

Site emergency plan template

Contract name and number: Hoylandswaine

Roles and Responsibilities of Emergency Plan		
Title	Name / Number	Responsibility
Site Representative	Mark Nuttall [REDACTED]	Project manager
	Reece Twigg	Site Foreman
Incident Controller (if different from above)	David Hopper [REDACTED]	HSEQ Advisor
First Aider(s)	Mark Nuttall [REDACTED]	Project manager
	Reece Twigg	Site Foreman
Fire Safety Co-ordinator	Mark Nuttall [REDACTED]	Project manager
Fire Warden(s)	Reece Twigg	Site Foreman
Deputies for these roles		

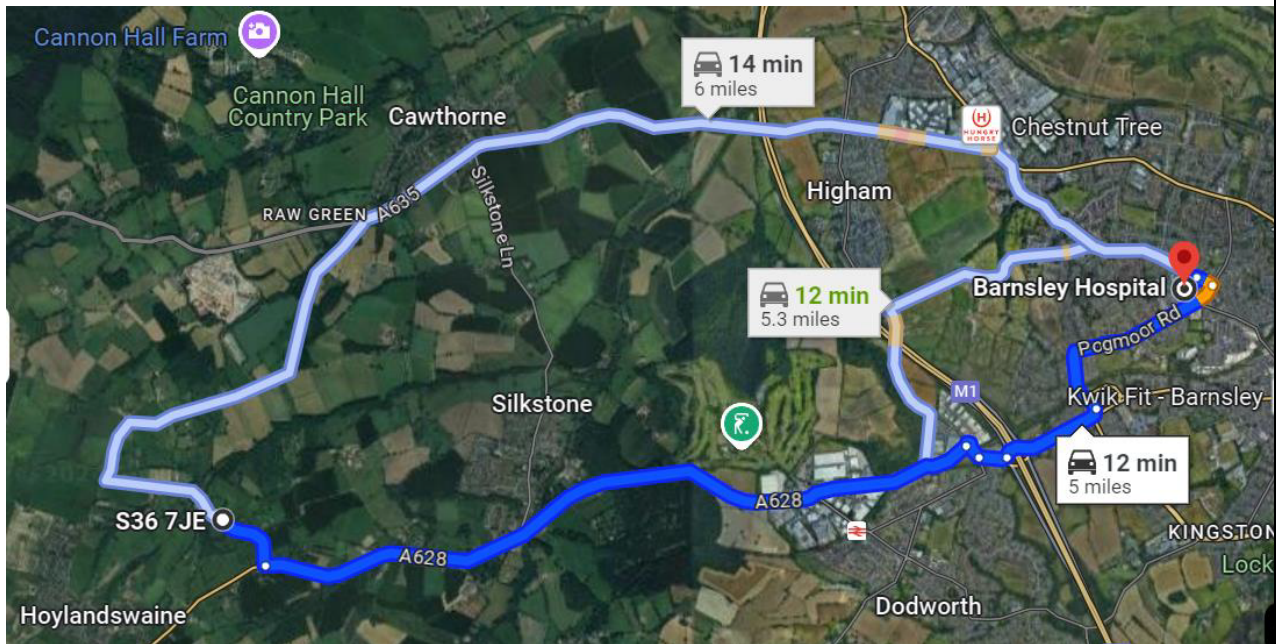
Contact Arrangements		
Title	Name	Number
Client Representative	Joe Summers	[REDACTED]
Fire Service	Emergency	[REDACTED]
Police	Emergency-nonemergency	[REDACTED]
On-call staff	Barhale On Call	[REDACTED]
Utility Agent – Gas	Cadent Gas	[REDACTED]
Utility Agent – Electricity	NPG	[REDACTED]
Utility Agent – Water	Yorkshire Water	[REDACTED]
Local Hospital	Barnsley Hospital	[REDACTED]
Local Environment Agency	Yorkshire area	[REDACTED]
EA / SEPA Helpline	N/A	[REDACTED]
Spill response contractor	Briggs	[REDACTED]
Local Authority (planning, environmental health, highways)	Barnsley Council	
Others: (List)		

