

IMS15 - EMERGENCY PLAN

PURPOSE

To ensure that plans and procedures are in place to identify the potential for, and responses to, incidents and emergency situations, and for preventing and mitigating the likely illness and injury that may be associated with them.

The company does not undertake any activities that require an Operational Action Plan to be drafted under the C.O.M.A.H. Regulations.

Accordingly, this procedure describes how the organisation can act promptly and efficiently to respond to foreseeable emergency situations that arise from its day-to-day activities.

In practice, such concerns arise from one of two main areas. The first being fire precautions, the other being the provision of first aid equipment and expertise to respond to accidents at work.

ADDITIONAL INFORMATION

This procedure applies to:-

- i) The Health & Safety Officer;

This procedure complies with:-

- i) Legislation contained within the Legal Register;
- ii) Clause 4.4.7 OHSAS 18001:2007.

and is related to:-

- iii) The Health and Safety Policy Manual – Clause 4.4.7;
- ii) Training Manual.

PROCEDURE

1. The Quality & Compliance Manager shall develop and maintain an emergency plan that shall be communicated to all employees of the organisation, via the induction process as described in (IMS04).

The emergency plan shall identify through hazard identification, risk assessments, risk control results and through the review and analysis of other OH&S statistics (lost time accidents, near misses, etc.) all the potential accidents and emergencies, which may arise in all organisation's working areas.

FIRE

1. In the event of a fire within the organisation the fire alarm will be activated and the emergency services contacted, as per the organisation's fire responsibilities.
2. Once the alarm has been activated, the premises will be evacuated as per the organisation's fire procedure with all occupants reporting to the designated fire assembly point(s).
3. Once at the fire assembly point the fire marshal / senior person in charge will conduct a role call to determine if all persons have evacuated the premises safely.

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4. Once the role call has been completed the information is passed to the fire officers at the scene along with any of the information required i.e. fire plan, details of flammable / explosive substances stored within the premises.
5. Under no circumstances should any of the organisation's employees or visitors re-enter the premises until told that it is safe to do so by the fire officer or senior person in charge.
6. Following the fire the Health & Safety Executive should be notified and all appropriate documentation completed.

FLOOD

1. In the event of a flood it may be required for the premises to be evacuated; this is completed as per the evacuation procedure for fire. It may also be required for the senior person in charge to contact the emergency services in order to safely evacuate all persons if flooding is severe.
2. If the flood has only affected certain areas of the premises, it will be necessary to evacuate these workplaces of people. Once all persons have been safely removed from the area any power to the work area must be isolated to avoid any further possible damage / incident occurring e.g. electrical fires.
3. With all persons safely evacuated from the flooded areas and all power sources isolated, where possible, the senior person in charge shall inform:-
 - The water supplier;
 - Natural Resources Wales (0800 807060);
4. Under no circumstances should any of the organisation's employees or visitors re-enter the premises until told that it is safe to do so by the senior person in charge.

CHEMICAL SPILLAGES

In the case of a liquid chemical spillage the following procedure shall be implemented.

1. Once the liquid chemical spillage has been reported the spillage must be contained using sand, absorbent granules or any other inert absorbent material. When tackling a chemical spillage it is essential the person is wearing full protective clothing including:-
 - Rubber boots;
 - Plastic coverall;
 - Goggles complying with BS2092 chemical standard;
 - Neoprene gloves.
2. When undertaking clean-up the person must ensure that all drains and waterways in the vicinity of the spillage are protected suitably by surrounding the spillage with appropriate absorbent material.
3. Once the liquid spillage has been fully absorbed by the absorbent material the contaminated material should be collected with a brush and shovel and placed in a suitable, sealed container.
4. Once the container has been filled, the absorbent material shall be disposed of in the appropriate manner.

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5. Once the spillage has been cleaned correctly the person shall contact Natural resources Wales (0800 807060) and complete the required HSE documentation.

