Insert your logo here

Responsibility:

The (responsible person) supported by other appropriate persons are responsible for ensuring that plans are in place to respond to emergency situations.

Purpose:

This process defines the process/s needed to prepare for and respond to potential emergency situations within (company name)

Associated References and Documents

- ISO 14001:2015
- ISO 9001:2015
- www.legislation.gov
- NCR & Complaints Log

Fire

On discovery of a fire -

- Raise the alarm activating the nearest fire alarm call point.
- The Fire Marshals supported by other appropriate persons will then contact the Fire Brigade and ensure that any visitors or employees are safely escorted out of the building.
- You must then evacuate the building via the nearest fire exit without stopping to collect any personal belongings. Do not re-enter the building until safe to do so.
- If you feel that it is safe to do so or if the fire has threatened your route out of the building, then attempt to tackle it with appropriate fire suppression equipment e.g. fire blankets, extinguishers, etc.
- When you arrive at the assembly point await further instruction and roll call by senior management / fire marshals.
- Do not re-enter the building until instructed to do otherwise.
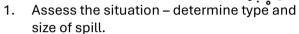
On hearing the alarm –

- Evacuate the building via the nearest fire exit to the fire assembly point without stopping to collect any personal belongings. Do not re-enter the building until safe to do so.
- When you arrive at the assembly point await further instruction and roll call by senior management / fire marshals.
- Complete the NCR & Complaints Log (Where required).
- Review risk register to verify if potential risk, should it re-occur, need adding as a risk. Or, if the risk is already identified, do risk calculations need changing?

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Spillages (Delete if not applicable)

1. Assess the situation – determine type and size of spill.
2. Ensure personal safety – appropriate PPE or evacuation if required.
3. Contain the spill - stop the source if possible and ensure ground/ water sources are not contaminated.
4. Ventilate the area – fumes (if present) will disperse.
5. Clean up the spill – start at outer edges and work towards the centre.
6. Dispose of waste – place used materials in appropriate hazardous waste bin.
7. Decontaminate and clean the area – used appropriate cleaning agents and ensure tools are included.
8. Report and document – report if required and ensure full investigation.
9. Review and prevent – Use NCR log to put in suitable corrective action measures.

Emergency contact details

In the event of an emergency, all relevant contact details can be found on (describe where they are found).

Waste Disposal

If waste is generated by the company is involved in an emergency event, (company name) will ensure that the waste carrier informs them of the outcome of the spillage e.g., clean up, pollution caused, etc.

Noise

The company do/do not (delete as necessary) emit excess levels of noise. Internal personnel will be required to wear appropriate PPE (Where applicable). Any issues with noise pollution will be recorded on the companies NCR & Complaints Log and dealt with appropriately.

Smells

The company does not usually have issues with bad smells from plant and equipment. This will be monitored on an ongoing basis.

Emissions to Air

The company does not usually have issues with emissions to air from plant and equipment. This will be monitored on an ongoing basis and control measures introduced where required.

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Insert your logo here

Emergency Equipment

The (person responsible) supported by other appropriate persons is responsible for ensuring that all emergency equipment required is provided and maintained and that the location of the equipment is specified on a site emergency plan.

Emergency equipment includes:
- Fire extinguishers
- Emergency lighting systems
- Fire alarm systems

(List your emergency equipment here)

First Aid

First aid information, such as the location of the fire assembly point and the list of first aiders, is displayed in the workplace.

Any injuries are reported to top management and are recorded in (describe where injuries are reported).

The responsibilities of first aiders include:

- Responding to an individual's first aid needs in the event of an emergency.
- Checking stock within first aid kits and replenishing items as required.
- Ensuring that first aid incidents are reported through the necessary channels.
- Communicating with the emergency services if needed.

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