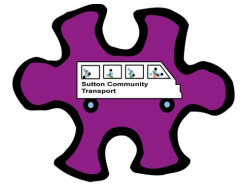


Sutton Community Transport

Health & Safety Policy Part 2 of 4



Emergency Procedures 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:

- (a) carry out a risk assessment to identify foreseeable major incidents for which emergency procedures would be required.
- (b) establish procedures to be followed by employees in the event of an emergency situation.
- (c) appoint persons to be responsible for specific procedures in the event of an emergency situation
- (d) provide a written version of the procedures to all personnel.
- (e) ensure that the plans cover night and shift working, weekend working and closures for holidays.
- (f) ensure there is an up to date call-out list for key personnel and that this is readily accessible.
- (g) clearly label all important items such as shut-off valves, electrical isolators and fire points or equipment.
- (h) at regular intervals stage evacuation drills, test and check emergency equipment and inspect the means of escape.
- (i) keep all access routes for emergency services and all escape routes clear at all times.
- (j) 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).
- (k) reassess the emergency plan at regular intervals and following any major change in process plant and personnel, and update or alter it as necessary.
- (l) provide training in emergency procedures for all employees, plus specialist training for those with special responsibilities.

Safe System of work

Once an emergency plan is in place, it is essential that all employees (particularly those with special responsibilities) take the appropriate actions outlined there if a major incident occurs.

1. The main site controller should:-
 - (a) ensure that the emergency services and key personnel have been summoned and the emergency plan is activated.
 - (b) direct the shutting down and evacuation of any areas likely to be affected, in consultation with the incident controller and other key personnel, and control traffic movements within the works.
 - (c) ensure that personnel are accounted for and that casualties receive medical attention and relatives are informed.
 - (d) continually review and assess developments to predict the likely course of events, including the effects on areas outside the works.
 - (e) liaise with emergency services and with the HSE.
 - (f) arrange for a log of the emergency to be kept.

2. The incident controller should:-
 - (a) if necessary, carry out duties (a) and (b) above until the main site controller arrives
 - (b) direct operations at the scene of the incident, i.e.
 - (i) rescue and fire fighting, until the fire brigade arrives
 - (ii) searching for casualties
 - (iii) evacuation of employees to assembly areas
 - (c) set up communications with the emergency control centre
 - (d) advise and inform the emergency services
 - (e) brief the main site controller.

3. Employees (without special responsibilities) should:-
 - (a) not attempt firefighting or other emergency action for which they have not been trained
 - (b) evacuate the building as soon as the alarm is heard
 - (c) assist any disabled employees to evacuate the area
 - (d) switch off equipment which could further compound the risk
 - (e) report to the assembly points.

Summary

Most emergency situations are unlikely if all risks at the workplace are adequately controlled, but they should still be prepared for. When devising an emergency plan it is important to:-

- (a) nominate personnel to be responsible for specific emergency actions and ensure that they are trained to deal with their responsibilities.
- (b) ensure that all employees without special responsibilities are aware of how to evacuate the area without delay.
- (c) test the emergency plan and "rehearse" it at suitable intervals, reviewing it if any shortcomings become apparent.

This procedure is linked with the Health and Safety Policy Dec 2015