



Policy:	Emergency Policy & Procedure	Reference:	EPPSES0019
		Review Date:	05/2023

Purpose.

The purpose of this procedure is to describe the measures to be taken to ensure that all emergency situations are adequately and effectively controlled and investigated to prevent recurrence. Emergency plans/procedures are documents produced to describe the emergency arrangements for all offices, depots, and sites and when carrying out certain specialised operations.

Scope.

This procedure applies to all SES Engineering (Newark) Ltd Offices, Workshops and Sites.

Emergency situations may include, but not limited to:

- Fire/Explosion.
- Injury/Accidents.
- Security Alerts.
- Illness.
- Chemical Leaks.
- Flood.
- Environmental Spillage.
- Collapse Structure e.g., scaffolding.

Procedure.

Office, Workshop and Site Managers or their nominees will ensure that suitable plans and procedures are drawn up and implemented to adequately deal with any foreseeable emergency arising within their control.

Instruction and training on emergency procedures will be given via initial induction courses, toolbox talks and safety seminars, together with site notices and posters.

Plan emergency procedures before work begins and put general precautions in place from the start of work. The emergency plan, where applicable, will be incorporated within the Site-Specific Health & Safety Plan.

Some emergencies may require evacuation of the site or part of the site, others might involve the rescue of an injured person. For example, it may be necessary to plan how someone injured in a fall, within a confined space or a restricted plant room, can be attended to by first aiders and/or the emergency services before being taken to a place of safety. (Ref: SEEPSES0021)

When Planning Emergency Procedures, Take Into Account:

- The type of work being done on site e.g., extra precautions may be required to maintain routes downstairs during demolition.
- The characteristics and size of the site and the number and location of workplaces on the site. A large site with people working at many locations will probably need bells or sirens at a number of places to raise the alarm. On small sites with only two or three people working, an air horn may be adequate.
- The plant and equipment being used (e.g., consider tower crane drivers, people working on suspended access equipment or where the exit may be obstructed by equipment).
- The number of people likely to be present on the site at any one time. On sites where many people work, escape routes need to be wide enough to allow everyone to get through doorways or downstairs easily without them becoming overcrowded.
- The physical and chemical properties of substances or materials on, or likely to be on the site, e.g., work at Petrochemical Installations or at sites where flammable paints or glues are in use may require an increased standard of ventilation.



Take Precautions to Ensure:

- The likelihood of emergencies arising is kept as low as possible.
- Everyone on site can be alerted in an emergency.
- Everyone working on site, including contractors who may only be on the site for a few hours, knows what signal will be given if there is an emergency and knows what to do.
- Someone who has been trained is on site while work is in progress and will take responsibility for co-ordinating procedures.
- Emergency routes are available, kept clear, signed and adequately lit. When the site is not adequately lit by daylight for all periods when people are at work, provide lighting that will come on automatically in an emergency.
- There are arrangements for calling the emergency services. It is good practice to let the Fire Brigade know about any work in tunnels, confined spaces or above 18 m (above this height they may require specialist access equipment) and anywhere else where specialised rescue equipment may be needed.
- There is adequate access to the site for the emergency services and that access does not become impeded by plant or material building up.
- Arrangements for treating and recovering injured people are available.
- If an emergency does arise, someone is posted at the site entrance, or in another prominent position, so that they can direct the emergency services.

Review.

Managers will ensure that the Emergency Policy and Plan is frequently reviewed and revised when necessary and regular monitoring and auditing is carried out to test the efficiency of the plan and procedures.