|  |
| --- |
| Scope |
| This procedure applies to all Company projects, offices, facilities, asset and concession companies and Joint Venture (JV) projects where the Company Management System has been adopted by the JV Board. Where the Company is required to operate another party’s Management System then the requirements of the Joint Venture/Alliance Business Management System (BMS) Assessment (MSC-PR-0002) must be followed in relation to assessing the validity of third party management systems. |

|  |
| --- |
| Purpose |
| The purpose of this procedure is to define the health, safety and environmental controls associated with implementing Emergency Arrangements.  The requirements in this procedure are considered to be our current standards and must be adopted as part of a safe system of work. However, Projects and Contracts are also encouraged to identify new methods of working as long as these are: developed through rigorous risk assessment, demonstrably improve on current standards, deliver legal compliance and are approved in accordance with the Control of HSES Derogation procedure ([HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/BMS%20Documents/HSES/Health%20and%20Safety/Procedures/HSES-PR-0004%20Control%20of%20HSES%20Derogation.docx)). |

Procedural Requirements

|  |  |
| --- | --- |
|  | **COMPETENCIES** |
|  | Where specific training is required for nominated site personnel (e.g. confined space, breathing apparatus, tower crane rescue), training shall be provided in accordance with the competencies detailed in the relevant procedure. |
|  | **EMERGENCY PROCEDURES** |
|  | The Site Lead must ensure that relevant emergency procedures are produced and maintained within the Construction Phase Plan/Facilities Management Plan (PMP etc.) ([PRM-PR-0001](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9010)). Arrangements must include, where necessary, the provision of identifiable emergency routes, assembly points, and processes for summoning the emergency services, evacuation, stopping work or any other contingencies identified through the risk assessment procedure. |
|  | The Construction Phase Plan/Facilities Management Plan (PMP etc.) ([PRM-PR-0001](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9010)) must detail: |
|  | * Identification of potential accidents and emergencies (via completion of the Emergency Response and Notification Matrix ([HSES-TF-0003a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5100) – see Section 3.0 below) |
|  | * The person(s) who will take charge and their nominated deputies |
|  | * Details of actions to be taken by personnel during an emergency, including external personnel such as sub-contractors or visitors |
|  | * Specific roles, for example fire wardens, first aid staff etc., including their duties and responsibilities |
|  | * Evacuation procedures |
|  | * Identification and location of hazardous materials and emergency action required |
|  | * Availability of necessary information during the emergency, for example, keys, data sheets, work instructions, contacts telephone numbers, building layouts |
|  | * Identification of environmentally sensitive receptors such as water courses, drains etc. |
|  | Procedures designed to reduce the risk of occurrence of any emergency are detailed within the Business Management System. Additional guidance on planning and responding to emergency situations can be found in activity specific Health, Safety, Environment and Sustainability procedures and reference materials, for example, Working at Height ([HSF-PR-0063](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8232)), Confined Spaces ([HSF-PR-0020](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6929)), Excavations ([HSF-PR-0016](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8608)), First Aid ([HSF-PR-0008](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1110)), Environmental Incidents ([ENV-RM-0005a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8994)), Silt Mitigation Measures ([ENV-RM-0010a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8857)), Working Near Watercourses England and Wales ([ENV-RM-0019a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1089)), Working Near Watercourses Scotland ([ENV-RM-0019b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1088)) and the Management of Temporary Works Procedure [ENG-PR-0101](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-12508). |
|  | Task specific emergency response procedures must be included in the risk assessment, Method Statements (Work Package Plans) and task briefings. |
|  | In cases where the Network Rail National Emergency Plan (NR/L2/OCS/250) is implemented, the Company will act on the direction of Network Rail as required. |
|  | Additional arrangements must be made for individuals requiring assistance in the event of an emergency evacuation. See ‘Making preparations for evacuation of disabled persons’ ([HSES-RM-0003a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9421)) for guidance. Any additional arrangements must be recorded on a ‘Personal Emergency Evacuation Plan’ ([HSES-TF-0003c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9419)) and shared only with the individual, their Line Manager or Supervisor and any named buddies. |
|  | **EMERGENCY MATRIX** |
|  | Foreseeable emergency situations that could be encountered by the Company have been identified on the Emergency Response and Notification Matrix ([HSES-TF-0003a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5100)). |
|  | The Site Lead must ensure that the Emergency Response and Notification Matrix is made project/site/facility specific and ensure that it identifies any emergency situations that could potentially arise. |
|  | Where an emergency situation is identified that has not been included on the Emergency Response and Notification Matrix ([HSES-TF-0003a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5100)) then this shall be assessed and the Matrix updated. |