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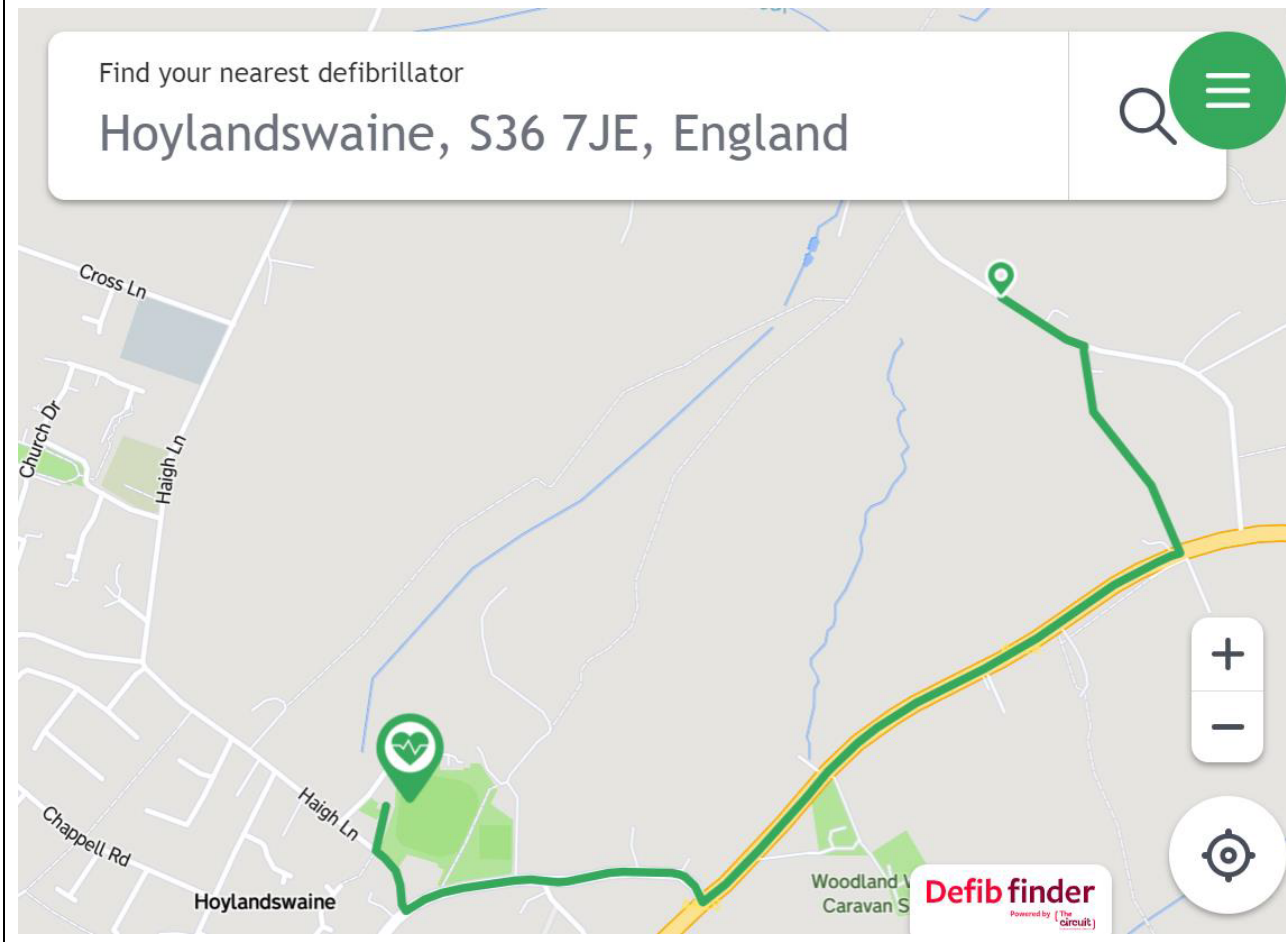
Barhale contacts: Contracts Manager Regional Director Head of HSEQ Lead Environmental Advisor /Project Environmentalist/HSEQ Advisor	Nick Smith Mark Wood Andy Dodman David Hopper	
Boundaries of the area covered by Emergency Plan. If necessary, Append small scale plan of site (with location of first aid kit, spill kits, drainage) and large scale plan (with location of nearest A&E dept) First Aid Kits located in site cabin and are available in the site construction vehicles. Spill Kits located next to site Fuel Bowser and in the site construction vehicles. Fire extinguishers located at site office / site meeting room / site welfare / site construction vehicles / fuel bowser. Upfront planning required: All working areas will be adequately secured and signed to prevent unauthorised access and provide segregation. Site supervisors must undertake a point of work checklist am and pm. All personnel working on site, and visitors, will be accounted for by means of signing in and out of site to control accounting of persons in the event of emergency. All those attending site must complete a Barhale Site Induction. In case of emergency all staff will muster at the site access gate then the site foreman will check off staff to the site register. Senior persons on site Foreman/PM will take lead in any emergency if emergency services are required the senior person will use what3words for site access https://what3words.com/housework.spices.task and meet the services there to let them in and guide to site. Prior to all works commencing there needs to be CDM compliance: - A CPP will be written and approved by Contracts manager highlighting potential risks. - Rams for all site activities will be produced, reviewed, and approved by The PM before carrying out these activities and will be briefed, this will be acknowledged by signing a Barhale Training Register per item briefed. - Barhale Permit system will be in place. - Rescue drills will be undertaken and recorded at the start of the site activities. -		

