

EmP01 – Serious Injury

What needs to be done?

The following actions need to be taken when an emergency incident occurs:

1. Assess the seriousness of the incident and take appropriate measures to prevent further risk of injury to yourself or others
 2. Raise the alarm and immediately contact the emergency services
 3. Inform the first aider and acquire any emergency equipment required (such as first-aid kit, blankets, etc)
 4. Ensure the incident area is secure and there are no obstructions that would prevent or restrict the emergency services gaining access to the incident area (it may be advisable to place a person at the site entrance to ensure the emergency services are aware of the correct access point)
 5. If necessary, ensure all persons on site are aware of the incident and are making their way to the relevant assembly point, so that a head count can be undertaken to identify whether there are any missing persons. In such cases, a record of all persons at the assembly point should be made, and the name and last known working location of any missing persons be brought to the attention of the emergency services as soon as they arrive on site
 6. Ensure senior management have been informed of the incident and evaluate whether the incident is reportable to the Environment Agency or other regulatory bodies
 7. If appropriate, close the site and send everyone home
 8. When practicable, the incident must be formally investigated, recorded and reported using the appropriate forms, including circulation to the relevant authorities.
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Telephone numbers:

Emergency services:

Environment Agency:

Responsible manager:

Managing director:

Associated documentation

Forms

- EF03 – Internal Communication
- EF15 – Incident Investigation

