the offices.
- Ensure that the building is adequately lit and in a safe state of repair.
- Ensure office-based employees are aware of the correct kinetic or manual handling techniques, where applicable.
- Ensure good housekeeping is maintained in all areas and that all fire escapes and emergency evacuation routes are kept clear at all times.
- Report all accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses", to the Managing Director as soon as possible after the occurrence. Assist in establishing the cause of all such incidents and thereafter carry out improvements to prevent recurrence and instruct employees and others accordingly.
- Ensure that assessments of workstations are reviewed as necessary. Implement the controls agreed to ensure employees using the workstation are not put at risk.
- Ensure safe access to and around places of work is maintained so that personnel can move freely without hindrance.

Site Manager

- Understand the Company Policy for Health, Safety and Welfare and ensure that it is brought to the notice of all employees, particularly new starters. Carry out all work in accordance with its requirements and bring to the notice of the Managing Director any improvements or additions which you feel necessary.

- Know the requirements of **The Construction (Design & Management) Regulations 2015** and other relevant legislation and ensure that they are observed on site.
- Organise sites so that work is carried out to the required standard with minimum risk to employees, other sub-contractors, visitors, the public, equipment or materials.
- Ensure that registers, records and reports are up to date and properly filled in and ensure that they are kept in a safe place. Ensure that copies of Regulations are available and statutory notices are prominently displayed.
- Where necessary, issue written instructions setting out the method of work.
- Refer regularly to the prepared written risk assessments as required under: -

The Control of Substances Hazardous to Health Regulations (COSHH)
The Noise at Work Regulations 2005
The Work at Height Regulations 2005
The Control of Vibration at Work Regulations 2005
The Manual Handling Operations Regulations 1992
The Management of Health and Safety at Work Regulations 1999

- Make them available to all operatives, including sub-contractors and discuss them fully.
- Ensure that all hazardous materials are properly marked, used and stored, as outlined in the COSHH assessments.
- Plan for and maintain a tidy site.
- Arrange delivery and safe stacking of materials to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.
- Implement arrangements with sub-contractors and others on site to avoid confusion about areas of responsibility for health, safety and welfare.
- Ensure that all information available relating to underground services on the site is obtained and available on site and that services are located, marked and plotted accurately before excavation work starts. Do not allow mechanical excavation within limits of the underground service laid down by the service authority and Company Policy.
- Ensure that records are maintained of any underground services laid on site and that, wherever possible, these are defined by marker posts and signs during the construction period.
- Protect all overhead services in accordance with service authority recommendations and Company Policy before work starts.
- Satisfy yourself that the competent persons appointed to make the necessary inspections of scaffolding, excavations, plant, etc., have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected. Request proof of competence where necessary. Ensure any necessary records are kept up to date.
- Ensure that the Construction Phase Health and Safety Plan where required by **The Construction (Design and Management) Regulations 2015 (CDM)** is available and updated as work progresses and that all necessary method statements are available prior to starting the specific work activity.

- Ensure that sub-contractors under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks. Stop any work if you consider that there is an imminent risk of serious injury to any person.
- Ensure that any electricity supply is installed and maintained in a safe and proper manner.
- All electrical equipment must be tested for safe working, tagged and a register kept, by a competent electrician, at intervals laid down by Company Policy. No electrical equipment will be brought onto site by anyone, including sub-contractors, without the appropriate proof of regular testing.
- All plant and machinery must be tested at the statutory intervals and will not be brought onto site by anyone, including sub-contractors, without the appropriate certified proof of regular testing.
- Ensure that drivers of any plant or machinery hold current CTA certificates of competence or equivalent.
- Check that all machinery and plant on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts.
- Ensure that adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable. Ensure that it is issued when required and keep a register of PPE issue.
- Set a personal example by wearing the appropriate protective clothing and equipment on site.
- Ensure that first aiders or appointed persons and adequate first-aid facilities, as required by **The Health and Safety (First Aid) Regulations**, are on site and that all persons on site are aware of their location and procedure for receiving treatment for injuries.
- Ensure that a system is organised in the event of an emergency for applying first aid and taking care of casualties. Know where to obtain medical help and how to call the emergency services.
- Ensure that any accident on site, which results in an injury to any person (not just employees) and/or damage to plant or equipment, is reported in accordance with Company Policy.
- Accompany the Health and Safety Executive Inspector on site visits and act on his recommendations. In the case of the Inspector issuing a Notice, (Prohibition or Improvement), contact the Managing Director immediately after complying with any requirements to stop work.
- Ensure that adequate fire precautions are provided for site, site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.
- Liaise when necessary with the Fire Brigade on fire prevention.
- Examine drawing and soil investigation reports to determine excavation support requirements in advance and provide these in accordance with Company Policy.

- Ask for advice before commencing new methods of work or potentially hazardous operations.

Employees and Labour only Contractors

The attention of all employees is drawn to their responsibilities under **The Health and Safety at Work Act 1974** and any other legislation. This means that:-

- It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.

Employees are reminded here that a breach of safety procedures could possibly result in disciplinary action being taken by the Company, and that provision is made in Law for certain breaches to be actioned by the Health and Safety Executive. In simple terms this means, employees shall: -

- Read and understand the Company Policy for Health, Safety and Welfare and carry out work in accordance with its requirements.
- Use the correct tools and equipment for the job.
- Keep tools in good condition.
- When specified wear suitable safety footwear, and use, where necessary all protective clothing and safety equipment provided, e.g. safety helmets, respirators, etc.
- Work in a safe manner at all times. Do not take unnecessary risks that could endanger yourself or others. If possible, remove site hazards yourself, e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders, etc.
- Warn other employees particularly new employees and young people, of particular known hazards.
- Do not use plant or equipment for work for which it was not intended, or if you are not trained or experienced to use it.
- Report to your Manager any damage to plant or equipment.
- Do not play dangerous practical jokes or "horseplay" on site.
- Report to your Manager any person seen abusing welfare facilities provided.
- Report any injury to yourself that results from an accident at work, even if the injury does not stop you working.
- Suggest safer methods of working.

Sub-Contractors

- All sub-contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must submit their own Health and Safety Policy to the Company, for verification. Sub-contractors will receive a copy of the Company's Safety Rules and Requirements and sub-contractors operatives will be expected to be fully aware of what is required of them whilst working on company sites.
- Sub-contractors should provide relevant assessments (Design, Risk, COSHH, Noise and Manual Handling, etc) as appropriate and method statements if necessary, prior to commencement on site.
- All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public and sub-contractors employees must comply with any safety instruction given to them by the Site Manager.
- All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking. All operatives must be adequately trained in the use of such plant and equipment and, where appropriate, provide proof of competence.
- Sub-contractors employees are not permitted to alter any scaffold provided for their use, or use, or interfere with any plant or equipment on the site, unless authorised. Where sub-contractors are required to hire or erect scaffolding they shall ensure that a suitably trained and certificated person inspects it at weekly intervals and the appropriate entry is made in the Scaffold Inspection Register.
- No power tools or electrical equipment of greater than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use, and in good condition. All such equipment must be regularly tested for safe working and suitably tagged in accordance with the requirements of this Policy.
- Any injury sustained or damage caused by sub-contractors' employees must be reported immediately to the Site Manager.
- Sub-contractors informed of any hazards or defects noted will be expected to take immediate action. Sub-contractors will provide the Site Manager with the name of the person they have appointed as Safety Manager.

