



GDP010

Emergency Response Procedure

Goody Demolition Ltd

Wilcox Close
Aylesham Industrial Estate
Aylesham
Kent
CT3 3EP

T: 01304 840126

F: 01304 728351

E: spencer@goodydemolition.co.uk

W: www.goodydemolition.co.uk

Goody Demolition Office & Yard Emergency Response Procedure



Prepared For:	<i>Goody Demolition Ltd</i>
Prepared By:	Goody Demolition Ltd.
Document Reference:	GDP010
Project Reference:	<i>Office Yard</i>

Revision Log

Reviewed: 06-07-2020

Date of next review: 05-07-2021

Version: 1

Document Revision and Authorisation Record			
Revision Number	Prepared By Position Date	Authorised By Position Date	Details
001	Carl Bentley SHE Manager 29 th January 2019	Spencer Nichol Operations Manager 12 th February 2019	First issue
002			
003			
004			

Distribution List			
Roles	Name Organisation	Contact Details	
Client		Email:	
		Tel. No:	
Operations Manager	Spencer Nichol Goody Demolition Ltd.	Email:	spencer@goodydemolition.co.uk
		Tel. No:	
SHE Manager	Carl Bentley Goody Demolition Ltd.	Email:	carl.bentley@goodydemolition.co.uk
		Tel. No:	
Site Manager	Goody Demolition Ltd.	Email:	
		Tel. No:	
		Email:	
		Tel. No:	

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1. Overview of Procedure
<p>1.1 Purpose</p> <p>The purpose of this document is to assist in managing the Goody Demolition Ltd. (GDL) response to specified incidents, which the organisation considers to have the potential to arise through its undertakings. It will ensure:</p> <ul style="list-style-type: none"> • That all such responses are executed in a timely manner and are proportionate to allow the mitigation of further risk. • There is a consistent approach in responding to all such incidents • That all personnel are aware of the activation criteria for each specified incident to allow an effective response. • That all duty holders are aware of their responsibilities in relation to each specified incident emergency response. • The company complies with the following legislation: • <i>Regulatory Reform (Fire Safety) Order 2005</i> • <i>Management of Health and Safety at Work Regulations 1999</i> • <i>Control of Substances Hazardous to Health (COSHH) Regulations 2002</i> • <i>Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002</i> • <i>Work at Height Regulations 2005</i> • <i>The Confined Spaces Regulations 1997</i> • <i>The Control of Asbestos Regulations 2012</i> • <i>The Construction Design and Management (CDM) Regulations 2015</i> • That analysis is completed to allow companywide incident statistics to be reported and any trends identified <p>This document consists of an outline of key roles and responsibilities, definitions of terms along with template documents relating to incident reporting and investigations.</p>
<p>1.2 Scope</p> <p>The emergency response procedures detailed within this document shall apply to the entire Goody Demolition Ltd. group and all work related activities completed both at GDL owned properties (e.g. offices, workshop etc.) and when completing contractual works acting as either Principal Contractor or as a Sub-Contractor.</p> <p>The document aims to:</p> <ul style="list-style-type: none"> • Clearly outline the responsibilities assigned to named personnel in dealing with specified incidents and how such incidents will be managed immediately to mitigate further risk. • Detail the equipment required and the escalation process following an event to ensure all parties are informed to enable the appropriate immediate and remedial actions to be taken in order to resolve the incident. • Provide site specific drawings detailing the location of emergency equipment, muster points, services etc. that will be fundamental to the management of any incident. <p>This document is owned by the Operations Team and is available to all employees. The contents of the procedure should be understood by all employees, to ensure the correct actions are taken in responding to all specified incidents in a proportionate and timely manner.</p>
<p>1.3 References</p> <ul style="list-style-type: none"> • Goody Demolition Ltd. Health and Safety Policy • Regulatory Reform (Fire Safety) Order 2005 • Management of Health and Safety at Work Regulations 1999 • Control of Substances Hazardous to Health (COSHH) Regulations 2002 • Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002 • Work at Height Regulations 2005 • The Confined Spaces Regulations 1997 • The Control of Asbestos Regulations 2012 • The Construction Design and Management (CDM) Regulations 2015
<p>1.4 Definitions</p> <p>Incident - an instance of something happening; an event or occurrence.</p> <p>Accident – a separate, identifiable, unintended incident, which causes physical injury and/or damage that is without deliberate cause.</p> <p>Asbestos - a naturally occurring fibrous mineral which exhibits heat resistant and non-flammable properties, commonly used in construction materials prior to 1999 and is known to cause serious lung conditions such as Mesothelioma.</p> <p>Fire – a state, process or instance of combustion in which fuel or other material is ignited and combined with Oxygen, giving off light, heat and flame.</p> <p>Work at Height - work in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury.</p> <p>Excavation – a cavity or void formed where the process of removing earth has been undertaken.</p> <p>Confined Space – any enclosed space where there is a reasonably foreseeable specified risk of any serious injury associated with it.</p>

Hazardous liquid or substance – a hazard is anything with the potential to cause harm, therefore it can be said that if a liquid or substance has the potential to cause harm it shall be considered to be hazardous.

Structural Collapse - failure of a structure or the load bearing elements of that structure causing complete or partial collapse

Unexploded Ordnance (UXO) - explosive weapons (bullets, bombs, shells, grenades, land mines, naval mines, cluster munitions, etc.) that did not explode when they were deployed and still pose a risk of detonation.

Service Strike – contact with a live utility service i.e. gas, electricity, water, etc. having the potential to give rise to serious injury, death, and/or customer supply disruption

Security Breach – incidence of trespass leading to theft, criminal damage and/or injury to those who have gained unauthorised entry/access.

Initial Notification Form (INF) – This internal form (located in all GDL site safety files) replaces the requirement to complete the accident book. This form is to be completed by the GDL site supervisor and submitted to the relevant contracts manager, SHE manager and Operations Manager within 24 hours of any of the following incidents:

- Accident / Incident
- Fire
- Asbestos Disturbance
- Service Strike
- Work at Height Emergency
- Excavation Emergency
- Confined Space Emergency
- Spill of Hazardous Liquid
- Structural Collapse
- Security Breach
- Un-exploded Ordnance Discovery

First Aiders – These are persons who are suitably trained and certificated as competent First aiders. All GDL First Aiders will either hold a First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) certificate.

Fire Marshals – These are persons who are suitably trained as competent to assist in the control of fire precautions and assist with emergency response in the event that a fire should occur.

