



## **GDP004 - Arrangements for Non-English speaking personnel**

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## Introduction

The following procedures are to be used for all Non-English speaking/Non English personnel.

- Ensure all Non-English speaking and Non-English personnel fully understand the site safety requirements and their duties covering safety, health and welfare whilst on site.
- Provide translated copies of our health and safety paperwork to all non-English speaking operatives.
- Ensure all Non-English speaking operatives are conversant of any emergency procedures i.e. Fire drill.
- Ensure that the language needs of Non-English speaking personnel are catered for during induction, training and supervision.

## Non-English Speaking Workers Policy Objectives

- Ensure all Non-English speaking workers are treated fairly.
- Ensure as a company we comply with our statutory duties to provide understandable information regarding risks to health and safety and the relevant precautions.
- Risks assess the employing of Non-English speaking workers correctly to prevent harm to themselves or other members of the work team.
- Assess the competency of the individual involved i.e. CSCS Card.
- Identify if the individual does not speak English or does not understand English (These are two different issues, many people find it easier to understand a second language before they can speak it with a degree of fluency).
- When necessary inductions / safety briefings to be translated into the workers own language to ensure that they are aware of their role and responsibilities whilst working on site. It is worth remembering that just like some English born workers they may not be able to read due to learning or reading disabilities.
- If a gang of workers is taken on it will be necessary to provide a bi-lingual

**The Supervisor must ensure that safety briefings are effectively passed over and ensure good liaison with the rest of the supervisors / work teams.**

- No high risk activities such as lone working or permit to work are to be given to the individual Supervisor to monitor the workers to ensure that they have understood and are complying with the safety information provided.
- Workers are to be encouraged to improve their English language skills to make communication easier.

**Latest Review Dated                      28 October 2020**

**Signed By**

**Managing Director**



**Gary Venner**