The Company, through a third party safety advisor, may inspect sites and report on health and safety matters. Such safety advisers have the Company's authority to stop work at any time that they consider that there is an imminent risk of serious injury. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action.

Sub-contractors must provide suitable welfare facilities and first-aid equipment in accordance with the Regulations for their employees, unless arrangements have been made for sub-contractors' employees to have the use of the Company's facilities. Sub-contractors will be required to prove, when appropriate, that at least one of their workforce on site is a suitably trained first aider.

Any material or substance brought on site which has Health, Fire or Explosion risks must be used and stored in accordance with the Regulations and current recommendations, and that information must be provided to the Site Manager and any other person who may be affected on site.

Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.

It is the policy of this Company that all operatives, sub-contractors, visitors, etc. on the Company's sites will wear safety helmets at all times other than in specifically designated 'no risk' areas by the Site Manager. Sub-contractors will be required to provide and wear and/or use any appropriate items of protective clothing and equipment required for the process in which they are engaged.

See also General Arrangements Sections of the Policy.

Office Staff

Read and understand the Company Policy for Health, Safety and Welfare and carry out your work in accordance with its requirements.

Do not try to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training. Report any defects in office equipment or machinery immediately to your Manager.

Find out from your Manager the position of the First Aid Box and who is responsible for it. Ensure that you know the procedure in the event of a fire.

Report any accident or damage, however minor, to your Manager. Ensure that corridors, office floors, doorways, etc. are kept clear and free from obstruction.

Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury. Do not attempt to reach items on high shelves unless using steps or a properly designed hop-up; do not improvise or climb.

Suggest ways of eliminating hazards and improving working methods. Warn new employees, particularly young people, of known hazards.

**Section 3
Arrangements**

General Arrangements

At the planning stage of a project the requirements of this Company Policy must be taken into account, along with any information contained in the Pre-Construction Safety Information.

Tendering and Planning

Any aspects of work not covered by this Policy must be identified and planned by the Contracts Manager and written procedures defined. If necessary a pre-contract meeting will be held and specific safety matters discussed.

Written method statements will be prepared taking into account health and safety requirements and defining procedures as necessary.

All sub-contractors will receive a copy of the Company Health and Safety Policy Statement, any relevant health and safety plans and a list of Safety Rules and Requirements. The following paragraph will be inserted in all contracts to sub-contractors.

Contractors

"Please see a copy of our Company Policy Statement for Health, Safety and Welfare and a list of Safety Rules and Requirements for contractors on this Company's sites. Your acceptance of this contract will be deemed to include acceptance of the requirements of our Company Policy. Please contact the writer should you require further information on any matter in connection with health, safety or welfare".

The following paragraph will be inserted on all orders to suppliers or hire companies providing any article or substance for use at work.

Suppliers

"In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of any tests or examinations carried out and full instructions for the safe use of the article or substance. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998."

All information received from suppliers will be passed to the Site Manager for implementation or reference on site.

All staff shall receive training in their responsibilities as defined in this Policy. Training will be repeated at regular intervals and whenever changing legislation or working methods require.

Training

Where operatives are required to carry out key tasks (e.g. forklift truck operation, supporting excavations, scaffolding, abrasive wheel mounting, etc.) they will be provided with the necessary training. Sub-contractors will need to demonstrate that their employees, where required, have undergone similar appropriate training.

Whilst appropriate qualifications are required by the Company before employment begins, it is not accepted that training will cease for that employee. This Policy requires all employees to continue training during the course of their employment.

The Company will provide such additional specialised courses or staff training as is appropriate and necessary for the requirements of their duties.

All training will be mandatory with records of any training being kept. Employees are encouraged to enquire about suitable training where they feel it would be beneficial.

The Managing Director will notify relevant authorities as required by specific Policy sections, e.g. underground and overhead services, explosives, demolition, etc.

Notifications

The Managing Director will satisfy himself that the Health and Safety Executive (HSE) has been informed of all new projects of 30 days or more planned duration with 20 or persons on site, or greater than 500 man-days. The Managing Director will ensure that details of the Client, the Designer/Principal Designer and the Principal Contractor are displayed as required by **The Construction (Design and Management) Regulations 2015 (CDM)**.

All necessary measures required for the protection of the public will be allowed for and planned, taking into account Section 3 of **The Health and Safety at Work Act 1974** and particularly, the recommendations contained in the Health and Safety Executive (HSE) Guidance Note;

Protection of Public

HSG151 Protecting the Public - Your next move.

Consideration will be given at the planning stage of any operation for the protection of the public. Where possible, barriers, fencing, screens, etc. shall be erected to prevent access by the public or visitors unless accompanied by a responsible person.

The Managing Director will ensure that a complete copy of, or where appropriate, relevant extracts from the Company Policy for Health, Safety and Welfare are made available at the site/workplace for reference. A copy of the current Employer's Liability Insurance Certificate is issued for display. All necessary Statutory Notices, Regulations, Registers and Accident Report Forms will be issued to site.

Documentation

The Site Manager must ensure that all registers, site inspection reports and other documentation relating to health and safety are returned to his office for safe keeping at the completion of the contract. The Managing Director is responsible for ensuring that this documentation is maintained at the office in a safe place for a minimum of three months.

In accordance with **The Consultation with Employees Regulations 1996** and **The Safety Representatives and Safety Committee Regulations 1977** and the Codes of Practice and Guidance Notes relating to these regulations, every facility will be afforded to ensure adequate consultation of employees.

Joint Consultation

Procedures on sites or at workplaces regarding the functions of safety representatives and committees shall be in accordance with the law and the National Working Rule 7 (a) of the National Joint Council for the Building Industry Working Rule Agreements, or similar Working Rules contained within the Civil Engineering Contractors Conciliation Board Working Rules, where applicable.

Employees are encouraged to bring to the attention of their Manager areas that in their opinion this policy appears inadequate. All such comments will be passed to the Directors for their consideration and review.

Monitoring Policy

This Policy and arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

Management of Health and Safety At Work

The Management of Health and Safety at Work Regulations 1999 covers the outline requirements for the management of health and safety.

**Standards
Required**

Reference should also be made to the Health and Safety Executive (HSE) publication;
L21 Management of Health and Safety at Work

The Company will, in accordance with the above Regulations, carry out the following activities to provide health and safety for their employees.

**Planning
Procedures**

Assess the risks to the health and safety of each employee and of anyone else who may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventive and protective measures to be implemented.

Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the risks and hazards identified.

This risk assessment will then be recorded and copies made available at the workplace. Where it is identified as being necessary, additional training or information will be provided for any employee.