2. Responsibilities
2.1 Goody Demolition Ltd. Corporate
<ul style="list-style-type: none"> • Ensure sufficient resources are provided to enable compliance with all relevant legislation to be achieved. • Ensure sufficient resources are provided in relation to Equipment and Personnel • Ensure sufficient resources are provided to enable suitable investigations to be completed following any incident • Ensure sufficient resources are provided for suitable site security • Maintain out of hours contacts for emergency response • Ensure that the relevant regulatory authority is notified in a timely manner of any reportable incidents.
2.2 Client
<ul style="list-style-type: none"> • Provide input into the ERP as may be required • Identify personnel to be contacted in the event of an incident • Provide out of hours' contacts • Liaise with GDL with respect to Emergency services attending site • Assist GDL in the event of a service strike to locate incoming supply to allow for isolation
2.3 Operations Manager
<ul style="list-style-type: none"> • Ensure all nominated duty holders are aware of their responsibilities and have been briefed on the Emergency Response Plan (ERP) • Liaise with all other relevant parties in relation the ERP • Be the designated point of contact following all incidents • Ensure all required drills are completed • Authorise the purchase of all required equipment and ensure suitable training is provided to enable the implementation of the ERP • Plan for suitable sub-contractors to attend site and install any specialist equipment required to enable implementation of the ERP. • Ensure all personnel receive a thorough briefing covering the key aspects of the ERP • Liaise with all parties (where required) in the event of an incident • Notify the emergency services and act as point of contact • Notify client of any incident
2.4 SHE Manager
<ul style="list-style-type: none"> • Assist management teams with the completion of the ERP • Ensure that the ERP is regularly reviewed and updated where required. • Ensure requirements of the ERP are implemented on site • Ensure all required equipment necessary for the implementation of the ERP is established on site • Ensure all such equipment is suitable and has relevant certification (where required) • Ensure all required weekly inspections are completed and records collated • Arrange for any additional training as may be required by site staff • Ensure all health and safety information, posers and signage is accurate and remains up to date • Ensure the site induction is updated to reflect the requirements of the ERP and any additional changes as project develops • Organise and/or oversee relevant drills

<ul style="list-style-type: none"> • Ensure regular testing of fire alarm is undertaken • Be responsible for ensuring all records are suitably kept and maintained in relation to all incidents • Provide the Operations Manager with summary of all incidents
<h3>2.5 GDL Site Management</h3>
<ul style="list-style-type: none"> • Ensure suitable numbers of first aiders and fire marshals are available daily • Provide emergency services with relevant COSHH/SDS for any substances • Inform SHE Manager, Contracts Manager and Operations Manager of all onsite incidents (via email / phone) • Complete and submit INF form within 24hrs of incidents • Close out all remedial actions following findings of any incident report
<h3>2.6 First Aiders</h3>
<ul style="list-style-type: none"> • Ensure first aid kits are fully stocked and regularly checked for depletion • Confirm emergency equipment (i.e. eyewash stations) are established in relevant areas • Assist any injured person as required • Provide update to site manager on any injured party (IP) • Liaise with Emergency services when they attend site • Accompany IP to hospital
<h3>2.7 Fire Marshals</h3>
<ul style="list-style-type: none"> • Ensure fire points are established as per requirements of ERP • Complete sweep of building (in pairs) following an alarm activation (not a confirmed fire) • Assist in roll call • Assist in any evacuation drills • Complete weekly inspections of fire points
<h3>2.8 All Employees</h3>
<ul style="list-style-type: none"> • Report all incidents to GDL site management • Assist with all investigations into incidents (i.e. provide witness statements / comply with any required drug and/or alcohol testing)

<h2>3. Resources</h2>
<h3>3.1 First Aid and Rescue Equipment <i>(delete or amend as appropriate)</i></h3>
<ul style="list-style-type: none"> • First aid kits will be sufficient to treat 20 persons as standard at each location • Burns kits will be located in close proximity to areas where hot works are being undertaken and the GDL site office • Defibrillator located in GDL site office • First aid kits located in the following locations: <ul style="list-style-type: none"> - GDL Site Office - Security Cabin - Ground Floor Kitchen first aid kit - First Floor Admin first aid kit • Site radios issued to the following personnel: <ul style="list-style-type: none"> - GDL health & safety manager - GDL operations manager - First aiders - Fire marshals
<h3>3.2 Emergency Fire Equipment <i>(delete or amend as appropriate)</i></h3>
<ul style="list-style-type: none"> • Interlinked fire alarm system provided at all fire points <ul style="list-style-type: none"> - Capable of sound level of 102 dB (A) - Integrated warning lights when activated - Base unit allowing location of alarm activation to be recorded • Air horns provided at all fire points • Various fire extinguishers provided in all areas (refer to site plans for full details) • As a minimum fire points will be installed at the following locations: <ul style="list-style-type: none"> - Welfare area - Smoking area - Refuelling area - COSHH store - Fuel store - Adjacent gas cages (must include Powder extinguisher) - Where hot works are completed - On escape routes • Fire points to consist of the following: <ul style="list-style-type: none"> - Fire alarm call point / Air horn

- Fire notice poster
- Fire plan drawing
- 1 X water Extinguisher and one other of the below:
 - o Dry Powder
 - o Foam
 - o CO₂

3.3 Ancillary Equipment

- Harness equipment
- MEWP equipment
- Torches
- 360° Excavator
- Evacuation Chair
- Stretcher

3.4 Spill Control

- Spill kits
- Spill granules
- Plant nappies
- Drip trays
- Used spill kit bins

3.5 Designated Persons

3.5.1 First Aiders



Spencer Nichol



Calum Hay



Chris Guy

3.5.2 Fire Marshals



Jay Pitcher



Calum Hay



Chris Guy

3.6 Local Accident and Emergency Department Location



Queen Elizabeth The Queen Mother
Hospital
St Peters Road,
Margate,
Kent,
CT9 4AN

Phone: 01843 225544

Take Cooting Rd to Adisham Rd/B2046
Continue on B2046. Drive from A257, A256, Hengist Way/A299, Haine Rd and A254 to Margate

4. Emergency Response Procedures

This section contains standalone documents that cover the immediate actions to be taken in the event of what GDL consider to be the most reasonably foreseeable potential emergency incidents. These documents will be used by the site team for reference should such incidents occur in order to ensure all statutory duties have been discharged.

In the event of any emergency incident the following means of communication will be used:

1. Radio Communication
 - a. Channel 1 for emergencies only (all GDL and subcontractor supervisors to carry radios)
 - b. Inform site security to expect emergency services onto site where applicable

2. Telephone Communication
 - a. Used to request appropriate emergency services to site
 - b. As back up to radio communication
 - c. Client project team informed of incident in the first instance via phone

The table below should be completed to indicate which of the ERPs detailed within this section are applicable.

