



Policy:	Site Emergency & Evacuation Plan	Reference:	SEEPSES0021
		Review Date:	05/2023

This plan is to be used in conjunction with the layouts drawings and positioned at key locations throughout the site as described in the induction.

Name / Organisation	Contact Name / Number
First Aider	All staff Emergency First Aid at Work trained.
Incident Controller	Office Manager / Operations Manager.
Police / Fire / Hospital	999 Newark Hospital & Kingsmill A+E.
Contracts Manager	
Operations Manager	Philip Roberts & Jenny Shelbourn.
Health & Safety Representatives	Philip Roberts & Laura Stacey.
Fire Marshalls	Jenny Shelbourn, Laura Stacey, Des Reilly & Joe Button.
Managing Director	Philip Roberts & Max Shelbourn.
Environment Agency – Incident Hotline	0800 80 70 60
Local Authorities	Newark & Sherwood – 01636 650 000
Water Company	Provided by landlord.
Electric Company	Provided by landlord.
Telephone Company	Provided by landlord.
Other	
Neighbours	
Main Reception	01636 816633

Assembly Point Locations	Groups Using Point
A – Weighbridge	All staff and visitors.
B – Back Up location behind grain store	All staff and visitors.

Potential emergency situations based on surrounding areas, experiences, projects history and where a more detailed plan and risk assessment is required.

Please Tick the Relevant Box							
Services Strike	Underground /over ground		Fire	✓	Occupational Illness.	✓	
Possible rescue of trapped or injured person	✓	Acts of Violence		Explosions	✓		
Adverse Weather such as flood, hurricane, frost /blizzard.		Property Damage	✓	Terrorist Threat	✓		
Release of Hazardous Substance	✓	Other (please specify)					

Specific Risk on Site	
1.	Hot Works. – See individual risk assessment. (Ref: SES/0017)
2.	Vehicle movements on site. – See individual risk assessment. (Ref: SES/0034)

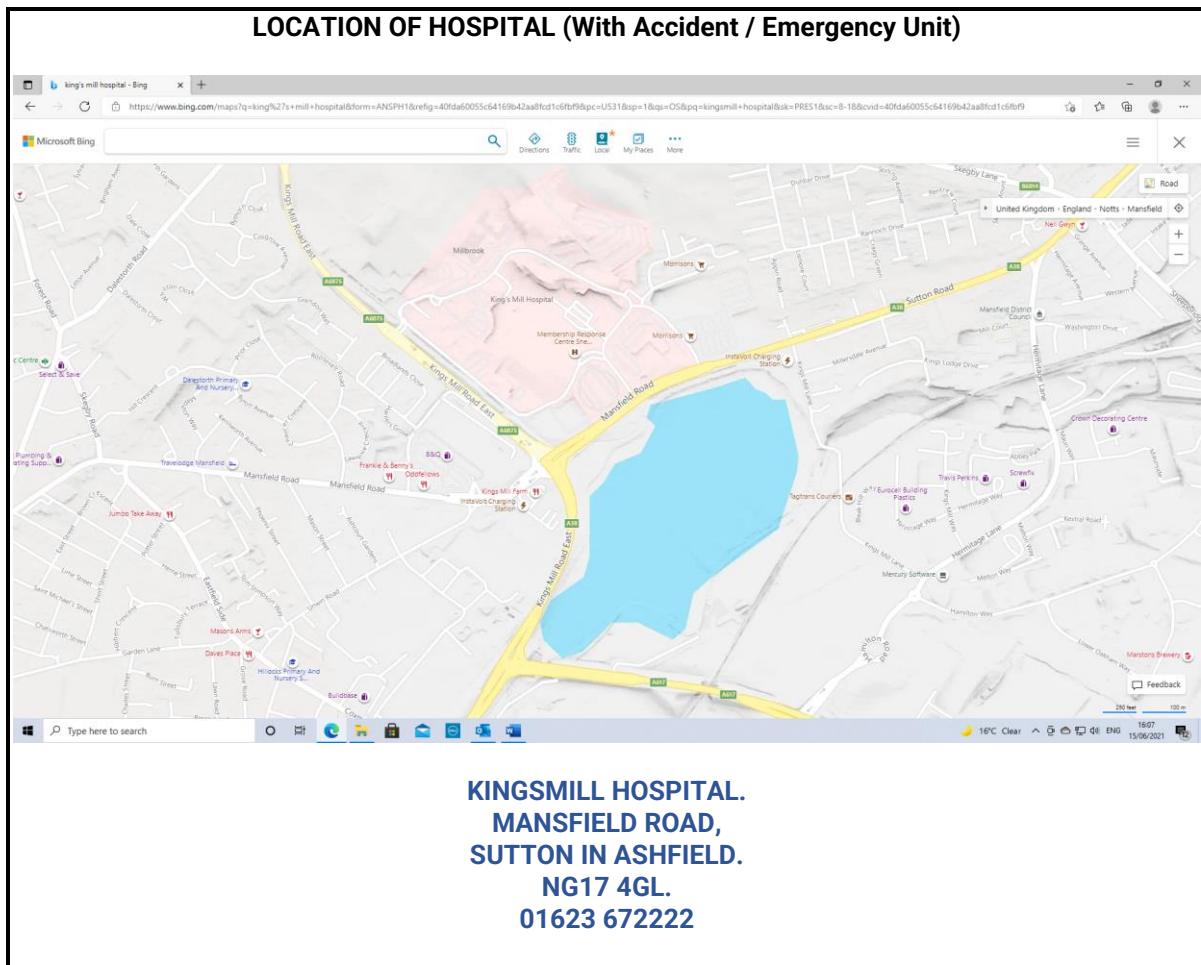
Additional Control Measures Required

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Comments

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LOCAL HOSPITAL (with A & E) LOCATIONS



General Emergency Response Actions.

