

S10 – Opening Statement

Emergency Preparedness

The purpose of this procedure is to help minimise the time taken for the emergency services to reach you and advise on ways to minimise the risk to operators if there is an emergency. It also highlights the need to include environmental and other emergencies within the planning process.

You can use this procedure as part of the risk assessment process to help identify controls which can be used as part of an emergency planning procedure.

Employers and the self-employed need to assess the first-aid requirements of their workplace. Make sure there are enough suitably trained first-aid personnel (first aiders) and facilities so that immediate assistance is available to casualties of illness or injury, and that an ambulance or other professional help can be summoned without delay.

For any emergency procedures to work well, it is vital that all operators and managers are aware of the procedures and have had the opportunity to test them and modify, as necessary, to ensure they are working.

Included with this procedure is an emergency preparedness checklist that can be used to identify if there are suitable and sufficient procedures in place.



S10 – Emergency Preparedness

What is this?

This is a written procedure which outlines the duties a responsible manager has to ensure that the site is prepared for emergency situations.

The person responsible for implementing this procedure is:

What is needed on site?

The person responsible for implementing this procedure must ensure that:

- Accidents and incidents;
- Fire;
- Storms and flooding;
- Gas leaks (if applicable);
- Loss of utilities, i.e. gas, water, electric, telephones or IT;
- A bomb threat;
- Evacuation of disabled employees or visitors;
- An emergency at a neighbour's premises if it could affect employees (i.e. chemical works, gas storage facility).

To assist emergency services the responsible manager must prepare an emergency information sheet.

Other items to consider:

- The procedures must be regularly tested (at least annually).
 - Contractors and visitors must be briefed on the procedures.
 - Where the site is shared, consideration must be given to others.
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What information needs to be given to employees?

The responsible manager must ensure that employees are made aware of what to do in an emergency. Certain key members of staff will require more detailed training in their roles as the emergency unfolds.

Note: Make sure information is communicated in such a way that employees can be expected to understand, for example, you might need to make special arrangements if the employee does not understand English or cannot read.



What do employees have to do?

Employees must:

- Follow the procedures as indicated;
 - Shut down machinery safely before they evacuate the site;
 - Not re-enter the site until instructed to do so.
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Consultation

Consultation with trade union appointed safety representatives or other employee representatives is a legal requirement. Responsible managers should have appropriate discussions whilst the emergency procedures are being developed.

Review

Should plant or significant process changes occur, a re-assessment will be required. Even if it appears that nothing has changed, a review of the assessment must not be left for more than two years.

Note: A review does not necessarily mean a re-write.

Legislation

- Management of Health and Safety at Work Regulations 1999

Note: This list is by no means exhaustive but identifies some of the key pieces of legislation associated with Emergency preparedness.

Associated documentation

- Emergency preparedness checklist. H&SEP01