ERP Reference and Title	Applicable	
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
ERP 001 – Accident / Incident	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
ERP 002 – Fire	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
ERP 003 – Asbestos Disturbance	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
ERP 004 – Service Strike	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
ERP 005 – Work at Height	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
ERP 006 – Excavation	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
ERP 007 – Confined Space	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
ERP 008 – Spill of Hazardous Liquid(s)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
ERP 009 – Structural Collapse	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
ERP 010 – Security Breach	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
ERP 011 – Un-exploded Ordnance Discovery	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Emergency Response Plan 001			
ACCIDENT / INCIDENT			
Job Ref	Office / Workshop	Site	Goody Office
Date	03/01/2019	Reviewed by	Spencer Nichol
Description			
A person suffers and accident / medical incident at the workplace			
Activation			
<ul style="list-style-type: none"> • Accident leading to personal injury • Medical incident / emergency • Near miss • Dangerous occurrence 			
GDL Response			
<p>Accident / Medical Emergency</p> <ul style="list-style-type: none"> • Stop works and make the area safe for access • Summon the GDL First Aiders via radio explaining nature of accident / injury • Inform GDL Manager of the accident • First Aider to attend the IP and make assessment of injury and treat at scene if possible • Where possible remove IP from works area to welfare area and treat as required – where required specific rescue lifting equipment can be used to move injured person (on advice from First Aider) • GDL Site Manager to summon the emergency services where required. • First Aider to remain with the IP until emergency services arrive and take control of situation • GDL SHE Manager, Contract Manager and Client to be informed by GDL Site Manager so relevant investigation can be completed <p>Accidents Only GDL Site Manager to undertake the following: Cordon off area of accident to prevent unauthorised access Collect witness details Complete Incident Notification Form (INF)</p> <p>NOTE: Where RPE / PPE is causing additional discomfort or an inability to treat an IP it should be removed</p> <p>Incident (i.e. damage)</p> <ul style="list-style-type: none"> • Prevent access to work area • Summon the GDL Site Manager/Project Manager • Assess damage where safe to do so • Inform Client /Property Manager (if applicable) • GDL Site Manager to summon the emergency services where required • Complete Incident Notification Form (INF) • Notify GDL SHE and Contracts Managers 			
Equipment			
<ul style="list-style-type: none"> • First aid kits and burns kits where applicable (i.e. where hot-works are being undertaken) • Eyewash stations • Defibrillator (on projects with more than 80 operatives) • Site radios • Stretcher 			
PPE			
<ul style="list-style-type: none"> • Disposable gloves for First Aiders 			
Responsibilities			
<p>First Aider</p> <ul style="list-style-type: none"> • Ensure first aid kits are stocked and checked • Confirm emergency equipment, i.e. stretcher, is provided as required and is fit for purpose <p>Site Manager (or nominated deputy)</p> <ul style="list-style-type: none"> • Ensure suitable numbers of First Aiders are available daily • Provide Emergency services with relevant COSHH/SDS for any substances • Inform GDL management • Complete Incident Notification Form (INF) 			

Emergency Response Plan 002			
FIRE			
Job Ref	Office / Workshop	Site	Goody Office
Date	03/01/2019	Reviewed by	Spencer Nichol
Description			
A fire alarm (false or real) within the site / workplace			
Activation			
<ul style="list-style-type: none"> Continuous sounding of air horn / klaxon Activation of fire alarm (hard wired / WES system) Visible smoke / flames 			
GDL Response			
<p>On Discovering A Fire</p> <ul style="list-style-type: none"> Immediately sound the nearest fire alarm and make those around you aware of the fire If trained and safe to do so, attempt to tackle the fire using the nearest fire extinguisher If the fire cannot be contained leave the area by the nearest available exit, closing any doors as you leave Make your way to the fire assembly point located outside the front gate and complete roll call Report the location of the fire to the GDL Site Manager GDL Site Manager to summon emergency services to attend site GDL Site Manager to undertake roll call GDL Site Manager to liaise with emergency services when they attend site GDL Site Manager to inform GDL senior management GDL Site Manager to complete Incident Notification Form (INF) <p>On Hearing The Fire Alarm</p> <ul style="list-style-type: none"> Safely stop works and leave the area in an orderly manner Make your way to the fire assembly point located outside the front gate and complete roll call Fire marshals to confirm nature of alarm (false or real), once confirmed GDL Site Manager to inform GDL SHE Manager on outcome Once alarm has been confirmed as a genuine fire follow the procedures detailed above 			
Equipment			
<ul style="list-style-type: none"> WES Fire alarm and base unit (if applicable) Air horns / klaxons (if applicable) Site radios Site register (for roll call) 			
PPE			
<ul style="list-style-type: none"> No additional PPE required 			
Responsibilities			
<p>Fire Wardens / Marshals</p> <ul style="list-style-type: none"> Ensure fire points are established on each floor as required Complete weekly checks of all fire points Complete sweep of building (in pairs) during alarm (not a confirmed fire) 			
<p>Site Manager (or nominated deputy)</p> <ul style="list-style-type: none"> Ensure Project fire risk assessment is kept up to date Complete fire drills (every 6 months and within the first 8 weeks following site set up) Complete roll call in the event of an evacuation 			
<p>Security Team (Out of Hours)</p> <ul style="list-style-type: none"> Summon fire services Communicate out of hours' alarm (confirm fire to GDL site manager / nominated deputy) 			

Emergency Response Plan 003			
ASBESTOS DISCOVERY			
Job Ref		Site	
Date		Reviewed by	
Description			
A person suffers and accident / medical incident at the workplace			
Activation			
<ul style="list-style-type: none"> • Accident leading to personal injury • Medical incident / emergency • Near miss • Dangerous occurrence 			
GDL Response			
<p>Accident / Medical Emergency</p> <ul style="list-style-type: none"> • Stop works and make the area safe for access • Summon the GDL First Aiders via radio explaining nature of accident / injury • Inform GDL Site Manager of the accident • First Aider to attend the IP and make assessment of injury and treat at scene if possible • Where possible remove IP from works area to welfare area and treat as required – where required specific rescue lifting equipment can be used to move injured person (on advice from First Aider) • GDL Site Manager to summon the emergency services where required. • First Aider to remain with the IP until emergency services arrive and take control of situation • GDL SHE Manager, Contract Manager and Client to be informed by GDL Site Manager so relevant investigation can be completed <p>Accidents Only GDL Site Manager to undertake the following: Cordon off area of accident to prevent unauthorised access Collect witness details Complete Incident Notification Form (INF)</p> <p>NOTE: Where RPE / PPE is causing additional discomfort or an inability to treat an IP it should be removed</p> <p>Incident (i.e. damage)</p> <ul style="list-style-type: none"> • Prevent access to work area • Summon the GDL Site Manager/Project Manager • Assess damage where safe to do so • Inform Client /Property Manager (if applicable) • GDL Site Manager to summon the emergency services where required • Complete Incident Notification Form (INF) • Notify GDL SHE and Contracts Managers 			
Equipment			
<ul style="list-style-type: none"> • First aid kits and burns kits where applicable (i.e. where hot-works are being undertaken) • Eyewash stations • Defibrillator (on projects with more than 80 operatives) • Site radios • Stretcher 			
PPE			
<ul style="list-style-type: none"> • Disposable gloves for First Aiders 			
Responsibilities			
<p>First Aider</p> <ul style="list-style-type: none"> • Ensure first aid kits are stocked and checked • Confirm emergency equipment, i.e. stretcher, is provided as required and is fit for purpose <p>Site Manager (or nominated deputy)</p> <ul style="list-style-type: none"> • Ensure suitable numbers of First Aiders are available daily • Provide Emergency services with relevant COSHH/SDS for any substances • Inform GDL management • Complete Incident Notification Form (INF) 			

Emergency Response Plan 003			
ASBESTOS DISCOVERY			
Job Ref		Site	
Date		Reviewed by	
Description			
Whilst undertaking work, Asbestos Containing Materials (ACMs) are discovered or disturbed			
Activation			
<ul style="list-style-type: none"> Disturbance / discovery of suspected ACMs 			
GDL Response			
<u>Asbestos Discovery / Disturbance</u>			
<ul style="list-style-type: none"> Stop works Inform GDL Site Manager immediately (e.g. via radio), confirming location of discovery Operatives to prevent further access to the area GDL Site Manager to attend area and put on coveralls and RPE to assess discovered materials Area to be cordoned off and materials (if external) to be covered to minimise further disturbance by weather. Fibre suppressant to be applied to immediate area GDL Site Manager to inform GDL SHE Manager of findings GDL Site Manager to arrange for material sample to be collected and analysed by accredited laboratory along with air testing (as required) Where materials are confirmed as ACMs relevant specialist contractor is to be employed to remove discovered item If materials are confirmed as ACMs, GDL to arrange safety meeting with client to discuss further actions to check site for further occurrences 			
Equipment			
<ul style="list-style-type: none"> Barrier tape / Signage Fibre suppressant Polythene sheeting 			
PPE			
<ul style="list-style-type: none"> Disposable coveralls RPE 			
Responsibilities			
GDL Site Manager (or nominated deputy) <ul style="list-style-type: none"> Investigate all possible ACM discoveries Where required inform SHE Manager of discoveries Arrange for suitable sampling, air testing and clean up contractors to attend site Complete Incident Notification Form (INF) 			

