

# **Sutton Community Transport**

## **Policy for Managing an Emergency**

### **SUMMARY OF DUTIES**

Sutton Community Transport must, at all times, ensure that employees and other persons who are not employees are not put at risk by any work activities.

In addition to this, the Chief Executive must ensure that assessments are made of all risks to which employees and others are exposed while at work as part of Health and Safety Procedures.

Sutton Community Transport must:-

- (a) establish procedures to follow in the event of serious and imminent danger to persons at work, including risks from non-occupational sources such as bomb alerts.
- (b) nominate competent persons to implement the above as regards evacuation of premises.
- (c) ensure that no employee has access to a restricted area unless that employee has been appropriately trained.

### **POLICY STATEMENT**

It is the intention of the SCT 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 Sutton Community Transport 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 the company's emergency procedures should be reported to a responsible person immediately. The Company will then take the necessary measures to investigate and remedy the situation.

### **RECORD KEEPING**

Sutton Community Transport 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.

***This policy is to be implemented in accordance with Sutton Community Transport Health and Safety Procedures, Emergency Procedure and Road Traffic Accident Procedure***

*See also Health and Safety at work Act 1974 and Management of Health and Safety at Work regulations 1992*