

AHL Resourcing Solutions

Emergency Planning

APPROVAL AND AUTHORISATION



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1.0 Purpose

To ensure that all company employees are aware of the process for emergency planning and arrangements when working to customer's instructions on Network Rail Managed Infrastructure.

2.0 Scope

This procedure applies to all Company employees, engaged in work on Network Rail Managed Infrastructure.

3.0 Responsibilities

Managing Director

- It is the responsibility of the Managing Director to ensure that all employees / contractors both understand and comply with this work instruction
- It is the responsibility of the Managing Director to ensure that this procedure is maintained with up to date practices.
- Any changes to this procedure, or issue of authorised changes, will be made by the Managing Director in accordance with internal processes

All representatives of the company

- It is the responsibility of all company representatives to ensure that they are both familiar with this procedure and that they are working to the current issue of documentation.

4.0 Process

All company employees shall work to the customer's instructions as specifically advised by the Clients Representative / COSS or person in charge at the worksite/s.

Prior to commencement of any works staff must report to the COSS / person in charge at the worksite, to provide evidence and confirmation of their Sentinel card and competency certification

Access Planner required to visit sites alone for the purpose of data gathering shall follow procedure QPR 009

The COSS will provide all company employees with a site induction / briefing (as appropriate) to plain all relevant details of the work/s to be undertaken and health & safety arrangements. This briefing may include extracts from a Method Statement, Work Package Plan, Task Briefing and Safe System of Work Plan; in particular emergency arrangements and contact details should include the following:

- First Aid Arrangements and Accident Reporting
- Nearest Accident and Emergency Unit - name and contact number/s
- Location and type of Fire Fighting equipment available
- Appropriate method of communication
- Site evacuation process

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If any member of staff is unclear of the emergency process / arrangements following the briefing, they must seek clarification from the COSS / person in charge (who delivered the briefing) in the first instance.

If they are still not satisfied with the information provided, they must contact the company office and speak to the Rail / On-call Manager as appropriate.

The Managing Director / On-call Manager (as appropriate) will discuss the queries raised by the employee with the customer (seeking further details / clarification) and advise the employee of the outcome immediately.

Note: this may involve invoking the Worksafe Procedure QPR019

The emergency contact / on call details will be provided to all employees in a number of ways:

- Part of the on-going refresher safety briefings and toolbox talks
- Checked as part of the Worksite inspections

Where highlighted that insufficient emergency contact details / information are being provided by the customer to Company employees, this will be documented and discussed immediately with the customer. The outcome will be communicated to relevant employees.

If a trend emerges to indicate a consistent lack of information provided by the customer, the Managing Director will address this with the customer at the earliest opportunity, in order to improve communications and prevent a re-occurrence in the future.

The details will be documented, the outcome and any revised details / processes will be communicated to employees at the earliest opportunity and using the most suitable method (e.g. verbal briefing, include in the next safety briefing, by memo etc.).

Where an incident occurs on a site controlled by the client and which involves serious and imminent danger to persons or property the client will take control. However, where the accident or incident occurs on a Company controlled site or the client is not able to take control then all staff must manage the situation to prevent injury or harm from occurring to any person.

Serious and imminent danger includes potential and actual accidents involving trains and or death or injury to personnel or members of the public.

Where employees need to take immediate control of an incident involving serious and imminent danger they must take appropriate action depending on the nature of the incident.

- To stop trains and contact emergency services
- Contact the Signaller.
- Arrange to have AC or DC power switched via the Electrical Control Officer.
- Preferably, a signal post or lineside telephone should be used.

All communications with the signaller and Electrical Control Officer must follow the prescribed communications protocol as described in the Rule Book.

Do not disturb evidence at the scene of an incident, except so far as is necessary to prevent further injury to any person.

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Wait for the arrival of the Rail Incident Officer (and the emergency services if relevant) then work to their instruction.

Report to The Company as soon possible on the 24 hour emergency number. Ensure the required reporting forms are completed in accordance with QPR 012 Incident Management.

5.0 First Aid

The minimum first aid provision on any work site shall be:

- A suitably stocked first aid kit fit for the purpose for the activities being undertaken

If activities change to a different risk level at the site / place of work a new first aid requirements assessment is to be conducted.

All staff must be informed of who the first aider / appointed person is, prior to commencement of works and where the first aid box / kit is located.

First aiders / appointed persons must inform the office / supervisor or manager if the first aid kit has been used so the appropriate steps can be taken to replenish the used items.

The first aid box / kit should be examined at least on a 3 monthly basis

6.0 Fire Fighting Equipment

Where determined by the Work Package Plan, Risk Assessments or the Task Briefing, suitable and sufficient fire fighting equipment must be available at or close to the areas at risk.

All works that have the potential to generate heat, spark or flame shall be considered a high-risk area and fire fighting equipment must be readily available.

Persons required to use fire fighting equipment shall be suitably competent to do so