In the Event of Fire or Explosion.

- On discovering a fire raise the alarm using the sounder or bell arrangement indicated on the Fire Point located as detail on the fire plan.
- All personnel must evacuate the building / site by the nearest indicated route and proceed to the designated muster point for your employer or the designated point if obstructed.
- The **Emergency Co-ordinator** will notify the emergency services as required of any need for attendance. This will utilise the national 999 telephone number.
- Trade foremen will act as the Emergency Warden for their own staff and will maintain a daily attendance list of all their employees in their site accommodation. The list will be collected from this point and used as the primary roll call list in the event of an evacuation.
- The site entry record will be used will provide a secondary check of complete evacuation.
- All site operatives, managers, supervisors, and visitors must remain at the muster point(s) until the **Emergency Co-ordinator** has, in consultation with the fire authorities, and police where necessary deemed the emergency over.

In the Event of a Spillage.

- On discovering a spill, the operative will locate the nearest spill kit and prevent the spread of the liquid by use of absorbent material.
- The Emergency Controller or Co-ordinator shall be immediately notified by the quickest means available. The situation will be assessed for its impact on the environment external to the site.



- Covers will be maintained adjacent to vulnerable drains on, and adjacent to the site. These will be used whenever the possibility of contamination exists.
- Unless a specific risk assessment shows it to be inappropriate a suitable Hydrophobic boom shall be maintained adjacent to vulnerable waterways and the trained operatives will install this should there be a spillage potential into the watercourse.
- The Emergency Controller will ensure that the relevant statutory authority, either the Environment Agency (tel: 0800 – 807060) or the Utility Company are notified of any affect within their jurisdiction.

In Case of An Injury.

- Do Not move injured persons unless it is necessary to avoid additional risks.
- Provide First Aid (if qualified to do so).
- If and where necessary, call for emergency services/ambulance etc. Accompany victim to the hospital.
- If ambulance is not readily available, take the victim to the nearest hospital.
- In the case of contact with a hazardous/unknown substance, organise for someone to obtain the product material data safety sheets and COSHH assessments.

In Case of Emergencies.

- Always assist and co-operate with fire emergency services where safe, practicable and requested.
- If site evacuation is required, make sure all personnel and visitors from the site gather at the muster point and are accounted for.
- Follow the principal contractor’s incident notification guidelines once the emergency is over.
- Refer all public inquiries to the site management team who will refer them to the Managing Directors.
- Always assess conditions on site to ensure all risks have been eliminated prior to re-opening all or part of operations.

Emergency Equipment and Documentation.

- A fully equipped First Aid box, eye wash station and burns kit together with the name of the First Aider and emergency coordinator can be found in the Site office.
- Material Safety Data Sheets (MSDS) and COSHH are filed in the Site Office.
- ALL Incidents & near misses must be reported to the Site Supervisor / Manager.

Role:	Responsibility:
Contracts / Projects Manager	Appoint a competent Emergency Co-ordinators .
Emergency Co-ordinators	<ul style="list-style-type: none"> ➤ Acts as main point of contact for emergency and other services. ➤ Declares, on the advice of the emergency services when the area is safe for re-occupation. ➤ Ensures appropriate Incident Announcement is made to all relevant directors and managers. ➤ Liaison with any Client to ensure adequate co-ordination of emergency plans etc as required.

Role:	Responsibility:
Emergency Co-ordinators may delegate some of his/her duties but not the responsibilities.	<ul style="list-style-type: none"> ➤ Maintains the site plans and drawings up to date and publicises the changes to all site staff. Drawing to provide: ➤ Access routes for emergency services ➤ Escape routes from site/building ➤ Hazardous storage including bulk fuels. ➤ Drains and watercourses at risk both on and adjacent to site. ➤ Storage within buildings. ➤ Arrange weekly checks on the condition of fire extinguishers, escape routes and access routes, including the maintenance of records. ➤ Ensures adequate means of calling the emergency services exist. ➤ Ensure periodic, at least 6 monthly, evacuation drills are undertaken. ➤ Maintain a record of daily attendance of staff, located in a safe area for access in an emergency. ➤ Take roll call of own staff at the allocated muster point and report result to the Emergency Controller. ➤ Ensure staffs remain at assembly point until instructed by the Emergency Controller to either leave the area or return to normal working. ➤ Liase with the Health and Safety Executive or the Environment Agency.
SHE Manager	<ul style="list-style-type: none"> ➤ Support and advise as and when requested. ➤ Assist with the monitoring arrangements for compliance.
All	Report anything with the potential to cause the harm, damage and or loss.