Emergency Response Procedure



Emergency Response Plan 004			
SERVICE STRIKE			
Job Ref		Site	
Date		Reviewed by	
Description			
During demolition, soft strip or excavation works a service is disturbed			
Activation			
<ul style="list-style-type: none"> Accidental damage to a known LIVE service Discovery of an unknown service (Live or Isolated) Isolated service found to be LIVE 			
GDL Response			
<p>Electrical Services</p> <ul style="list-style-type: none"> Immediately stop works and evacuate the area If discovery is by an individual (not plant) remove this person from the area if injured (following the steps set out below if safe to do so) Isolate the service if possible Use a wooden pole to remove service away from IP Remove IP from the area for treatment Cordon off the area and request GDL Site Manager to attend via radio GDL Site Manager to inform service provider to attend area and inspect service to ascertain if LIVE (if in doubt) Undertake further tests to confirm if the service is LIVE – until such confirmation has been completed no further works will commence Service provider to arrange suitable repair to service Following suitable confirmation / isolation further tests (CAT/GENNY) will be completed to trace and mark out the discovered service GDL Site Manager to undertake the following: Complete Incident Notification Form Inform senior GDL management and client Inform SHE Manager to initiate investigation Arrange for a temporary supply (if affecting other users i.e. members of the public / site works) <p>Gas Services</p> <ul style="list-style-type: none"> Immediately stop works and evacuate the area All plant and equipment to be turned off and keys removed Cordon off the works area and prevent further access Inform GDL Site Manager of the incident and await further instructions GDL Site Manager will inform service provider of incident and request their attendance to the works location Service provider and GDL site teams to work to isolate the service No further works to be completed until required repair has been completed by specialist contractor / Utilities provider Following suitable confirmation / isolation further tests (CAT/GENNY) will be completed to trace the discovered service GDL Site Manager to undertake the following: Complete Incident Notification Form Inform GDL senior management and Client Inform SHE Manager to initiate investigation Arrange for a temporary supply (if affecting other users i.e. members of the public) <p>Other Services</p> <ul style="list-style-type: none"> Immediately stop works and evacuate the area Inform GDL Site Manager about discovery of service GDL Site Manager to inspect work area to ascertain type of service discovered / damaged GDL Site Manager to inform service provider of service strike and seek their assistance Where required liaise with service provider to secure isolation of service (e.g. water supplies etc.) Following suitable confirmation / isolation further tests (CAT/GENNY) will be completed to trace the discovered service GDL Site Manager to undertake the following: Complete Incident Notification Form (INF) Inform GDL senior management and Client Inform SHE Manager to initiate investigation Arrange for a temporary supply (if affecting other users i.e. members of the public) 			
<p>NOTE: If damage occurs to a known service then GDL will be responsible for ensuring all incoming supplies are checked / isolated prior to seeking assistance from the service provider.</p>			
Equipment			
<ul style="list-style-type: none"> Cat / Genny 360° Excavator Insulated hand tools Pedestrian barriers 			

Emergency Response Procedure



PPE
<ul style="list-style-type: none">• Flame retardant coveralls
Responsibilities
<p>Site Manager (or nominated deputy)</p> <ul style="list-style-type: none">• Investigate all reported service strikes / discoveries• Report service strikes to:<ul style="list-style-type: none">- Service provider- Contracts Manager- Project Manager- SHE Manager- Client• Ensure all discovered services are further surveyed and marked on-site• Complete Incident Notification Form (INF)

Emergency Response Procedure



Emergency Response Plan 005			
WORK AT HEIGHT			
Job Ref		Site	
Date		Reviewed by	
Description			
An accident or incident involving personnel working at height			
Activation			
<ul style="list-style-type: none"> Accident / incident whilst undertaking works at height Suspension trauma when working in a harness 			
GDL Response			
<p>Work at Height Injury / Incident</p> <ul style="list-style-type: none"> Immediately raise the alarm and request the attendance of the GDL First Aiders and GDL Site Manager to assess the situation Stop works and ensure clear access to works area If the IP can move unassisted, relocate IP to ground level Ensure the IP is kept comfortable and given treatment as required Where the IP needs assistance to be moved from the Work at Height location they will be relocated to floor level, via the below methods: <ul style="list-style-type: none"> Podium; Where possible the IP will be moved by hand to the floor level to received further treatment Mobile tower; A MEWP will be used to provide access to the platform height, the IP will then be moved in to the MEWP and lowered to ground level MEWP; if working alone on the MEWP then the ground controls will be used to lower the platform to floor level. In the event that the ground controls fail then a MEWP to MEWP rescue will be undertaken, this type of rescue should only be considered in exceptional circumstances and only after: <ul style="list-style-type: none"> All normal and auxiliary lowering procedures have been attempted and these are unable to lower the platform GDL Site Management have contacted the competent and authorised service engineer to report failure of normal and auxiliary lowering systems and request engineering assistance If after inspection by the competent engineering assistance it is not possible to affect a timely repair to allow the machine to be brought to the ground safely, senior management should be contacted for permission to carry out mid-air rescue Where the competent engineering assistance is not readily available and an immediate risk exists to the health and safety of any of the occupants from remaining in the elevated basket until an engineer can attend, then senior management should be contacted for permission to carry out mid-air rescue Rescue using another MEWP should only be performed once a site-specific dynamic risk assessment has been carried out and a specific plan has been documented and approved by senior management The rescue machine must be positioned to enable the rescue procedure to be carried out without compromising the safety of any personnel involved The platforms of both machines must be adjacent to each other with a minimal gap between them, unless exceptional circumstances mean this is not possible (Where this is not possible, the circumstances shall be recorded onto the risk assessment) Where reasonably practicable, precautions should be taken to prevent inadvertent movement of both platforms during the transfer The person being rescued (transferred from basket to basket) should wear a full body harness with an adjustable lanyard –the lanyard should be attached to the anchor point on the rescue machine before transfer takes place Care must be taken not to overload the rescue machine during transfer, this may mean making more than one journey to complete the rescue Further guidance on mid-air rescue can be found in ISO 18893:2014 -6.1.2.8 <p>GDL Site Manager to undertake the following:</p> <ul style="list-style-type: none"> Complete Incident Notification Form (INF) Inform GDL senior management and Client Inform GDL SHE manager to initiate investigation As with all accidents / incidents the GDL Site Manager will request the attendance of the emergency services (as required) No further Work at Height to be completed until review by GDL operations team has been completed <p>Suspension Trauma (Whilst Using a Fall Arrest Harness)</p> <ul style="list-style-type: none"> Immediately raise the alarm and request the attendance of the GDL First Aiders and GDL Site Manager If there are sufficient numbers of personnel on-site then the following shall apply: MEWP Rescue - If a mobile elevating work platform (MEWP) is available on site and the suspended worker can be reached by the platform, follow the procedure below: <ul style="list-style-type: none"> Bring the MEWP to the accident site and use it to reach the suspended worker Ensure that rescue workers are wearing full-body harnesses attached to appropriate anchors in the MEWP Ensure that the MEWP has the load capacity for both the rescuer(s) and the fallen worker. If the fallen worker is not conscious, two rescuers will probably be needed to safely handle the weight of the fallen worker Position the MEWP platform below the worker and disconnect the worker's lanyard when it is safe to do so. When the worker is safely on the MEWP, reattach the lanyard to an appropriate anchor point on the MEWP if possible Lower the worker to a safe location, First Aiders to treat the worker for suspension trauma and any other injury Arrange transportation to hospital if required 			