The Site Manager will bring to the attention of the workforce all the necessary precautions detailed in the written risk assessment.

Supervision

The Site Manager will monitor operations to ensure that each operative is acting in accordance with the details outlined in the written assessment.

The Company will make arrangements for putting into practice all the control measures that have been identified as being necessary in the risk assessment.

**Safe system
of work**

Health surveillance for employees will be provided where the risk assessment shows it to be necessary.

Competent people will be appointed to apply the measures that are necessary to comply with the duties under health and safety law.

Emergency procedures will be set up to provide employees with information they can understand concerning health and safety matters.

The Company will co-operate with other sub-contractors sharing the workplace and will ensure that operatives have adequate health and safety training and are capable enough at their jobs to avoid risks.

Temporary workers will be given particular health and safety information to meet their special requirements. All operatives have a duty to follow health and safety instructions and report any dangerous aspects.

Workplace Health, Safety and Welfare

The **Workplace (Health, Safety and Welfare) Regulations 1992** DO NOT apply to construction sites, reference should be made to **The Construction (Design and Management) Regulations 2015** already referred to within this Policy. They do however apply to all other work places.

The **Workplace (Health, Safety and Welfare) Regulations 1992** cover the working environment, general safety, and facilities for washing, eating, changing and good housekeeping.

**Standards
Required**

All work will take into account the requirements of the above regulations.

**Planning
Procedures**

The Office Manager will ensure that the welfare and first aid requirements are provided.

The Office Manager will ensure that all the facilities and equipment are maintained to the required standards, through regular inspections.

Supervision

The Company will provide working conditions in accordance with the regulations, in particular:-

**Safe System
of Work**

Temperature

- All offices will be maintained at a minimum temperature of 16°C.
- Workshops will be maintained at a minimum temperature of 13°C.
- The temperature in all work places should be reasonable at all times.

Ventilation

- All workplaces will be effectively and suitably ventilated with sufficient fresh air, or purified air if natural ventilation is not available.

Lighting

- Suitable and sufficient lighting will be provided and where possible this will be natural light
- In situations where the failure of artificial lighting creates a danger, suitable and sufficient emergency lighting will be provided.

Working space

- Sufficient space will be provided in each workplace taking into account furniture, fittings, equipment and machinery.
- Suitable workstations will be provided for each employee according to the nature of the work involved.
- Floors and traffic routes will be kept free from obstructions at all times.
- Effective measures will be taken to prevent persons being struck by falling objects etc.
- Wherever possible, files, boxes etc. will not be stored at high level.
- All windows and transparent areas in doors, gates, walls and partitions will be made of safety material and be suitably protected.

Construction Health, Safety and Welfare

The standards required for health, safety and welfare on construction sites is contained in the **Construction (Design & Management) Regulations, 2015**

CDM 2015 describes principles of protection in relation to falling from heights, fragile materials, excavations, traffic routes, welfare facilities, emergency procedures and protecting the public etc.

**Standards
Required**

The arrangements for dealing with the various risk areas are contained in the relevant sections of this policy.

The Managing Director will take into account all the relevant matters contained in these regulations when formulating his plan of works for each project.

**Planning
Procedures**

The Site Manager will ensure that prior to work starting or before a new person starts work on the site, that they receive an induction training session outlining the site specific hazards and control mechanisms relating to their area of working.

Supervision

The Managing Director will monitor the level of compliance to these requirements by both directly employed persons and any sub-contractors appointed to the project. The Company may request inspections by its safety advisers.

Monitoring

Construction Design and Management

As principal contractors or sub-contractors Brylane Construction Ltd will conform to **The Construction (Design and Management) Regulations 2015**

**Standards
Required**

All work will be tendered for, negotiated and planned in accordance with the above standards.

**Planning
Procedure**

A Pre-Construction Health and Safety Information pack will be issued with tender documents. All tenders must include sufficient financial resources to carry out the work safely and in accordance with this plan.

Where the Company is appointed as principal contractor this Company will develop the Health and Safety Plan and relevant risk, noise, COSHH and manual handling etc assessments and will also include method statements from contractors carrying out the work. The Company will also ensure that sub-contractors are competent, adequately resourced and provide assessments relevant to their work.

The Site Manager will ensure that the Construction Stage Health and Safety Plan is complied with throughout the contract both as principal contractor and in his role of supervising other contractors on behalf of the principal contractor. He will assist in developing the Health and Safety Plan and pass any relevant information to the Client or Principal Designer for the Health and Safety File.

Supervision

The Managing Director will ensure that all the necessary precautions have been taken to comply with this legislation.

**Safe System
of work**

Support will be given to the Site Manager to ensure that any necessary additions to the Construction Stage Health and Safety Plan and information for the Health and Safety File are passed to the Client or Principal Designer.

All other contractors on site will be informed of the contents of the Construction Stage Health and Safety Plan and will be made aware of any risks on site. Contractors will be consulted regarding safety matters and will be informed of details regarding the client, Designer/Principal Designer, Principal Contractor etc. These details will be highlighted in a notice prominently displayed on site.

Control of Substances Hazardous To Health

Regulations which cover the control and the safe use of all materials, chemicals and substances, are covered by **The Control of Substances Hazardous to Health Regulations (COSHH)**.

**Standards
Required**

General guidelines to be applied are covered in the Health and Safety Executive (HSE) Guidance Notes of which there are a great variety published. Other information is contained in Construction Industry Advisory Committee publications and the Construction Summary/Information Sheets (Health and Safety Executive (HSE)).

All work will be planned to take the above standards into account.

**Planning
Procedures**

The Company will provide written assessments for all those products that have been assessed as hazardous to health.

Before work starts, the Contracts Manager will ensure that any special protective clothing, or equipment, required is available for use on site.

The Site Manager will ensure that, before operatives are set to work, they are instructed in the safe use of any product they are using in accordance with the written assessment. He will take into account the circumstances and conditions in which the substance is being used when instructing the workforce. He will ensure that any necessary protective clothing or equipment is provided and used.

Supervision

Managing hazardous substances, and complying with **The Control of Substances Hazardous to Health Regulations (COSHH)**, requires the Company to take the following steps to comply with the regulations:-

**Safe System
of Work**

- Identify the problem.
- Assess it, measure it, get some idea of the scale.
- Decide on the method of solving the problem.
- Implement the chosen method of solving the problem.
- Check that the method is being implemented properly and monitor the outcome.

Staff will be made aware of the hazards of any materials they will be asked to use, hazard data sheets will be issued for each product and control methods will be devised.

The Company will keep records of all assessments, data sheets and medical surveillance as required in the Regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

The Company will review the situation at regular intervals to ensure that the systems are working and that they are adequate.

