

HSS- Emergency Plan

Accidents / Incidents

In the event of an accident or other incident the Site Manager must be informed immediately and they will ensure that :

- Any injured persons receive appropriate treatment from the trained first aider (usually the Site Manager)
- Appropriate reports and investigations are undertaken in accordance with HSS-ST-001-Incident - Incident Management Standard

Location of nearest Hospital (A&E):

**DONCASTER ROYAL INFIRMARY
ARMTHORPE ROAD, DONCASTER, SOUTH YORKSHIRE, DN2 5LT**

Location of nearest Police Station:

COLLEGE ROAD, DONCASTER, DN1 3HU

Accident/Incident Reporting

Keepmoat accident/incidents are reported via the electronic incident reporting system. **Every accident, however trivial, requiring treatment by the first aider will be entered in the electronic incident reporting system.** All incidents will be held on the server for future reference.

Incident Reporting

The procedure for reporting incidents is HSS-ST-001-Incident - Incident Management Standard

Investigation

The procedure for investigating incidents is HSS-ST-001-Incident - Incident Management Standard

Client Requirements

Keepmoat as Principal Contractor will inform the client (where it is not Keepmoat) of any incident that is reportable under RIDDOR.

Rescue of Casualties

If a person working on scaffolding is injured in such a way that they either cannot physically negotiate the ladder access to the ground or to try to move them might aggravate their injuries, then the first aider giving assistance should ensure that they are made as comfortable as possible in accordance with their first aid training until professional help arrives. Under no circumstances should the rescue of the injured person be attempted without the direct guidance of the fire and ambulance services.

It may be possible to assist the rescuers by removing a window to move the casualty through a property or by removing scaffold boards to facilitate the casualty being passed down through the scaffold.

If a scaffolder falls whilst erecting or dismantling scaffold and is suspended on a safety line, then the emergency procedure given in the scaffold company's safety risk assessment & method statement should be followed if it is safe and practical to do so. This procedure should follow the guidance given in NASC SG4:15 Preventing Falls from Scaffolding.

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First Aider

There will be at least one trained first aider on site at all times that construction work is being carried out. This will usually be the Site Manager for the contract. The first aiders are:

Amy Mell; Elaine Robinson; Kathryn Russell; Maggie Scarano; Shelley Shipman; Colin Denwood; Jasmine Hindley; Tammy Holdsworth; Sophie Tranter; Steven Nicholson; Alex Nash

First Aid Supplies

At least one fully stocked first aid box will be kept on each floor where it can be accessed at all times.

The British Standard (BS-8599) governs first aid kit sizes and contents. See Table below for Guidance on contents for First Aid Kits.

Any other special first aid equipment and treatments shown by contractors risk assessments to be required will also be made available with the first aid box.

Part of the Site Manager's weekly health and safety check is to ensure that first aid supplies are kept adequately stocked.

Sharps

If any sharps (e.g. needles) are found, then the details in HSS-ST-001-Sharps - Dealing with Sharps in the Workplace should be followed.

Gas

If gas is detected, the area around the leak should be evacuated and no-one allowed to re-enter until it is safe. If it is possible to do so safely, then the gas supply should be isolated to stop the leak. If it this is not possible, or it is not safe to do so, then the Gas Provider should be called on **0800 111 999**. On no account should any Keepmoat staff or anyone working on the contract enter a private residence or any area where there is thought to be a gas leak.

Asbestos

If a material you suspect to contain asbestos or one that is asbestos is accidentally discovered or disturbed during works, contamination of the surrounding work area could occur as a result of the disturbance or incorrect removal procedures. Should you accidentally discover or disturb a material you suspect to contain asbestos, or is asbestos, please follow the points outlined below :

- Cease work immediately.
- If possible seal the area off (i.e. Shut doors to room, close windows, put barrier in place).
- Inform anyone else in the work area to leave.
- Contact the Keepmoat Site Management Team.
- The Site Management Team will contact a licensed asbestos removal company
- The Site Manager will ask the Asbestos Removal Company to carry out a test on the suspected material.

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- The Site Manager will ask the Asbestos Removal Company to carry out a reassurance test and obtain the certificate.
- No one is to re-enter the work area until the certificate has been received and it states it is okay to do so and that Site Management have given approval.
- Site Management are to advise the Divisional Health & Safety Business Partner & the Contracts Manager of the incident.