|  | The Emergency Matrix should be reviewed following a significant change in work activity or process. |
|  | Emergency Response Plan ([HSES-TF-0003d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13196)) and Emergency Response Plan Performance Report ([HSES-TF-0003e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13197)) are available for use. |
|  | **EMERGENCY EQUIPMENT** |
|  | The Site Lead must ensure that all relevant emergency equipment is provided. The emergency equipment should include, but not be restricted to: |
|  | * Alarm systems |
|  | * Emergency Lighting and power |
|  | * Means of escape, safe refuges |
|  | * Power isolation facilities, switches, and cut-offs |
|  | * Fire fighting equipment |
|  | * First aid equipment |
|  | * Communication equipment |
|  | * Spill kits |
|  | * Emergency evacuation equipment |
|  | All personnel expected to use such Emergency equipment must be trained in their use. |
|  | The Site Lead must ensure that emergency equipment location is identified on a site emergency plan and that the equipment is provided in adequate quantities in accordance with a site specific risk assessment. Emergency equipment must be tested at specified intervals and recorded on the Emergency Evacuation and Drill Response Record ([HSF-SF-0009b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8135)). |
|  | **EMERGENCY ROUTES AND EXITS** |
|  | The site emergency plan must also detail emergency routes and exits. |
|  | The following requirements must be complied with to safeguard people in the event on an emergency evacuation: |
|  | * Emergency routes and exits must lead directly as possible to a place of safety |
|  | * In the event of danger, it must be possible to evacuate the workplace as quickly and safely as possible. The number, distribution and dimensions of emergency routes and exits must be adequate having regard to the use, equipment and dimensions of the workplace and the maximum number of persons that may be present there at any one time |
|  | * Emergency doors must open in the direction of escape |
|  | * Sliding or revolving doors shall not be used for exits specifically intended as emergency exits |
|  | * Lifts must not be used as an emergency exit route |
|  | * Emergency doors must not be locked or fastened so that they cannot be easily and immediately opened by any person who may require to use them in an emergency |
|  | * Signs must indicate emergency routes and exits |
|  | * Emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of normal lighting |
|  | **COMMUNICATION** |
|  | The Project/Facilities or Office Safety, Organisation and Emergency Arrangements Chart ([HSES-TF-0003b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5101)) must be displayed on the Health, Safety and Environment noticeboard and at conspicuous locations around the site/project/office, identifying the location and telephone numbers of emergency contacts plus any other relevant emergency actions. This will include, where appropriate, Fire & Rescue Services, Ambulance Services, nearest hospital, Environment Agency/SEPA, Health and Safety Executive and any specialist teams such as toxic spillage management. A copy will also be kept with the Emergency procedures/plan within the Construction Phase Plan/Facilities Management Plan (PMP etc.) ([PRM-PR-0001](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9010)). |
|  | The Site Lead must ensure that all persons on site are instructed on the emergency procedures during induction training, and where appropriate, using trials of emergency drills. |
|  | Regular contact with the emergency services should be maintained and visits by emergency services to company projects/offices/facilities should be encouraged. |
|  | **TESTING OF EMERGENCY PROCEDURES** |
|  | Where there is a foreseeable risk of an emergency situation occurring (e.g. fire, spill and first aid injury) periodic tests of emergency arrangements must be conducted and recorded as follows: |
|  | |  |  | | --- | --- | | Type | Frequency | | Site / Project / Depot | Quarterly | | Office / Facility | Six Monthly | |
|  | The results of testing the emergency procedures must be reviewed and any recommended actions agreed must be recorded on the Emergency Evacuation and Drill Response Record ([HSF-SF-0009b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8135)) in accordance with the Fire Prevention, Control and Hot Works procedure ([HSF-PR-0009](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8140)) or the Environmental Emergency Drill Response Record ([ENV-SF-0004a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10480)) or the Spill Environmental Emergency Drill ([ENV-SF-0018a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7002)) |
|  | **MONITORING AND REVIEW** |
|  | Arrangements for emergency preparedness and response must be reviewed when site conditions change significantly, following an incident, or as a minimum on a monthly basis in accordance with the requirements of the Construction Phase Plan/Facilities Management Plan/Office Management Plan ([PRM-PR-0001](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9010)) ([HSES-TF-0007c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13715)). |
|  | The Site Lead must ensure that emergency arrangements have been successfully implemented. |
|  | Emergency arrangements must be reviewed during site inspections and audits. |
|  | **MAJOR INCIDENTS** |
|  | The specific project/office/site/facility requirements of [Group Standard 101 – Major Incident Response](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8640), which sets out the minimum standards required to ensure that the appropriate level of response is determined and dealt with, must be incorporated within the emergency procedures/plans. |
|  | Notification of Major Incidents must be carried out in accordance with the Incident Reporting and Investigations procedure ([HSF-PR-0005](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8639)). |

