

S10 – Emergency Preparedness Checklist H&SEP01

Site Date

Are procedures in place to cover the following scenarios:

	Yes	No	N/A	Observations
Fire	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Storms and flooding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gas leak	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Loss of utilities (gas, water, electric, telephones, IT)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bomb threat	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evacuation of disabled employees and visitors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Emergency at a neighbour’s premises	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Training

Have staff been briefed on the emergency procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have contractors been briefed on the emergency procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are competent members of staff available to implement the procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has an emergency drill been successfully undertaken within the last year?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are members of staff aware of the importance of shutting down machinery before they leave the site?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have members of staff been instructed not to return to the workplace until they have been told to do so?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Visitors

Is there appropriate control in place to ensure visitors are safely escorted from the premises?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do the procedures account for visitors in an emergency situation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Shared sites

Is the workplace shared with other employers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are the separate emergency procedures co-ordinated?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