Emergency Response Procedure



Ladder Rescue - If a MEWP is not available, use ladders to rescue the fallen worker with the procedure outlined below:

- If the fallen worker is suspended from a lifeline, move the worker (if possible) to an area that rescuers can access safely with a ladder
- Set up the appropriate ladder(s) to reach the fallen worker
- Rig separate lifelines for rescuers to use while carrying out the rescue from the ladder(s)
- If the fallen worker is not conscious or cannot reliably help with the rescue, a minimum of two rescuers will be required
- If the fallen worker is suspended directly from a lanyard or a lifeline, securely attach a separate lowering line to the harness
- Other rescuers on the ground (or closest work surface) should lower the fallen worker while the rescuer on the ladder guides the fallen worker to the ground (or work surface)
- Once the fallen worker has been brought to a safe location, First Aiders to treat the person for suspension trauma and any other injury
- Arrange transportation to hospital if required

Rescue from Work Area or Ground Level:

- Ensure that rescuers are protected against falling
- If possible, securely attach a second line to the fallen worker's harness to help rescuers pull the fallen worker to a safe area
- Take up any slack in the retrieving line to avoid slippage
- Once the worker has been brought to a safe location, First Aiders to treat the person for suspension trauma and any other injury
- Arrange transportation to hospital if required

If there are limited number of personnel on site then the following shall apply:

- Collect GOTCHA rescue kit from
- Complete rescue to a point of safety
- First Aiders to attend the suspended person, once rescued and treat as required
- Arrange for transportation to hospital if required

Man-Riding Basket Rescue (where there is a suitable crane onsite)

- **The man riding rescue cradle must:**
 - Be designed by a professional engineer in accordance with good manufacturing processes to withstand all loads to which it may be subjected
 - Must be kept on site at all times in an accessible location where it is clear of material or other equipment
 - Be fitted with appropriate rigging for quick hook-up by the crane operator
- **To perform a man-riding cradle rescue, follow the steps below:**
 - Notify the crane operator immediately to position the crane to attach the cradle
 - While the cradle is being attached, the rescue crew leader checks that all safety rigging is done and all the required safety equipment is available
 - With two rescuers in the cradle, hoist it to a position that is above and as close as possible to the fallen worker (where possible a designated worker on the ground should guide the cradle with a tag line)
 - Rescuer 1 exits the rescue cradle and gets into a position to reach the fallen worker, when doing this, rescuer 1 must be tied-off at all times to either the structure or the rescue cradle
 - Rescuer 2, who is still in the rescue cradle, lowers the line that will be used to retrieve the worker, rescuer 2 attaches an extra lanyard to the line if required
 - Rescuer 1 assesses the fallen worker for injuries and then decides how to proceed (i.e., treat injuries first, guide the fallen worker into the rescue cradle, or lower the cradle to the ground with the fallen worker attached to it).
 - Once the fallen worker has been brought to a safe location First Aiders to treat the person for suspension trauma and any other injury
 - Arrange transportation to hospital
- GDL Site Manager to inform the GDL SHE manager and request emergency services attend site to assess the rescued person
- No further works involving harnesses will be permitted until a review of the SSOW / RAs has been completed by the GDL operations team

NOTE: Any person who has suffered a suspension fall MUST be assessed by Emergency services given the follow on medical risks

Equipment

- First Aid kits
- GOTCHA Rescue kits
- MEWPS
- Ladders
- Man-riding rescue cradle

PPE

- Harness and lanyard (as required)

Responsibilities

First Aider

- Assist in the rescue of the suspended person
- Assist in the rescue of any IP using Work at Height equipment
- Ensure First Aid kits are available and stocked

Site Manager (or nominated deputy)

- Ensure GOTCHA kit is available when undertaking harness works
- Ensure rescue procedure is known by all staff involved in Work at Height equipment
- Ensure MEWPS are available for rescue in Work at Height areas (where applicable)
- Request attendance of the emergency services
- Notify GDL senior management and Client of incident
- Complete Incident Notification Form (INF)

Emergency Response Procedure



Emergency Response Plan 006			
EXCAVATIONS			
Job Ref		Site	
Date		Reviewed by	
Description			
<ul style="list-style-type: none"> Operative injured / experiencing medical emergency whilst working within an excavation and able to self-rescue Operative injured / experiencing medical emergency whilst working within an excavation and requires rescue by others Incident occurring outside the excavation requiring the excavation to be evacuated by all persons within Incident occurring inside the excavation requiring the excavation to be evacuated by all persons within Personnel trapped by excavation collapse 			
Activation			
<ul style="list-style-type: none"> Accident leading to injury Person experiencing medical emergency Excavation collapse Fire / explosion Ingress of liquid Ingress of free flowing solid Ingress of poisonous gas, fumes or vapour Oxygen deficiency Oxygen enrichment 			
GDL Response			
<p>Operative Self Rescue Following Injury or Medical Emergency</p> <ul style="list-style-type: none"> Operative shall stop work immediately and vacate the excavation Upon vacating the excavation, the operative shall summon GDL First Aiders explaining the nature of the injury / medical emergency Inform GDL Site Manager or nominated deputy of the injury / medical emergency First Aider to attend the IP and make assessment of injury / medical emergency <p>Excavation Rescue by Others Following Injury or Medical Emergency</p> <ul style="list-style-type: none"> Stop works within the Excavation and make safe for access by others Summon GDL First Aiders to undertake initial assessment of the casualty from outside of the excavation Inform GDL Site Manager or nominated deputy of the injury / medical emergency In the event that it is deemed safe to do so, GDL First Aider to enter the excavation and treat the casualty First Aider to assist the casualty to exit the excavation if possible Where required rescue specific lifting equipment can be used to move the casualty (on advice from First Aider): <ul style="list-style-type: none"> If not already wearing a harness casualty to be fitted with a rescue specific harness (i.e. no leg straps) Harness to be attached to excavator lifting point by a suitable means Casualty to be lifted carefully from excavation using the excavator If it is deemed unsafe for the GDL First Aider to enter the excavation to treat the casualty and the casualty is wearing a harness, consideration should be given as to whether the casualty can be removed safely from the excavation for treatment using an excavator as described above If following the initial assessment, it is deemed to be too dangerous for the First Aider to enter the excavation and the injuries / condition of the casualty are too severe for them to be moved, the Emergency Services shall be summoned by the GDL Site Manager or nominated deputy NOTE: The Emergency Services should not be solely relied upon to affect a rescue and a suitable and sufficient risk assessment which considers the hazards inherent to the excavation and suitable means of access/egress shall be undertaken prior to the commencement of any works. <p>Evacuation following an incident outside the excavation</p> <ul style="list-style-type: none"> All operatives shall stop work immediately once the alarm has been raised All tools and equipment shall be switched off/made safe All operatives to put on re-breathers (if applicable) All operatives shall vacate the excavation following the procedure set out in the emergency evacuation plan Upon vacation of the excavation a role call shall be undertaken by the supervisor using the entry/exit tally system on the excavation entry permit. Once it has been established that all operatives have vacated the excavation, all operatives shall then proceed to the emergency assembly point located at where a further role call shall be undertaken by the Site Manager Site Manager to summon emergency services should they be required and inform GDL SHE Manager All personnel shall remain at the assembly point until such time as the all clear has been given and it is deemed safe to return to work. <p>Evacuation following an incident inside the excavation</p> <ul style="list-style-type: none"> All operatives shall stop work immediately once the alarm has been raised All tools and equipment shall be switched off/made safe Operatives to put on re-breathers (if applicable) 			