Health Hazards

A number of regulations impose requirements for the safe handling and use of substances which are known to be a risk to health, these include

Standards Required

example:-

The Control of Asbestos Regulations 2012
The Control of Lead at Work Regulations 1998
The Construction (Design & Management) Regulations 2015
The Personal Protective Equipment at Work Regulations 1992
The Control of Substances Hazardous to Health Regulations (COSHH)
The Work Place (Health, Safety and Welfare) Regulations 1992
The Health and Safety (Display Screen Equipment) Regulations 1992

Reference should also be made to the Health and Safety Executive (HSE) publications;

Further information on the requirements of the Regulations, is also covered elsewhere in this Policy.

All work will be planned to take the above standards into account.

Planning Procedure

The Managing Director will ensure that, before work starts on site, information is obtained on any material or substance to be used or likely to be encountered which could be a hazard to the health of operatives. If possible, arrangements should be made for an alternative, less hazardous material to be specified.

Any necessary protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations etc., must be planned before work commences.

Site Managers must ensure that all operatives engaged in any process involving the use of handling of any hazardous substance, will be given full instructions and any necessary training on the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc., as required before they start using the product.

The Site Manager will ensure that: -

Supervision

- Protective clothing and equipment will be issued to operatives.
- The hygiene measures provided are maintained, and procedures planned to handle or use any hazardous substance are implemented.
- Measures necessary to protect other workers and the general public from such substances or procedures are provided and maintained.

Approved people, or organisations, will carry out any necessary air sampling, medical examinations, testing etc. as required, and records will be kept on site during the operations.

Health hazards from substances can be divided into the following categories:-

Safe System of Work

- External contact - corrosive, skin absorption, dermatitis etc. (e.g. cement, acids, epoxy resins etc.)
- Inhalation - gases, fumes, dusts, vapours.

- Ingestion - swallowing.

This section covers health hazards generally, other sections of the Policy deal with specific health hazards.

Protective Clothing and Equipment

The following regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment:-

**Standards
Required**

- The Personal Protective Equipment at Work (PPE) Regulations 1992**
- The Construction (Design & Management) Regulations 2015**
- The Control of Asbestos Regulations 2012**
- Control of Lead at Work Regulations 1998**
- The Noise at Work Regulations 2005**
- The Confined Spaces Regulations 1997**
- The Control of Substances Hazardous to Health Regulations (COSHH)**

Other regulations may also apply and are referred to in other sections of this Policy. All safety equipment purchased for use on Company sites will be in accordance with the appropriate British or European Standard (CE marked).

All work will be planned to take the above standards into account.

**Planning
Procedures**

Before work starts, the Contracts Manager will ensure that any special protective clothing, or equipment required is available for use on site.

The Contracts Manager will ensure that adequate supplies of all necessary protective clothing, or equipment, are available on site for issue, as required and that, when issued to employees, a record is kept.

Supervision

The Site Manager will ensure that before sub-contractors employees are set to work, they have been provided with any necessary protective clothing.

Any person on site observed carrying out any process which requires the use of protective clothing, or equipment, will be informed of statutory or Company Policy requirements and instructed not to continue working until protective clothing, or equipment is obtained.

Those persons issuing protective clothing, or equipment, will ensure that it is suitable for the specific process for which it is provided.

All management staff will set a good example by wearing safety helmets, protective footwear, etc. and will use all protective clothing and equipment where required.

All staff are required to wear suitable footwear while at work or visiting Company Sites.

**Safe System
of Work**

All persons issued with protective clothing, or equipment, must immediately report to the Manager any loss or defect in the equipment.

Safety Helmets

Employers must provide safety helmets where a risk of head injury other than by falling exists. Issue instructions on the wearing of

**Standards
Required**

helmets and take action if helmets are not worn as required. Personnel issued with safety helmets must wear the helmets as instructed by employer. Turban wearing Sikhs are the only exemption from these regulations.

**Planning
Procedure**

The Managing Director will ensure that Site Managers and sub-contractors are aware of Company Policy of the wearing of safety helmets before the commencement of each new site. Helmets will be provided to each site for the use of visitors to the site.

Signs warning that safety helmets to be worn will be displayed at access points to working areas.

Instruction on the provision and use of helmets will be included in training courses provided for staff.

Supervision

The Site Manager will ensure that signs and helmets for visitors are available and that sub-contractors are aware of Company Policy. The Site Manager will ensure that other company staff visiting sites will wear a safety helmet at all times on site.

The Managing Director will ensure that it is a condition of the Sub Contract Agreement that all contractors will provide safety helmets to all their employees and that they are instructed in the requirements of this Company Policy.

The Site Manager will report any disregard of this policy by sub-contractors employees to the contractor concerned. The contractor will be obliged to remove from site any employee who continually fails to comply with this requirement.

Safety helmets that are damaged, have received a heavy blow, have parts missing, have been weakened by drilling holes or painting, or have been in use for more than three years, must be replaced.

**Safe System
of Work**

Safety helmets will be worn by all staff, sub-contractors, employees, visitors, purchasers etc. at all times and in all areas of the site.

However, helmets need not be worn in the following areas if construction operations are not taking place in the following areas:-

- Site office and welfare facilities
- Sales area
- Areas where houses are occupied
- Inside buildings after second fix complete

All persons working in such "exempt areas" will however, be required to always have their safety helmets with them so that they can wear them immediately they exit such areas.

Manual Handling and Lifting

**Standards
Required**

The following Regulations apply to the manual handling or lifting of materials:-

The Manual Handling Operations Regulations 1992
The Construction (Design & Management) Regulations 2015

The current Regulations require the following three steps: -

- Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically, for example, by forklift truck.
- Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way the task is carried out, for example, the handler's posture, the working environment, e.g. is it cramped or hot, and the individual's capability, e.g. is unusual strength required. Unless the assessment is very simple a written record will be needed.
- The General Guidance will include some simple guidelines to help with the assessment and reduce the risk of injury as far as reasonably practicable.

A good assessment will not only show whether there is a problem but will also point to where the problem lies.

Where necessary, specific additional training will be provided by the Company.

The Site Manager will ensure that all operatives have been instructed in the correct handling and lifting of loads, as required. The Site Manager must ensure that a supply of suitable gloves or equipment is available for use, as required, for the handling of materials that could cause injuries.

Supervision

The Company will ensure that all persons on site wear safety footwear and the Site Manager will caution any sub-contractors employee wearing unsuitable footwear. The Company must not require any operative, particularly a young person, to lift, without assistance, a load that is likely to cause injury.

The main injuries associated with manual handling and lifting are:-

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- Tenosynovitis.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

Safe System of Work

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important.

The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

Consultation with Employees

The Health and Safety (Consultation with Employees) Regulation 1996 apply to all employers and employees who are not represented by an appointed Trade Union Safety Representative under **The Safety Representatives and Safety Committees Regulations 1977**, the aim being to ensure that they are consulted by their employers on matters relating to their health and safety at work.

The employer will consult with employees either directly or via representatives nominated by the employees.