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The nearest A&E is Barnsley Hospital



The nearest defib is located at Churchville Community Centre, Micklefield, LS25 4AW



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Table to be completed to show potential effects of reasonably foreseeable emergencies arising from Barhale operations.

	Fire	Flood	Very High winds	Explosion	Discharge, Spillage or Leakage	Ecological Constraints	Sabotage, Vandalism	Trespass	Security Threats	Structural Failure	Earthworks collapse	Falling from height	Confined Space	Other (List)
People	☐	☐	☐	☐	☐	☐	☐	☒	☒	☐	☒	X	☒	☐
Client's Operations	☐	☐	☐	☐	☒	X	☐	☐	☐	☐	☐	☐	☐	☐
External Organisations	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Environment	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Arrangements for achieving and maintaining a safe site

Method of reporting the emergency and raising the alarm:

In case of fire - (for office compound)

The alarm shall be raised by shouting or pressing the air horn and the offices/area cleared and evacuated. If the emergency services are required then 999 will be dialled, and

instructions / directions will be given to the operator must use what3words

<https://what3words.com/moisture.bullion.jots>

All persons to meet at the agreed muster point site access gate.

next to the main compound gate. Register to be taken and the signing in / out sheet consulted.

In the case of an accident / major incident - (for office compound)

- the alarm shall be raised by shouting or pressing the air horn, the area should be made safe and the area cleared.

-If first aid is to be given then this should be provided by the onsite first aider.

-If the emergency services are required, then 999 shall be dialled. Instruction/directions will be given to the operator. <https://what3words.com/moisture.bullion.jots>

If the site supervisor is not at a particular work location at the time of an emergency, then they should be notified of the situation as soon as is practicable and further escalation to follow accordingly.

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Arrangements for achieving and maintaining a safe site

Means of evacuation / Removal of substance (Hazardous / Non-Hazardous) to safe place:

Once the alarm has been raised, all persons should gather at the designated muster points as detailed in the Barhale Site Induction provided to all personnel on site.

CONFINED SPACE:

If the evacuation is due to an atmospheric alarm sounding, then all persons shall don their emergency rescue breathing equipment and/or exit the space immediately either using the step irons/ladder and/or tripod/davit and winch.

Where the means of escape rely on the use of a Davit arm / Tripod and winch the operatives entering the confined space will be wearing a Harness that has been checked prior to entry. This would save time in an emergency scenario where the operative in question is unconscious and requires aided escape.

If the evacuation is due to an accident/major incident, then first aid will be provided, if possible, the injured persons will exit using the step irons and/or tripod/davit and winch.

The emergency services shall be called if required.

If due to flooding, the structure will be evacuated immediately by the safest means possible, the cause of the flooding should be investigated.

Confined space permit system in place on site ensuring gas monitors and escape sets are available and to be used in emergency in confined space along with tripod, winch, and harness. Top man to ensure all parties that enter the confined space are accounted for on exit.

EXCAVATIONS:

If the evacuation is due to an atmospheric alarm sounding, then all persons shall don their emergency rescue breathing equipment and/or exit the trench via safe means of access/egress.