Emergency Response Procedure



- All operatives shall vacate the excavation
- Upon vacation of the excavation a roll call shall be undertaken by the supervisor
- Once it has been established that all operatives have vacated the excavation, all operatives shall then proceed to the emergency assembly point located atwhere a further roll call shall be undertaken by the Site Manager
- Site Manager to summon emergency services should they be required and inform GDL SHE Manager
- All personnel shall remain at the assembly point until the all clear has been given and it is deemed safe to return to work.

Personnel trapped by excavation collapse

- **Excavation collapses generally occur due to unstable soil conditions combined with improper or inadequate shoring.**
- **The potential hazard of additional collapse is an extremely high risk**
- **Removing soil or debris, adding weight near the edge of an excavation, vibration (such as vehicle movement), rain, may cause additional collapse at any time during an attempted rescue operation.**
- **UNDER NO CIRCUMSTANCES SHOULD A RESCUE BE ATTEMPTED, IN THIS INSTANCE IT IS IMPERATIVE THAT THE EMERGENCY SERVICES BE SOLEY RELIED UPON TO AFFECT A RESCUE/RECOVERY.**
- Inform GDL Site Manager or nominated deputy of the excavation collapse
- GDL Site Manager to summon the emergency services
- All vehicles to be switched off and the keys removed
- An exclusion zone to be set up around the area of excavation collapse
- GDL Site Manager to liaise with the emergency services upon arrival

Equipment

- First Aid kits (standard and burns kits)
- Re-breathers
- Gas monitor
- Harness and lanyard (if applicable)
- Tripod and winch (if applicable)
- Site radios
- Emergency intrinsically safe lighting
- Stretcher

PPE

- Disposable gloves for First Aiders

Responsibilities

First Aider

- Ensure First Aid kits are stocked and checked
- Ensure emergency rescue equipment is maintained and in full working order at all times

Site Manager (or nominated deputy)

- Ensure an Emergency Evacuation Plan is developed
- Ensure emergency evacuation procedure is followed
- Undertake roll call upon evacuation of the excavation using the entry/exit tally system on the Excavation Entry Permit
- Ensure suitable numbers of First Aiders are available daily (minimum 2 number)
- Inform GDL SHE manager of incident and request for emergency services to attend site
- Provide emergency services with relevant information
- Complete Incident Notification Form (INF)

Emergency Response Procedure



Emergency Response Plan 007			
CONFINED SPACE EMERGENCY			
Job Ref		Site	
Date		Reviewed by	
Description			
<ul style="list-style-type: none"> Operative injured/experiencing medical emergency whilst working within a confined space and able to self-rescue. Operative injured/experiencing medical emergency whilst working within a confined space and requires rescue by others. Incident occurring outside the confined space requiring the confined space to be evacuated by all persons within. Incident occurring inside the confined space requiring the confined space to be evacuated by all persons within. 			
Activation			
<ul style="list-style-type: none"> Accident leading to person injury Person experiencing medical emergency Fire/explosion Ingress of liquid Ingress of free flowing solid Ingress of poisonous gas, fume or vapour Oxygen deficiency Oxygen enrichment Failure of lock-out/tag-out system 			
GDL Response			
<p>Prior to undertaking any of the procedures detailed within this Emergency Response Plan, GDL Site Management <u>MUST</u> undertake a dynamic risk assessment which shall consider whether attendance by the emergency services is required.</p> <p>Operative Self Rescue Following Injury or Medical Emergency</p> <ul style="list-style-type: none"> Operative shall stop work immediately and vacate the confined space Upon vacating the confined space the operative shall summon GDL First Aiders explaining the nature of the injury/medical emergency Inform GDL Site Manager or nominated deputy of the injury/medical emergency Site Manager to inform GDL SHE Manager First Aider to attend the IP and make assessment of injury/medical emergency <p>Confined Space Rescue by Others Following Injury or Medical Emergency</p> <ul style="list-style-type: none"> Stop works within the confined space and make safe for access by others Summon GDL First aiders If safe to do so the IP should be removed from the confined space for initial assessment and treatment by the First Aiders aider If it is not safe to remove the IP or their injuries are too severe for them to be moved, First Aider to enter the confined space to undertake initial assessment and treat the IP. Inform GDL Site Manager or nominated deputy of the injury/medical emergency Where required rescue specific lifting equipment can be used to move the IP (on advice from First Aider): <ul style="list-style-type: none"> If not already wearing a harness IP to be fitted with a rescue specific harness (i.e. no leg straps) Harness to be attached to rescue winch IP to be lifted carefully from excavation using the rescue winch If it is deemed unsafe for the GDL First Aider to enter the confined space to treat the IP and the IP is wearing a harness, consideration should be given as to whether the IP can be removed safely from the excavation for treatment using the rescue winch as described above. If following the initial assessment, it is deemed to be too dangerous for the First Aider to enter the confined space and the injuries/condition of the IP are too severe for them to be moved, the Emergency Services shall be summoned by the GDL Site Manager or nominated deputy <p>NOTE: The Emergency Services should not be solely relied upon to affect a rescue and suitable and sufficient risk assessment which considers the hazards inherent to the confined space and suitable means of access/egress shall be undertaken prior to the commencement of any works.</p> <p>Evacuation following an incident outside the confined space</p> <ul style="list-style-type: none"> All operatives shall stop work immediately once the alarm has been raised All tools and equipment shall be switched off/made safe All operatives to put on re-breathers (if applicable) All operatives shall vacate the confined space Upon vacation of the confined space a roll call shall be undertaken by the supervisor using the entry/exit tally system on the confined space entry permit. Once it has been established that all operatives have vacated the confined space, all operatives shall then proceed to the emergency assembly point located at.....where a further roll call shall be undertaken by the Site Manager Site Manager to summon emergency services should they be required and inform GDL SHE Manager All personnel shall remain at the assembly point until the all clear has been given and it is deemed safe to return to work. 			