Procedure

The consultation with employees will cover the following issues as a minimum:

- introduced measures that may affect employees health and safety
- arrangements for nominating safety representatives
- health and safety information required under this and other regulations
- planning and organisation of health and safety training
- the health and safety consequences of introduced technology in the workplace

Such consultations will usually occur on site (since staff rarely attend the Company offices). The employer will monitor and review all consultation with employees to ensure all employees have the necessary information resulting from the consultations that have taken place.

Welfare and First Aid

The Construction (Design & Management) Regulations 2015 specify minimum requirements for welfare facilities on sites. **The Workplace (Health, Safety and Welfare) Regulations 1992** specify minimum standards for offices.

**Standards
Required**

The Health and Safety (First Aid) Regulations, together with Approved Code of Practice and Guidance Note, specify the first aid equipment, facilities and personnel required, depending on the type of work and numbers of persons affected at each site or workplace.

All work will be planned to take into account the requirements of the above regulations. The Managing Director will ensure that the welfare and first aid requirements are established before work starts.

**Planning
Procedure**

The Site Manager will ensure that all planned welfare and first aid facilities are provided and that they are maintained to the required standards.

Supervision

Fire Precautions

Fire precautions shall be provided and maintained in accordance with the requirements of the **Regulatory Reform (Fire Safety) Order 2005** and the **Construction (Design & Management) Regulations 2015**.

**Standards
Required**

In addition, the requirements of **The Health and Safety at Work etc. Act 1974**, and **The Management of Health and Safety at Work Regulations 1999** should also be applied.

Fire Risk Assessments must be undertaken to identify significant risks and necessary controls.

**Planning
Procedures**

Fire extinguishers will be provided and located at strategic points throughout the workplace. Staff will be instructed in the use of office extinguishers in order that they may use them safely and effectively.

The Company will enter into a contract service and inspection arrangement to ensure that all portable extinguishers are inspected and maintained.

The names, locations and actions to take in the event of an emergency will be posted at strategic positions throughout the work place.

Office

Safe System of Work

The Office Manager will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include: -

- Instigate procedures for the safe evacuation of the office in the event of emergency
- Ensure this procedure is executed in such an event
- Summon the emergency services when an incident is reported
- All emergency exits to be checked daily
- Ensure access and egress are kept free of obstruction
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer

Site

The Site Manager will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include:-

- Instigate a procedure for the safe evacuation of all buildings on site in the event of an emergency
- Ensure this procedure is executed in such an event
- Summon the emergency services when an incident is reported
- When conditions require, fire extinguishers of a suitable type, will be kept on site and adjacent to any activity which may lead to the outbreak of fire
- Instruct site staff in the use of portable fire extinguishers
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer

On all sites a means of warning of fire must be established. Handbells, whistles, klaxons or manually operated sounders may be practical so long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm.

Emergency Procedures

Written emergency Procedures must be displayed in prominent locations and brought to the attention of all persons on site. The names, locations and actions to take in the event of an emergency will be displayed at appropriate areas on the site.

Clear access to the site and buildings must be maintained at all times. Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers. Identified personnel, e.g. security guards, must be briefed to unlock gates, doors, etc. in the event of an alarm.

<h2>Communal Areas</h2>

Where work has to be undertaken in communal areas, such as hallways, passageways and staircases, provision will be made to ensure the safe access and egress of all users and will take due care in accordance with the requirements of the pre-construction Health & Safety information.

The Site Manager will ensure that all work in communal areas is planned in advance so as to cause the least disruption.

Where passageways or staircases cannot safely be used while work is in progress the Site Manager will make arrangements for such work to be undertaken out of normal working hours.

All surplus materials and waste will be cleared from the site daily.

All materials for use in communal areas will be stored away from the place of work, or in the work area and not allowed to encroach into the area set aside for access and egress.

Operatives will ensure that all work areas are cordoned off or identified by warning signs at **all times**

Where work in communal areas extends over a number of days, operatives will ensure that cordons and barriers are positioned and maintained so as to prevent accidental access to the work area.

Visual Display Units

The safe use of Visual Display Units is covered in **The Health and Safety (Display Screen Equipment) Regulations 1992.**

**Standards
Required.**

Plan display screen equipment work so that there are breaks or changes of activity.

**Planning
procedures**

Assess all display equipment workstations and reduce risks that are discovered.

Ensure that workstations satisfy the minimum requirements that are set for the display screen itself, keyboard, desk and chair, working environment and task design and software.

The person responsible for office staff will ensure that the requirements will be adhered to.

Supervision

The Company will provide all information and training necessary to comply with the relevant regulations

**Safe System
of Work**

The Company will provide appropriate eye and eyesight tests to "defined" users of display screen equipment and, where necessary, supply special spectacles where normal ones cannot be used.

Work Equipment

The **Provision and use of Work Equipment Regulations 1998** specifically cover the use of work equipment. These regulations cover the use of all kinds of work equipment from a hand tool to complete plant and specifically include mobile work equipment. The use will include starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

**Standards
required**

The specific requirements of this legislation cover the following:-

- The guarding of dangerous parts of machinery
- Protection against specific hazards, i.e. falling or ejected articles and substances, rupture or disintegration of work equipment parts, equipment catching fire or overheating, unintended or premature discharge of articles and substances
- Protection against explosion.

These requirements also cover

- Work equipment parts and substances at high or very low temperatures
- Control systems and control devices

- Isolation of equipment from sources of energy
- Stability of equipment
- Lighting
- Maintenance operations
- Warnings and markings.

The requirements imposed by these regulations on employers shall also apply to a person who has control to any extent of work equipment at work and includes managers and Managers.

Also;

Where the safety of work equipment depends on the installation conditions or where it is exposed to conditions causing deterioration that is liable to result in dangerous situations:

- The inspection of specified equipment in specified circumstances by a competent person.
- The recording and keeping of the result; and
- That evidence of the last inspection accompany work equipment used outside the undertaking

And make provision for mobile work equipment in relation to:

- Its suitability for carrying persons and its safety features.
- Means to minimise the risk to health and safety from its rolling over.
- The safety of self-propelled work equipment.
- The drive shafts of mobile work equipment.

The Company will make sure that equipment is suitable for the use that will be made of it and will take into account the working conditions and hazards in the workplace when selecting the equipment.

**Planning
Procedures**

The Company will provide adequate information, instruction and training for all operators, Managers and managers and will provide equipment that conforms to EC product safety directives.

Supervision

The Company will ensure that equipment is used only for operations for which, and under conditions for which, it is suitable, and that the equipment is maintained in an efficient state, in efficient working order and in good repair.

**Safe System
of Work**

Noise

Noise is covered by **The Noise At Work Regulations 2005** and also **The Health and Safety At Work etc. Act 1974**.

**Standards
Required**

All work will be planned to take the above standards into account.

**Planning
Procedure**

The Managing Director must ensure that information on the noise level of any plant which it is intended to hire or purchase is obtained and taken into account before hiring or purchase takes place. He will in conjunction with any relevant sub-contractor required to use or work near such plant, ensure that any static plant to be installed on site, or in the workshop, is planned to be in a position which takes account of the effects of noise on the workers or the public.