|  |  |
| --- | --- |
| Abbreviations / Definitions | |
| **MAJOR INCIDENT** | A Major Incident is defined as an event with serious or extreme consequences. It is the realisation of an actual level 4 or 5 severity rating, as defined in the ISMS Incident Severity Classifications Matrix |
| **SITE LEAD** | The person directly responsible for the Health and Safety of all employees, subcontractors and third parties, and for the care of the environment, affected by our works. |
| **RED TEXT** | Not yet available, use current BMS for relevant document |

|  |  |  |
| --- | --- | --- |
| INPUTS | | |
| **Reference** | **Type** | **Title** |
| [101](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8640) | Group Standard | Major Incident Response |
| [HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/BMS%20Documents/HSES/Health%20and%20Safety/Procedures/HSES-PR-0004%20Control%20of%20HSES%20Derogation.docx) | Procedure | Control of HSES Derogation |
| MSC-PR-0002 | Procedure | Joint Venture/Alliance Business Management System (BMS) Assessment |
| [HSF-PR-0005](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8639) | Procedure | Incident Reporting & Investigation |
| [HSF-PR-0009](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8140) | Procedure | Fire Prevention, Control and Hot Works |
| [HSF-PR-0008](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1110) | Procedure | First Aid |
| [HSF-PR-0020](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6929) | Procedure | Confined Spaces |
| [HSF-PR-0016](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8608) | Procedure | Excavations |
| [HSF-PR-0063](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8232) | Procedure | Work at Height |
| [PRM-PR-0001](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9010) | Procedure | Project Management Plan (incorporating Health, Safety, Quality and Sustainability Management Plans) |
| [HSES-RM-0003a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9421) | Reference Material | Making preparations for evacuation of disabled persons |
| [ENV-RM-0005a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8994) | Reference Material | Environmental Incidents |
| [ENV-RM-0010a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8857) | Reference Material | Silt Mitigation Measures |
| [ENV-RM-0019a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1089) | Reference Material | Working Near Watercourses England and Wales |
| [ENV-RM-0019b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1088) | Reference Material | Working Near Watercourses Scotland |
| [ENV-RM-0018a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6998) | Reference Material | Spill Management and Response |
| [ENG-PR-0101](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-12508) | Procedure | Management of Temporary Works |
| [HSES-TF-0007c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13715) | Reference Material | Facilities Management Plan |

| OuTPUTS | | | |
| --- | --- | --- | --- |
| **Reference No.** | **Document Title** | **Responsibility** | **Retention Period** |
| [HSES-TF-0003a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5100) | Emergency Response and Notification Matrix | Site Lead | 6/12 years |
| [HSES-TF-0003b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5101) | Project/Facility Organisation and Emergency Arrangements Chart | Site Lead | 6/12 years |
| [HSES-TF-0003d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13196) | Emergency Response Plan | Site Lead | 6/12 Years |
| [HSES-TF-0003e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13197) | Emergency Response Plan Performance Report | Site Lead | 6/12 Years |
| [HSF-SF-0009b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8135) | Emergency Evacuation and Drill Response Record | Site Lead | 6/12 years |
| [ENV-SF-0004a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10480) | Environmental Emergency Drill Response Record | Site Lead | 6/12 years |
| [HSES-TF-0003c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9419) | Personal Emergency Evacuation Plan | Line Manager | Where required |
| [ENV-SF-0018a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7002) | Spill Environmental Emergency Drill | Site Lead | 6/12 years |