Emergency Response Procedure



<p>Evacuation following an incident inside the confined space</p> <ul style="list-style-type: none"> • All operatives shall stop work immediately once the alarm has been raised • All tools and equipment shall be switched off/made safe • Operatives to put on re-breathers (if applicable) • All operatives shall vacate the confined space following the procedure set out in the emergency evacuation plan • Upon vacation of the confined space a role call shall be undertaken by the supervisor using the entry/exit tally system on the confined space entry permit. • Once it has been established that all operatives have vacated the confined space, all operatives shall then proceed to the emergency assembly point located at where a further role call shall be undertaken by the Site Manager • All personnel shall remain at the assembly point until the all clear has been given and it is deemed safe to return to work.
<p>Equipment</p> <ul style="list-style-type: none"> • First Aid kits (standard and burns kits) • Re-breathers • Gas monitor • Harness and lanyard (if applicable) • Tripod and winch (if applicable) • Site radios • Emergency intrinsically safe lighting • Stretcher
<p>PPE</p> <ul style="list-style-type: none"> • Disposable gloves for First Aiders • Breathing apparatus (if applicable)
<p>Responsibilities</p> <p>First Aider</p> <ul style="list-style-type: none"> • Ensure First Aid kits are stocked and checked • Confirm emergency rescue equipment is maintained and in full working order at all times <p>Site Manager (or nominated deputy)</p> <ul style="list-style-type: none"> • Ensure a suitable and sufficient Confined Space Risk Assessment is undertaken • Ensure an Emergency Evacuation Plan is developed • Ensure emergency evacuation procedure is followed • Undertake roll call upon evacuation of the confined space using the entry/exit tally system on the confined space entry permit • Ensure suitable numbers of First Aiders are available daily (minimum 2 number) • Inform GDL SHE manager of incident and request for emergency services to attend site • Provide Emergency services with relevant information • Complete Incident Notification Form (INF)

Emergency Response Procedure



Emergency Response Plan 008			
SPILL OF HAZARDOUS LIQUID(S)			
Job Ref	Workshop / Yard	Site	Goody Office
Date	03/01/2019	Reviewed by	Spencer Nichol
Description			
A spill of any oil or chemical within the GDL controlled zone Uncontrolled spills that have the potential to cause Environmental Damage both locally (internally / externally) and to the further site / environment			
Activation			
<ul style="list-style-type: none"> • Release of stored hazardous liquid • Spill of chemicals used in work processes • Failure of hydraulic hose on site plant (e.g. excavators etc.) • Spill of fuel (not contained by drip tray / plant nappy) 			
GDL Response			
Spill of Hazardous Chemical/Substance, Failure of Hydraulic hose / Fuel Spillage <ul style="list-style-type: none"> • Source of spill / leak will be isolated • Plant / refuelling will be stopped and isolated • Sources of ignition will be isolated / removed • Local spill kits will be used to contain / absorb any immediate spills, use containers / absorbent materials to collect / contain liquids • Due care will be paid to ensure any local drains etc. will be protected with absorbent materials / matting to prevent ingress of contaminants • Any remaining contents will be removed from damaged containers prior to their removal for disposal / repair • Persons NOT involved in the clean-up will leave the area • Gas monitoring will be undertaken during all clean up works (where required) • GDL Site Manager to be informed • Once contained the absorbent materials will be collected and removed as contaminated waste via the appropriate waste bin • As part of the clean up the contaminated spill kits will be disposed of as hazardous waste, any contaminated hardstanding / soil will also be removed and disposed of • Local interceptors will be checked where any spills are of a size that could affect drainage <p>NOTE (A): Where spill affects personnel (e.g. splashes to skin / eyes) the affected person will be removed to the welfare area and decontaminated under the supervision of the First Aider.</p> <p>NOTE (B): Where a spill occurs of a size that leads to the contamination of any drain or permeable surface (e.g. hardstanding / soil) GDL she manager will be informed by GDL site manager</p>			
Equipment			
<ul style="list-style-type: none"> • Spill kits • Waste containers • Gas monitoring equipment 			
PPE			
<ul style="list-style-type: none"> • Disposable coveralls • Nitrile gloves • Eye protection 			
Responsibilities			
Spill Team <ul style="list-style-type: none"> • Contain all spillages effectively • Dispose of contaminated materials / PPE accordingly 			
Site Manager (or nominated deputy) <ul style="list-style-type: none"> • Ensure spill kits are established in all required areas • Report any required spillages to GDL SHE Manager • Ensure waste materials are correctly disposed of • Complete Incident Notification form (INF) • Inform GDL senior manager and Client 			

Emergency Response Procedure



Emergency Response Plan 009			
STRUCTURAL COLLAPSE			
Job Ref		Site	
Date		Reviewed by	
Description			
<ul style="list-style-type: none"> Partial structural collapse of structure Complete collapse of structure Personnel trapped by partial / complete collapse of structure Damage to or the undermining of a structure which renders it unsafe 			
Activation			
<ul style="list-style-type: none"> Partial collapse of structure Complete collapse of structure Damage to or the undermining of a structure which renders it unsafe 			
GDL Response			
Partial or Complete Collapse of Structure			
<ul style="list-style-type: none"> All operatives shall stop work immediately once the alarm has been raised by continuous sounding of air horn All vehicles to be backed away from the collapse, switched off and the keys removed All operatives shall vacate the structure / area via the nearest available exit An exclusion zone to be set up around the area of structural collapse to prevent any unauthorised re-entry GDL Site Manager to contact service providers should any live service require isolation Site Manager to contact GDL senior management and Client Once the structure has been vacated, all operatives shall then proceed to the emergency assembly point located at..... where a role call shall be undertaken by the Site Manager to establish that no-one is trapped within the collapsed structure In the event that it is found that persons are trapped within the collapsed structure please refer to Persons Trapped by Partial or Complete Collapse of Structure, as set out below. First Aiders to treat any injured personnel 			
Persons Trapped by Partial Collapse or Complete Collapse of Structure			
<ul style="list-style-type: none"> Prior to any rescue attempt it is imperative that the emergency services are summoned and a structural engineer consulted Efforts to rescue casualties from a collapsed structure may expose potential rescuers to greater danger than that faced by those trapped within the structure. Any attempt to assist / rescue trapped personnel should only be undertaken where the risk to those undertaking the rescue is considered to be proportionate to the likelihood of effecting a successful rescue, following a suitable and sufficient dynamic risk assessment being undertaken prior the attempt being made, which should give consideration to the following: <ul style="list-style-type: none"> Is the person's location known? Can the person be communicated with? Is potential for further collapse of any residual structure? Is there potential risk posed from any other nearby structure? Is there potential risk posed by live services (i.e. gas explosion)? 			
Damage to or the Undermining of a Structure which renders it Unsafe			
<ul style="list-style-type: none"> All personnel shall stop work immediately All tools and equipment shall be switched off/made safe All personnel shall vacate the structure via the nearest available exit All vehicles shall be removed from the area (if safe to do so), switched off and the keys removed An exclusion zone shall be set up to prevent unauthorised persons re-entering the structure and the immediate surrounding area Site Manager to contact GDL senior management and Client Site Manager to complete Incident Notification Form (INF) A structural engineer shall be consulted to ascertain the safest method of making the structure stable Remedial works to render the structure stable shall be undertaken by competent persons following the method prescribed by the structural engineer Investigation to be undertaken by SHE Manager 			
Equipment			
<ul style="list-style-type: none"> First Aid kits (standard and burns kits) Site radios Stretcher 			
PPE			
<ul style="list-style-type: none"> Disposable gloves for First Aiders 			