Where personnel are required to work in situations where high levels of noise are likely to be encountered, the Managing Director will ensure that full information is obtained, before work

commences, on the levels of noise. Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this course is not practicable, suitable hearing protection equipment must be identified for use by personnel.

Instruction and training will be provided to Managers and operatives required to work in premises, or with plant, which is likely to result in exposure to high noise levels.

The Site Manager will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc., and that all equipment and noise reducing doors etc. are used. He will ensure that all noise control items fitted to plant, or in premises, are kept in good order and that any defects noted are reported to the sub-contractor or hire company, immediately.

Supervision

The Site Manager will ensure that supplies of ear-defenders, or other hearing protection, is made available for any operations, where it is not practicable to reduce the noise level to a safe limit. These will be issued to operatives as required and must be worn at all times when an operative is exposed to noise.

-
- Carry out a noise assessment to establish levels of noise for individual items of plant and machinery.
 - Regularly monitor noise levels and frequencies.
 - Give advice on noise control measures.

Safe System of Work

Site Tidiness

A number of regulations deal with the need for work places and accesses to be kept clear of debris and other materials, some examples are: -

Standards Required

- The Workplace (Health, Safety and Welfare) Regulations 1992**
- The Construction (Design & Management) Regulations 2015**
- The Electricity at Work Regulations 1989**

The Health and Safety at Work etc., Act 1974 requires that employers shall ensure that a safe working place and safe accesses are provided for their employees, so far as is reasonably practicable. Employers have a duty to ensure that their work does not affect others, so far as is reasonably practicable. And persons having control of premises have a duty to ensure that the premises are maintained in a safe condition and that all means of access are safe, so far as is reasonably practicable, for persons who are not their employees, but are required to use the premises.

In addition to the statutory requirements, some of which are outlined above, a tidy site and work place results in increased efficiency and better public relations, therefore, tidiness is to receive priority on the Company sites.

All work will be planned to take the above standards into account. The Contracts Manager will ensure that, before site work commences, access and emergency routes are planned, deliveries are programmed to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and sub-contractors are made aware of the Company requirements with regard to storage, clearing up, tidiness etc.

Planning Procedure

The Site Manager will ensure that all sub-contractors and operatives are made aware of the need to maintain the site in a tidy condition throughout the contract.

Supervision

Every operative has a duty to ensure that his workspace and that of those around him is kept in a clean and tidy state. Operatives, sub-contractors operatives and occasional visitors to site will be disciplined by the Site Manager in the event of them causing harm to the welfare of those around them. In this regard, operatives will be encouraged to show respect to their work colleagues.

Brick bundles will not be stacked more than two bundles high on a level base. Banded blocks will not be stacked more than three blocks high on a level base.

**Safe System
of Work**

Particular emphasis is to be placed on instructions to all employees and sub-contractors on the safe disposal of steel and nylon banding used to contain bundles of material delivered to site.

The Site Manager will ensure that stacking areas are prepared and that materials are called off in quantities which will not create difficulties on site. The Site Manager will ensure that all waste materials are clear and disposed of safely as work proceeds. All materials delivered to site will be stored safely, ensuring that accesses are not obstructed.

All openings in floors and working platforms must be securely covered and signed. Debris and materials must not be thrown or dropped from scaffolds or buildings unless a chute is provided, or other suitable safe method used.

The Site Manager will arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc., to be carried out in accordance with these standards.

Accident Reporting

All injuries resulting from accidents on site or in other workplaces, however minor, will be reported by the Site Manager (or Office Manager as appropriate) on the Accident Report form and sent to the Managing Director. This applies to injuries received by members of the public, visitors etc. as well as Company employees.

In the event of a fatal or major injury to any person, or dangerous occurrence as defined by **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013** the Health & Safety Executive must be notified by telephone immediately by the Site Manager (or Office Manager).

Form F2508 should then be completed and sent to the local Health & Safety Executive within 10 days or to the Incident Contact Centre at Caerphilly (TEL: 0845-300-9923)

For an over 10 day injury there is no requirement to phone the HSE but an F2508 must be completed as above.

Accident Book B1510 or equivalent will be available at each site and office to ensure any injured employee can record details of his/her accident. All sections of appropriate pages must be fully completed.

Any claim made for Industrial Injuries Benefit by an employee will result in Form B176 being received by the Company. This will be completed by the Company Secretary and returned to the Department of Health & Social Security as required.

Copies of all used notification forms will be kept for at least three years from the date of notification. The Company Secretary will keep these records. The Managing Director should investigate all reportable accidents and retain a copy of the Investigation Report together with any photographs, statements or other relevant material for possible use by Company Insurers or legal advisers. This investigation report is privileged information and must not be issued to any other person without permission of Company Insurers or legal advisers.

The Site Manager must investigate all accidents resulting in damage on site and details reported to the Managing Director.

Asbestos

Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminium that appear naturally in fibrous form. Asbestos is defined in the regulations as any of the following minerals, "crocidolite, amosite, chrysotile, fibrous anthophyllite, fibrous actinolite, fibrous tremolite and any mixture containing any of the said materials".

Definition

General obligations are covered by the **Health and Safety at Work Act 1974**. Specific legislation regarding asbestos is defined in the:-

Standards required

Control of Asbestos Regulations 2012

All work will be planned to take the above standards into account.

Planning Procedures

The Managing Director will seek confirmation of the existence or otherwise of asbestos on site. Should asbestos be known to exist, the Managing Director will employ specialised asbestos contractors to arrange its safe removal, or to make it safe.

A risk assessment and method statement must be prepared by the specialist remover before removal starts.

The enforcing authority must be notified of any work involving asbestos insulation at least 14 days prior to the commencement of work, (a lesser time may be agreed by mutual consent).

All operatives will be informed that asbestos exists on site and will be given specific instructions by the Site Manager as to how it affects them in their working practices. Recognised control procedures will be employed and operatives will report defects or non-compliance in the procedures to the Site Manager immediately.

The employed specialist contractor will strictly carry out the supervision of the removal of asbestos only.

Supervision

The contractor will keep the Site Manager informed at all times about the work and how it is progressing.

The Site Manager will supervise all other operatives as a consequence of the actions and advice of the specialist contractor.

No operative will be allowed to work in areas identified by the specialist contractors as being affected by asbestos. The Site Manager will designate "No Go Areas". Only employees of the specialist contractor, or persons authorised by that contractor will be allowed access to the designated areas.

Safe system of work

If the presence of asbestos is unexpectedly "discovered" during normal working activity, the Site Manager will stop work in all areas he feels may be affected until specialist help arrives. The area will be signed. The Managing Director will also be immediately informed.

Work at Height

All work at height is governed by the **Work at Height Regulations 2005**.

**Standards
Required**

All work involving work at height must be assessed for risk, and the safest method of getting to and from the work platform, and type of work platform to be used, selected upon a hierarchical process. Thus the safest way in which to do the work would be on the ground. If work has to be carried out at height, then the next safest way would be to work from a fixed work platform such as a scaffold. If this is not reasonably practical, consider use of a mobile tower, followed by the use of podium steps or step ladders or ladder.