GASEOUS RELEASE / LEAK

1. In the event of an accidental gas leak it may be required for the premises to be evacuated; this is completed as per the evacuation procedure for fire. It may also be required for the senior person in charge to contact the emergency services in order to safely evacuate all persons if the leak / release is severe.

Large Release

- a. In the event of a large release, the premises will be evacuated and the emergency services contacted. All employees shall remain at the designated assembly point, under no circumstances should any of the organisation's employees or visitors re-enter the premises until told that it is safe to do so by the fire officer or senior person in charge.
- b. Once the affected area has been ventilated of any gas, the person in charge shall instruct all persons that it is safe to re-enter the building, under no circumstances should any of the organisation's employees or visitors re-enter the premises until told that it is safe to do so by the senior person in charge.
- c. Once the emergency services have made the situation / premises safe the senior person in charge will then contact Natural resources Wales (0800 807060) and complete the required HSE documentation.

Small Release

- a. In the event of a small release, the premises may be required to be evacuated and the emergency services contacted. If this is the case and the building does need to be evacuated, all employees shall remain at the designated assembly point. Under no circumstances should any of the organisation's employees or visitors re-enter the premises until told that it is safe to do so by the fire officer or senior person in charge.
- b. Any leaks should be isolated at source if possible and all doors and windows opened to ventilate the affected area. At this point, if fitted, all extraction units should be utilised to vent the affected area.
- c. Once the affected area has been ventilated of any gas, the person in charge shall instruct all persons that it is safe to re-enter the building, under no circumstances should any of the organisation's employees or visitors re-enter the premises until told that it is safe to do so by the senior person in charge.
- d. Once the situation / premises has been made safe, it is essential that the required HSE documentation is completed.

POWER FAILURE

1. In the event of a power failure it may be required for the premises to be evacuated, this is completed as per the evacuation procedure for fire. It may also be required for the senior person in charge to contact the emergency services in order to safely evacuate all persons if power failure is severe.
2. If the power failure has only affected certain areas of the premises, it will be necessary to evacuate these workplaces of people.
3. Once all affected areas have been evacuated, if required, the senior person in charge will contact the power suppliers.

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BOMB / TERRORIST THREAT

1. In the event of a terrorist threat the premises shall be immediately evacuated this is completed as per the evacuation procedure for fire. It is also required that the senior person in charge, contact the emergency services and give details of the exact threat.
2. Once the premises have been evacuated, all employees shall remain at the designated assembly point. Under no circumstances should any of the organisation's employees or visitors re-enter the premises until told that it is safe to do so by the emergency services.

STRUCTURAL DAMAGE / BUILDING FAILURE

1. In the event structural damage / building failure being identified, the premises shall be immediately evacuated. This is completed as per the evacuation procedure for fire. It is also required that the senior person in charge contacts the emergency services and gives details of the failure / damage.
2. Once the premises have been evacuated, all employees shall remain at the designated assembly point. Under no circumstances should any of the organisation's employees or visitors re-enter the premises until told that it is safe to do so by the emergency services.
3. Once all employees have been evacuated the senior person in charge shall contact the appropriate services to attend site so the work area can be made safe to work in. In the event of the damage / failure representing a very serious risk to health or safety, the appropriate services shall be instructed to segregate the danger area from all persons who could potentially be affected.

EMERGENCY EQUIPMENT

1. An emergency equipment register shall be produced and maintained by the Health & Safety Officer, which shall provide details of quantities and status of each item. The equipment register shall include:-
 - Alarm systems including location plan of break glass point;
 - Emergency lighting and power;
 - Emergency exit signs;
 - Critical isolation valves, switches and cut – outs;
 - Fire fighting equipment including location plans;
 - First aid equipment including location plans;
 - Emergency showers (where appropriate) including location plans;
 - Eye wash stations including location plans;
 - Communication facilities including location plans.

MANAGEMENT REVIEW

1. This procedure will be reviewed at management review meetings and revised if necessary to ensure that the Emergency Procedures are adequate.

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