Emergency Response Procedure



Responsibilities
First Aiders <ul style="list-style-type: none">• Ensure First Aid kits are stocked and checked• Treat injured personnel
Site Manager <i>(or nominated deputy)</i> <ul style="list-style-type: none">• Ensure suitable numbers of First Aiders are available daily (as required)• Inform GDL senior management and Client of request for emergency services to attend site• Provide Emergency services with relevant information• Complete Incident Notification Form (INF)

Emergency Response Procedure



Emergency Response Plan 010			
SECURITY BREACH			
Job Ref		Site	
Date		Reviewed by	
Description			
Unauthorised access to GDL site / works			
Activation			
<ul style="list-style-type: none"> Security breach discovered by onsite security Security breach discovered by site management Security breach observed on CCTV 			
GDL Response			
<p>Security Breach Discovered by Onsite Security / GDL Personnel</p> <ul style="list-style-type: none"> In the event that a security breach is discovered the onsite security officer / GDL employee should inform the GDL Site Manager immediately In the event that the intruders remain on the premises the following shall apply: <ul style="list-style-type: none"> If the security officer / GDL employee feels he may be entering a dangerous situation, he should inform a colleague, dispatch (security only) or the police and wait for backup to arrive before taking any further action. Ideally intruders should not be approached However, if unavoidable, intruders should be approached in a calm manner For safety purposes the security officer / GDL employee should leave a few feet distance between himself and the subject. The security officer / GDL employee should never box a subject in or make him feel that he is trapped, subjects should always be left a means of escape. If the intruder runs the security officer / GDL employee should not give chase, however they should get a good description of the subject and the direction in which they left in order to provide this information to the police. <p>Once informed the GDL Site Manager should undertake the following:</p> <ul style="list-style-type: none"> Inform the police (if not already contacted) Attend site (if not already there) and liaise with the police as soon as possible Inform GDL senior management and client Survey damage and arrange for repairs to be undertaken Collate a list of any items stolen and obtain crime number from police Review CCTV footage with police Complete Incident Notification Form (INF) Liaise with SHE Manager to undertake review of site security. <p>Security Breach Discovered Post Event</p> <ul style="list-style-type: none"> If a security breach is discovered the discovering person should inform the GDL Site Manager immediately <p>Once informed the GDL Site Manager should undertake the following:</p> <ul style="list-style-type: none"> Inform the police Attend site (if not already there) and liaise with the police as soon as possible Inform senior management and client Survey damage and arrange for repairs to be undertaken Collate a list of any items stolen and obtain crime number from police Review CCTV footage with police Inform procurement in order for insurance company to be notified. Liaise with SHE manager to undertake review of site security 			
Equipment			
<ul style="list-style-type: none"> Torches (out of hours) Radio/phone to raise alarm 			
PPE			
<ul style="list-style-type: none"> No additional PPE required 			
Responsibilities			
<p>Security personnel (where applicable)</p> <ul style="list-style-type: none"> Monitor CCTV Undertake patrols as required Ensure precise records are kept Inform GDL Site Manager of any security incident Cooperate with the police and any subsequent investigation 			

Emergency Response Procedure



<p>Site Manager (or nominated deputy)</p> <ul style="list-style-type: none"> • Inform the police • Attend site (if not already there) and liaise with security/police as soon as possible • Inform senior management • Survey damage and arrange for repairs to be undertaken • Collate a list of any items stolen • Review CCTV footage with police • Obtain crime number from police • Inform procurement in order for insurance company to be notified. • Liaise with SHE Manager to undertake review of site security.
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Emergency Response Plan 010			
SECURITY BREACH			
Job Ref		Site	
Date		Reviewed by	
Description			
<ul style="list-style-type: none"> • Un-exploded ordnance is discovered at an GDL site / works • Suspected un-exploded ordnance is discovered at an GDL site / works 			
Activation			
<ul style="list-style-type: none"> • Un-exploded ordnance is discovered at an GDL site / works 			
GDL Response			
Un-exploded Ordnance (UXO) is discovered			
<ul style="list-style-type: none"> • All site works shall cease immediately following the alarm being raised by continuous sounding of air horn • All tools and equipment shall be switched off/made safe • All vehicles to be backed away from the area of the discovery, switched off and the keys removed • Under no circumstances shall the object be touched or moved • The location of the suspected UXO shall, be marked on the site plan. • Site Manager to contact the police by calling 999 to notify the nearest bomb disposal unit. • The site shall be evacuated in an orderly manner and all personnel shall proceed to the emergency assembly point located at..... where a role call shall be undertaken by the Site Manager. • Under no circumstances shall any unauthorised person re-enter the site until it has been declared safe to do so by the authorities. 			
Equipment			
<ul style="list-style-type: none"> • N/A 			
PPE			
<ul style="list-style-type: none"> • No additional PPE required 			
Responsibilities			
Site Manager (or nominated deputy)			
<ul style="list-style-type: none"> • Evacuate the site and undertake role call • Provide the police with all relevant details pertaining to the suspected UXO • Inform GDL senior management and client • Complete Incident Notification Form (INF) 			

5. Post Incident Actions
The following guidelines are to be used following any incident to ensure a thorough consistent approach, the timeframes are used to assist in prioritisation. Much of the below will be dependent on the type and severity of incident. For significant incidents GDL will ensure suitable additional resources are provided to assist with investigations / client and authority interface and close out of any remedial actions both onsite and relating to GDL as a corporate body.
5.1 Twenty Four Hours
<ul style="list-style-type: none"> • Complete Incident Notification Form • Ensure client is fully informed • Liaise / update authorities (HSE/ EA) (where incident requires this) • Ensure incident location is secured • Photographs of incident area / IP (injured Party) / Damaged plant / Equipment (as required) • Initial witness statements completed • All initial remedial actions completed to make the area safe (where safe to do so) • Inform site staff if there is a break in site activities as a result of the incident • Request assistance in investigation • Follow up with IP on condition
5.2 Three Days
<ul style="list-style-type: none"> • Undertake detailed site incident investigation (where required) • Review CCTV footage and ensure any footage can be viewed remotely • Review current site documents (RAMS etc.) to check for compliance / suitability • Update client • Liaise with Principal Designer (as required) as part of the investigation • Ensure all required remedial actions are in place (for minor incidents) before work recommences • Complete witness statements • Monitor the IPs condition • Liaise and support IPs next of kin / relations • Undertake further remedial actions (as required) • Instruct specialist contractors to assist in remediation works (as required)
5.3 Seven Days
<ul style="list-style-type: none"> • Complete and issue accident investigation report (to all required parties) • Complete notification of incident to the HSE (where applicable) • Offer support to those affected by incident (e.g. counselling etc. via health care provider) • Update company documents (RAMS etc.) • Issue GDL safety alert (as required) • Complete all required additional surveys / inspections / safety checks • Continue communication with IP
5.4 Ongoing
<ul style="list-style-type: none"> • Liaison with authorities (if required) • Ongoing liaison with IP (if not returned to work) • Close out of all remedial actions • Inspection of site conditions to ensure safety standards are maintained • Review of documents

Emergency Response Procedure



Site or Premises				Date	
Briefing title					
Person Delivering Briefing		Signature		Job Position	
<i>By signing I confirm that I have understood the content of the attached document as briefed to me and will conform to its requirements</i>					
No#	Name	Signature	Company	Date	
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Feedback					

Latest Review Dated **28 October 2020**

Signed By

Managing Director

Gary Venner