**Planning
Procedure**

All operatives working at height must be properly trained, and those involved with the erection, alteration or dismantling of scaffold or towers must be competent to do so.

All those working at height must be properly supervised, and due regard to weather condition taken.

Supervision

A risk assessment should be undertaken to identify the need to work at height, what the work entails, and those to undertake the work. Consideration must be given to the duration of the work and the possible problems of using other types of access and work platform equipment. (that is, short duration, light work may be carried out from a ladder, rather than spending time and money in erecting a tower).

**Safe System
of Work**

Hand-held Vibrating Equipment

All work involving significant use of hand-held tools that vibrate in order to do work is covered by the **Control of Vibration at Work Regulations, 2005**.

**Standards
Required**

All work involving the use of hand-held tools that vibrate should be planned to minimise the duration of use, and the frequency of energy coming out of the tool and into the hands of the operator. Consideration should be given to using plant or equipment that is not hand-held (use of a mini-digger with a pecker attachment, rather than the use of a breaker or pavement drill, for example).

**Planning
Procedure**

Effective supervision must be given to those operating hand-held vibrating tools and equipment, to ensure that work duration is minimised, and that every possibility of job rotation or job-share is used.

Supervision

A risk assessment must be undertaken to determine a reasonably practicable approach to do the task. Tools should be selected that minimise the transmission of vibration energy from the tool to the hands of the user. Only sharp steels and bits etc should be used. Appropriate gloves to keep operatives hands warm should be specified. Equipment and tools should be maintained to manufacturer's specification to reduce the possibility of rogue vibrational energy. All users should be trained in the potential health effects that can arise from the use of such equipment, and the precautions that need to be taken to reduce the likelihood of developing health effects, including the use of health surveillance.

**Safe System
of Work**

Scaffolding

All scaffolds erected on Company sites, or used by employees, will be erected in accordance with **The Construction (Design & Management) Regulations 2015**

**Standards
Required**

All work involving the erection and use of scaffolding will be planned. Scaffold will only be designed, erected, modified or struck by competent contractors. The Contracts Manager will arrange for full details of the use and loading of the scaffold to be erected, to be provided to the scaffolding contractor.

**Planning
Procedure**

Managers required to inspect scaffolding and operatives erecting, altering or dismantling scaffolding must be adequately trained.

Before accepting a scaffold erected by a competent scaffolding contractor for use by the Company employees, the Site Manager will obtain a handing over certificate from the scaffolding contractor.

Supervision

In addition all scaffolds **MUST** be inspected by the users in accordance with the following schedule;

- Before being taken into use for the first time; and
- After any substantial addition, dismantling or other alteration; and
- After any event likely to have affected its strength or stability; and
- At regular intervals not exceeding 7 days since the last inspection.

A report of the above inspection and any action taken should be made within 24 hours of the inspection, and recorded in the Scaffold Report of Inspection.

All materials used for scaffolding will be provided in accordance with the relevant British Standards and will be checked before use by a scaffolder. All materials will be properly stored and maintained on site.

No person, other than a competent scaffolder will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold erected on Company sites or for use by Company employees. The Site Manager will ensure that all scaffolds are erected on ground or surfaces that have been prepared, levelled and consolidated.

Scaffolders erecting scaffolds with platforms more than five metres above the ground on Company sites must hold a current C.I.T.B. records card. All scaffolds must be tied or otherwise supported in accordance with the Code of Practice requirements. Where the provision of ties is impracticable, then the method of ensuring that the scaffold is adequately supported must be clearly specified and recorded.

**Safe System
of Work**

Scaffolders will be expected to follow their Method Statements and guidance from relevant industry standards throughout the process of working on a scaffold. If the scaffold to be erected is over 4m in height, safety harnesses should be worn and used in accordance with the guidance.

Any scaffold being erected, altered or dismantled, or otherwise not suitable for use, must have a notice erected warning that it is not suitable to be used. All scaffolds must be checked at the end of each working day to ensure that access to the scaffold by children has been prevented.

Step-Ladders, Trestles and Stagings

A revised set of new EN131 ladder standards was released to the European market on 1 January 2018. Product standards do not apply retrospectively.

**Standards
Required**

Equipment constructed in accordance with **BS 1129 (Timber) Industrial Grade or BS 2037 (Aluminium)** can continue to be used as long as they are fit for purpose and in good condition.

All work will be planned to take the above standards into account.

**Planning
Procedure**

The Managing Director will ensure that the required numbers and types of equipment will be provided, taking into account the work to be carried out and the above standards. Training provided to Site Managers and operatives will include the hazards and precautions relating to this equipment and its use.

All equipment will be checked by the Site Manager before use to ensure that there are no defects and will be checked, at least weekly, while on site. Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately. Any repairs will be carried out by competent persons only.

Supervision

The Site Manager will check that the equipment is being used correctly and not being used where a safer method should be provided, and will further ensure that proper storage is provided for stepladders, trestles or stages, undercover where possible.

The main hazards associated with stepladders, trestles and stagings are:-

**Safe System
of Work**

- Unsuitable bases, e.g. unlevelled, packing pieces, loose material etc.
- Unsafe use of equipment (on scaffold platforms, roof etc, where special precautions are not taken)
- Overloading
- Use of equipment where safer method should be provided
- Overhanging of boards or staging at support ("Trap Ends").
- Using defective equipment
- Excessive span of scaffold boards when used with trestles (must not exceed 1.2m where 38mm boards used)
- Absence of double guardrail and toe-boards on trestles and stagings etc.

Ladders

All ladders must be provided and used in accordance with **The Construction (Design & Management) Regulations 2015**.

**Standards
Required**

All work will be planned.

**Planning
Procedure**

The Site Manager will select correct access for the type of work and duration by a process of risk assessment.

The Contracts Manager will arrange for the required number and type of ladders to be provided, taking into the work to be carried out. The means of securing ladders will be planned as far as possible and sufficient materials made available.

Training provided to Site Managers and operatives will include the hazards and precautions relating to ladders and their use.

Ladders must be checked by the Site Manager before first use on site, to ensure that there are no defects, and will be checked at least monthly while in use on site. Where a defect is noted, or a ladder damaged, it will be taken out of use immediately. The Site Manager will ensure that proper storage is provided for ladders, under cover where possible, and with the ladder properly supported throughout length.

Supervision

Users will check that ladders in use are secured, have a solid, level base and are being used correctly. Ladders will not be used to provide access, or a working position, if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands etc.).

The main hazards associated with ladders are: -

Safe Systems of Work

- Not securing the ladder properly.
- Unsafe use of ladder (over-reaching, sliding down etc.).
- Using ladder where safer method should be provided.
- Using ladder with defect.
- Unsuitable base to ladder.
- Insufficient handhold at top of ladder, or at stepping off position.
- Insufficient foothold at each rung.
- Using ladder near overhead electrical cables, crane contacts etc.
- Ladder at unsuitable angle, swaying, springing etc. (recommend angle 1 in 4 or 70°).
- Insufficient overlap of extension ladders.
- Undertaking two handed work operations.