Spillage

If the spillage is likely to reach surface drains or foul drains, if it is safe to do so, cover the drains with special drain covers.

Inform the Divisional Health & Safety Business Partner & the Contracts Manager about the location, nature and approximate quantity of the spillage.

The Site Manager will assess the situation and summon the fire brigade, if necessary, to deal with the incident.

In the event of a fire or a major spillage, contaminated run-off water or raw materials (such as diesel etc.) from ruptured vessels may be released. To prevent these from entering the surface or foul drain, the Site Manager will direct employees to cover the open drains.

It will be difficult to deal with large quantities of run-off fire water and the best possible actions should be agreed between the Site Manager and representatives of the Environment Agency and the local water authority.

Depending on the nature of the spillage (toxicity, flammability, corrosiveness, etc.) the Site Manager will advise the emergency authorities about appropriate neutralisation and clean up procedures. The advisory issues must include, as a minimum:

- Material safety data sheets (or the location of where to get them).
- Personal protective equipment (what, how and where to obtain).
- COSHH assessments.
- Spillage clean up procedures.
- Likely ignition sources and precautions.

The HSS Manager must inform the Environmental Agency, the local Council via phone of the nature and anticipated scale of the incident as soon as possible together with any measures taken to stop the situation from worsening.

During the incident communications with employees and the media should only take place through the Regional Managing Director or their assigned representative. After the incident and investigation has been completed consideration should be given to informing employees and the local community.

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Explosion

All employees must evacuate to designated assembly point and inform the Site Manager about the location of and magnitude of the explosion.

The Site Manager must inform the Divisional Health & Safety Business Partner.

The Site Manager must liaise with outside Authority (Fire Brigade, HSE, EA, etc.) and provide any relevant assistance.

The Site Manager must arrange for the First Aiders to carry out necessary First Aid.

The Site Manager must then arrange for inspection of all buildings, roofs & structures in the affected area and isolate unsafe areas.

The Site Manager must check and prevent any discharges as a consequence of an explosion to controlled and other waters using drain covers, etc.,

The Site Manager must check all services - power, gas and water supply/effluent and arrange to carry out necessary repairs.

The Divisional Health & Safety Business Partner must report the incident to relevant Authorities

Communication to the media must be channeled through the Managing Director or their assigned representative.

Flooding

In the event of site or area flooding, inform the Site Manager who will evaluate the safety of shutting down any electrical supply that may be affected.

The Site Manager must inform the Divisional Health & Safety Business Partner.

The HSS Manager must report the incident to relevant Authorities if specified by RIDDOR Regulations 1995 or if there is an equipment malfunction that leads to or may have the potential to lead to significant environmental pollution.

The Site Manager must check all bunded areas, tanks, foul sewer and floor surfaces and arrange for clean up as soon as possible to minimise any possible pollution.

Contracts Manager, with HR, will arrange for deployment or lay off of personnel if required.

The Site Manager must arrange for pumping out the floodwater by the Fire Brigade or Waste Contractor if required.

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Bomb Threats

Do not ignore bomb threats. The Site Manager must inform the police and any other relevant Authorities.

The Site Manager must inform the Divisional Health & Safety Business Partner.

Do not investigate too closely. Do not move or touch suspected bombs, explosives or suspicious/unidentified objects.

Do not shake, turn, cut wires, pull strings, pull fuses, undo suspected glued packages, pass metallic tools or objects near suspected bomb, move switches, release hooks or smoke near suspected bomb.

Do not move the bomb away from people - move people away from bomb.

Immediate evacuation is the best option to ensure personnel safety.

Where the bomb is thought to be placed near the designated evacuation assembly areas, these must not be used and alternatives shown to the personnel.

The effects of flying debris, glass, toxic chemicals, etc. As a consequence of exploding bomb must be considered when deciding the evacuation/ assembly area.

A search of the car parking area and the parked cars may be necessary. Any vehicles not belonging to the employees and not registered by visitors must be checked out.

Testing of Procedures

Testing of the above procedures will be arranged by the Site Manager. The Site Manager will provide feedback to the Divisional Health & Safety Business Partner to improve Emergency Evacuations.

The Site Manager will arrange practice evacuation drills on a biannual basis.

Any changes to the system will be identified at a subsequent debriefing, held immediately after the practice and / or each activation of the evacuation alarm.

This will involve the Site Manager where appropriate, action to remedy any deficiencies will then be instigated and recorded by the Site Manager.