If the evacuation is due to an accident/major incident, then first aid will be provided if possible. The injured person will exit via the safe means of access/egress or tripod/davit and winch available on site. If injury is serious and conditions allow doing so, do not move the injured party and comfort until emergency services arrive.

Where the means of escape rely on the use of a Davit arm / Tripod and winch the operatives entering the excavation will be wearing a harness that has been checked prior to entry. This would save time in an emergency scenario where the operative in question is unconscious and requires aided escape. In cases deemed appropriate by the site management team the Davit Arm may be stored in a suitable, accessible location on site and referenced in the Rams for this activity.

The emergency services shall be called if required.

If due to flooding, the trench will be evacuated immediately by the safest means possible, the cause of the flooding should be investigated.

FIRE:

Once alarm has been raised everyone to assemble at muster point at site compound entrance gates. Do not attempt to tackle the fire yourself, only if it is hindering your escape.

FLOODING

Once alarm has been raised everyone to assemble at muster point or just get to safety on higher ground at a minimum.

GENERAL RULES THAT APPLY TO ALL MAJOR EMERGENCIES ON SITE:

All work stopped immediately, move persons to safety and cordon the affected area as appropriate.

Designate a person(s) to be at the boundary or other suitable limit of the site. This person must be able to inform the emergency services of the location of the emergency, direct them to it and advise them of any site hazards on the route.

Liaise with the emergency services, advise them of site hazards relevant to their rescue or other activities necessitated by the emergency and if possible, arrange for the resources required to assist with rescue procedures or the evacuation of the site.

Provide liaisons for all other persons who may require

Inform the relevant Internal and External parties.

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Arrangements for achieving and maintaining a safe site	
Ensuring everyone is in a position of safety: Emergency assembly point/muster point is at the site entrance. In the event of an emergency, all persons shall meet at the muster points and register taken to account for all persons on site that day ensuring everyone has made it to a place of safety. Persons will be released back to their works areas, only when clearance has been given by the senior person on site.	

Identification and location of resources required to implement the emergency plan	
Resource	Location
First aid equipment	First equipment will be located in the site welfare smaller first aid kits will be in the ops vans
Stretchers and blankets	N/A
Personal protective equipment (PPE)	Mandatory PPE shall be provided to all persons, additional PPE will be highlighted by Risk Assessment. Additional supply of PPE available from the supervisor. 
Fire fighting equipment	Fire extinguishers to be located in all office / welfare units and at fuel tanks/storage areas
Environmental clear-up and spill containment equipment	Spill kits present on site and in compound. Plant nappys, drip trays to be used under ALL movable & static fuelled plant items For emergency spills contact Briggs 0800 374 348

Means of calling the all clear and authorising the re-entry to site after evacuation
Once the emergency has been dealt with and the all clear given, The senior person on site will authorise operative to return to work only if safe to do so.

Preservation of evidence at the scene of the emergency
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Photographic evidence shall be taken of all emergencies, accidents, major incidents.

Witness statements will be taken where necessary.

The area will be left undisturbed, and none admittance of persons until the investigation has been completed, or there is a further risk to safety or the environment, or until authorisation has been given by the H&S or Environment Advisor / Manager

CPR151 Incident investigation and reporting flowchart to be used

Actions to be taken in the event of an Environmental Emergency

This plan should be used for actual or suspected incidents:

SPILLAGE OF OILS OR CHEMICALS: STOP – CONTAIN – NOTIFY - CLEAN UP - INVESTIGATE	
1. STOP	STOP WORK IMMEDIATELY - Eliminate any sources of ignition - Identify oil and/or chemical spill and obtain correct PPE
2. CONTAIN	USING THE CORRECT PPE & REFER TO SITE DRAINAGE PLAN - Prevent further spillage: close off valves, stop pumping etc. - Contain/dam spillage: booms, earth/sand bunds, spill kits, drip trays - Block off drains/manholes - Divert spill from watercourse: use bunds, sandbags, ditches & spill kit - Check spill has not reached drains/manholes or "Controlled Waters"
3. NOTIFY	NOTIFY ONCE SPILLS CONTAINED - Inform Project Manager, Contracts manager & Regional HSEQ/Environmental Advisor - Above to inform External Parties (<i>Clients, Local Authorities, EA etc.</i>)
4. CLEAN UP	USE APPROPRIATE SPILL KIT - Use enough spill kit and leave it long enough to absorb spill - Bag-it-up & place in hazardous waste skip NEVER wash spill into drainage system or use detergents to clean up - Remove contaminated ground (if necessary), and place in hazardous waste skip - If unable to clean-up spill Site management to call in Clean-up Specialist - Remove hazardous waste using registered carrier & facility (<i>refer to Monthly Environmental return- CF637-50</i>)
5. INVESTIGATE	INVESTIGATE INCIDENT AND DETERMINE ROOT CAUSE - Agree actions to prevent reoccurrence e.g. training, method adaptation - Regional HSEQ/Environmental Advisor to complete & distribute Environmental Report
6. POST-INCIDENT	- Remember to re-stock any used spill kit to ensure there is sufficient stock should a further incidents need dealing with - Update method statement