Ladders will be removed to storage, or made inaccessible by some means, at the end of each working day, to ensure that unauthorised access to scaffolds etc. by others, particularly children, is prevented.

Electricity

In addition to the general duty of care every employer has to employees and members of the public outlined in sections 2 and 3 of **The Health and Safety at Work etc. Act 1974** specific responsibilities for electrical safety are covered by the **Electricity at Work Regulations 1989**.

Standards required

All electrical work will be planned and carried out by qualified electricians.

Planning Procedures

The Contracts Manager will ensure that only bona-fide electrical contractors will be employed to install, construct and maintain electrical supplies. Proof of competence is required.

The employed specialist contractor will strictly carry out the supervision of all electrical work. This contractor will keep the Contracts Manager informed at all times about the work and how it is progressing. The Contracts Manager will discipline any unauthorised employee caught tampering with mains electricity supplies.

Supervision

No unqualified operative will undertake any installation, maintenance or alteration work to any electricity supply line. All electrical equipment used in the offices will be inspected and tested as appropriate for the location and use in accordance with published guidelines. Records of inspections will be kept and maintained on site.

Safe System of Work

Any employee who suspects that any equipment is faulty should remove it from use and ensure that it is marked up accordingly until repairs can be carried out.

Electrical Power Tools

The following regulations apply to the use of electrical power tools on site or other workplace:-

**Standards
Required**

The Electricity at Work Regulations 1989
The Construction (Design & Management) Regulations 2015
The Provision and Use of Work Equipment Regulations 1998

All work will be planned to take the above standards into account and all electrical equipment on the Company sites, or other workplaces, will be supplied, installed, maintained and used in accordance with the above standards.

**Planning
Procedure**

All portable electrical equipment used on site must be tested for safe working and tagged in accordance with the 1989 Regulations. The Managing Director must ensure that all power tools provided for use on site, or other workplace, are in accordance with the relevant British Standards.

No power tools or electrical equipment of greater voltage than 110V (CTE) shall be used on sites, unless special arrangements are made. In circumstances where higher voltage equipment is to be used, precautions including protective breakers and if necessary, abrasion resistant or armoured cable may be required. Each circumstance should be considered on its own merits. Lower voltage or intrinsically safe tools, lighting etc., may be required in damp or confined situations.

The Site Manager will ensure that the temporary electrical supply is installed and tested, as planned. He will ensure that all sub-contractors equipment is in good condition and tested. Immediate action will be taken against any person or sub-contractor abusing or incorrectly using electrical equipment on site.

Supervision

The Site Manager must ensure that all power leads are installed clear of access ways and preferably above head height. Festoon lighting equipment should be secured above head height. Where festoon lighting equipment is installed, it must not be of the screw or pin contact type; only properly constructed sets with moulded on fittings will be used. The Site Manager will ensure that any portable generator, or other electrical equipment fitted with an earth rod, has the earth rod and connection maintained in good condition.

Only authorised persons are permitted to repair or alter electrical equipment. Any defect noted in electrical equipment must be reported to the Manager, so that immediate steps can be taken to have defects remedied by electrical or hire company.

All cable connections must be properly made; under no circumstances is insulation tape to be used for any repair or joint in extension cables.

**Safe System
of Work**

On festoon lighting all bulb sockets are live; steps are, therefore, to be taken to protect open sockets when a bulb is not fitted. As well as the fragments of glass of broken bulbs being a hazard, it must be remembered that the protruding filament wires would still be live.

Power tools must be maintained in good condition with casing intact and label fitted showing voltage and other information. A competent electrician will carry out regular inspections of all electrical equipment on site.

Health and Safety of Young People at Work

The Management of Health and Safety at Work Regulations 1999 regulates the major part of safety management.

Standards
Required

If young persons (those under 18) or children (those under minimum school leaving age) are to work on site (as employees, trainees or on work experience), reference should be made to the requirements of **The Management of Health and Safety at Work Regulations 1999**.

These regulations require employers to protect young persons from any risks at work and they must undertake risk assessments under the above Regulations, which specifically address;

- The inexperience
- Immaturity
- Lack of awareness of existing risks of young persons in relation to the mental, physical and psychological demands of the task.

Employers may not employ young persons where the work;

- Is beyond their physical or psychological capacity
- Involves exposure to toxic or carcinogenic substances, or substances, which cause heritable genetic damage, harm to unborn children, or cause any other chronic health effect
- Involves harmful exposure to radiation
- Involves a risk of accidents which young persons may not reasonably recognise due to their insufficient attention to safety or lack of experience or training
- Involves a risk to health from extreme temperatures (hot or cold), noise and vibration.

The regulations also require certain information to be given to employees and to the parents/guardians of children.

The regulations **do not** apply to;

- Occasional or short-term work in a family undertaking where the work is not considered harmful, damaging or dangerous to young persons
- Domestic service within a private household

NB: Regulations such as **The Provision and Use of Work Equipment Regulations 1998** and **The Lifting Equipment and Lifting Operations Regulations 1998** have removed age limits for operations such as slinging, using abrasive wheels, power presses and woodworking machinery. The risk assessment process above will now be required to assess whether the implementation of in house or site rules are appropriate for particular operations or processes.

The Company will, in accordance with the above Regulations, carry out the following activities to provide health and safety for their employees.

Planning
Procedures

Assess the risks to the health and safety of each young person and of anyone else who may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventive and protective measures to be implemented. Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the risks and hazards identified. This risk assessment will then be recorded and copies made available at the workplace. There is a legal obligation to provide this assessment to any under 18 year old or their parent if requested.

The Site Manager will bring to the attention of the workforce all the

Supervision

necessary precautions detailed in the written risk assessment. Further, he will monitor the operations to ensure that each operative is acting in accordance with the details outlined in the written assessment and that adequate supervision is provided.

The Company will make arrangements for putting into practice all the control measures, which have been identified as being necessary in the risk assessment.

**Safe system
of work**

Allowance may need to be made for the provision of;

- extra training and supervision
- modification to the workplace or equipment
- the provision of information to employees
- The provision of information to the parents or guardians of those below minimum school leaving age. Etc.

Alcohol, Drugs and Medication

If an employee is prescribed medication, which may affect their performance at work, they must notify their Manager to ensure no risks are imposed on the employee or any other member of staff.

Any employee found under the influence of intoxicating drinks or drugs while at work will be liable for instant dismissal. Persons at work who are under the influence of drugs and alcohol are a hazard to themselves and all other persons who work alongside them.

H&S For those with little understanding of English

The Company understands and accepts that the most suited candidate for a position to be taken on as a member of staff, may have no or little comprehension of written or spoken English.

It will provide all reasonable means to ensure that the new employee's activities do not impact upon his or her health and safety or of others that may be affected, by the use of an interpreter and/or by the use of a buddy system.