

4.16 Emergency Procedures

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Related reading

This Chapter should be read in conjunction with **Fire Safety Procedure**.

And Business Continuity Policy and Business Continuity Plan specific to each location.

1. Introduction

It is the intention of the company to ensure that any risks arising from work activities are eliminated or reduced to a minimum. However, the company acknowledges that despite these measures it cannot be assumed that a major incident will never occur. Although such an incident is highly unlikely if all risks are adequately controlled, the consequences could be catastrophic and so the company will plan certain emergency procedures to ensure injury and damage limitation in the event of such an incident. The person responsible for implementing these procedures is the Manager

The company will also endeavour to give information and training as often as is necessary to all employees (and other persons, such as contractors and visitors) to enable a better understanding of these matters.

Any concerns employees may have regarding these emergency procedures should be reported to a responsible person immediately. The company will then take the necessary measures to investigate and remedy the situation.

2. Record Keeping

The company must maintain satisfactory records which must be readily available for inspection at any reasonable time by the relevant enforcing authorities. Records should be kept of the following:

Procedures to be followed in the event of an emergency.

- Competent persons responsible for implementing procedures;
- Details of emergency evacuation drills and any other relevant training provided;
- Maintenance of emergency alarms and other equipment for use in an emergency.

3. Emergency Arrangements for Controlling a Major Incident

In order to be prepared for any emergency event, the company will plan for reasonably foreseeable incidents and prepare a written plan outlining procedures to be followed in such an event. These plans will be discussed with the emergency services before being finalised.

The company will, in consultation with workers and their representatives:

1. Carry out a risk assessment to identify foreseeable major incidents for which emergency procedures would be required;
2. Establish procedures to be followed by employees in the event of an emergency situation, including:
 - Raising the alarm;
 - Means of escape;
 - Assembly points and "safe havens";
 - Summoning the emergency services;
 - Evacuation of disabled persons.
3. Appoint persons to be responsible for specific procedures in the event of an emergency situation (plus deputies for those listed below to cover holiday or sick leave), including:
 - Incident controller;
 - Site main controller;
 - Employees responsible for shutting down plant and making it safe before evacuating the area;
 - Fire wardens and fire marshals;
 - Persons responsible for emergency power supplies and lighting;
 - Persons responsible for moving equipment to or from the scene of the incident;
 - First aiders;
 - Rescuers (if appropriate).
4. Provide a written version of the procedures to all personnel, including details of the responsibilities of persons;
5. Ensure that the plans cover night and shift working, weekend working and closures for holidays;
6. Ensure there is an up to date call-out list for key personnel and that this is readily accessible;
7. Clearly label all important items such as shut-off valves, electrical isolators and fire points or equipment;
8. At regular intervals stage evacuation drills, test and check emergency equipment and inspect the means of escape;
9. Keep all access routes for emergency services and all escape routes clear at all times;
10. Assist the emergency services by clearly marking the premises and by drawing up a simple plan of the premises (e.g. showing the location of hazardous substances);
11. Reassess the emergency plan at regular intervals and following any major change in process plant and personnel, and update or alter it as necessary;
12. Provide training in emergency procedures for all employees, plus specialist training for those with special responsibilities.

End