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FINDING A PROTECTED SPECIES: STOP – NOTIFY – INVESTIGATE – MITIGATE - REPORT	
1. STOP	STOP WORK IMMEDIATELY - Identify protected species if possible (<i>DO NOT catch, trap or pick up</i>) - If species in immediate danger from the works secure the area & inform adjacent workers
2. NOTIFY	NOTIFY THE PROJECT MANAGER/SITE MANAGEMENT & REGIONAL HSEQ/ENVIRONMENTAL ADVISOR
3. INVESTIGATE	INVESTIGATE SUSPECTED DISCOVERY. Protected species not affecting works: HSEQ/Environmental Advisor to advise Project Manager and agree on further action as necessary Protected species affecting works: HSEQ/Environmental to inform project manager and seek advice, followed by immediate action and the informant of relevant parties. Not protected and not affecting works: Advise project manager and agree site release
4. MITIGATE	INVESTIGATE SUSPECTED DISCOVERY. Protected species not affecting works: undertake agreed actions and release area Protected species affecting works: undertake agreed immediate action and complete any further actions required by Clients/JVs and seek approval to recommence work Not protected and not affecting works: release area
5. REPORT	COMPLETE ENVIRONMENTAL REPORT & REVIEW METHOD STATEMENT Regional HSEQ/ Environmental Advisor to complete Environmental Report and distribute to the site team

DISCOVERY OF POTENTIALLY CONTAMINATED LAND: STOP – CONTAIN – NOTIFY – INVESTIGATE – CLEAN UP	
1. STOP	STOP WORK IMMEDIATELY Identify area of contamination & inform adjacent workers
2. CONTAIN	CLOSE OFF THE AREA - Secure the area with adequate fencing or similar - Cover contaminated material with sheeting during periods of dry or windy weather - Prevent approach from the public or any personnel
3. NOTIFY	NOTIFY ONCE POTENTIAL CONTAMINATED AREA CONTAINED Contact the Regional HSEQ/Environmental advisor and Project manager/Site Management
4. INVESTIGATE	REGIONAL HSEQ/ENVIRONMENTAL ADVISOR TO INVESTIGATE Contaminated Land: HSEQ/Environmental Advisor to inform Project manager and seek advice, followed by immediate action
5. CLEAN UP	ENSURE THE PROCESS MINIMISES THE RISK OF CONTAMINATION - Material to be stored and removed as hazardous waste or active waste DO NOT mix contaminated material - Remove hazardous waste from site using a registered carrier and facility (<i>refer to Monthly Environmental return- CF637-50</i>)

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- If unable to clean-up, Project manager to call in Specialist

FOR FULL LIST OF INCIDENT CLASSIFICATION REFER TO **CG151-02**

The emergency plan will be tested in regular intervals as stated below on all Barhale premises			
Drill types	Frequency		
	Offices	Sites	Depots
Evacuation of Tunnel	N/A	As defined by CPR-633 confined space procedure “within one week of first entry and quarterly basis after that”	N/A
Fire Drill	Quarterly	Once per project/ Quarterly	Quarterly
Spill Drill	Yearly	Once per project/ Quarterly	Six monthly
Confine Space	N/A	As defined by site specific Risk Assessment	N/A
Others (as mentioned below)			

*emergency plan tests conducted on Barhale premises should be recorded as incidents in Envoy using the “Tests & Drills” category.