

Site Emergency Procedures

Reporting of an Injury or Dangerous Occurrence

In the event of an injury or dangerous occurrence (as defined in the Reporting of Injuries and Dangerous Occurrences Regulations 1995), the **Site Manager** will report the incident immediately to the **Managing Director** who will, if appropriate, consult with the **Company's Health and Safety Officer**.

Upon receiving a detailed appraisal of the incident, the appropriate members of staff, as detailed above, will be responsible for the following:

Reporting, by telephone, the details of the incident to the appropriate enforcing authority. This will be followed within ten days with a full written report of the incident using form F2508 (or F2508A in the case of a reportable disease). Copies of the relevant forms are retained by the Managing Director and the Health and Safety Officer.

Ensuring that the following details are entered in the Company Accident Book:

1. Date of the incident
2. Time of the incident
3. Location of the incident
4. Personal details of those involved
5. A brief description of the nature of the incident

Note: Every incident shall be thoroughly investigated by the Health and Safety Officer so that the cause of the incident can be established and preventative means recurrence can be planned and implemented.

Fire Control Procedures

Fire protection measures and procedures will apply where relevant to the work being undertaken and will be reviewed and updated as the works proceed. The following will be used as a checklist guide to ensuring that all fire risk areas are addressed:

1. The control of operations using heating/burning appliances
2. The construction, siting and equipping of site buildings, i.e. site offices, welfare facilities, flammable stores, equipment stores etc.
3. Areas where smoking and the use of naked flames are forbidden.
4. The system for storage and disposal of flammable and combustible waste, and avoidance of build-up of such waste in areas of operations, especially hot/burning operations.
5. Storage of flammable materials.
6. Availability of water supplies for fire brigade appliances and on site firefighting equipment.
7. The provision of adequate firefighting appliances situated according to the fire risk involved.
8. Evacuation procedures in the event of fire, including the liaising of site operatives in such procedures.

No employees or sub-contractors to A. Parry Construction will carry out operations using heating/burning equipment without first obtaining permission from the Site Manager, who will ensure that the necessary precautions are taken, and that the workplace and surroundings are safe on completion of activities and particularly at the end of the working day.

Action in the event of a fire

If a fire is discovered on site, the first priority is the overall safety of site personnel. The fire alarm must be sounded, and all staff not required as part of a fire control team must be evacuated to the safe assembly area where they can be accounted for.

An attempt to fight a fire must only be made if:

1. if it is safe to do so
2. the correct firefighting equipment is available
3. a safe means of escape is available

An emergency assembly point shall be established and details posted in the site office. All site operatives shall be made aware of the emergency procedure and assembly point during induction training

The First Aider for this project will be **Site Supervisor** and a mobile telephone shall be made available to the site personnel throughout the project for emergency communications. Powder fire extinguishers shall be available in the office/storage units and details of the nearest hospital shall be posted in the site office and in the RAMS.

The Client shall be informed, as soon as practical, of all accidents which occur on or near the site, and a written report shall be submitted within three days.

Daily Risk Assessment Date:

This Daily Risk Assessment is not a replacement for the Risk Assessment and Method Statements (RAMS) for the project, but to support the RAMS continue to be effective at controlling risks on the day of activities to support further hazard and risks are eliminated prior to work commencing.

ARE THERE ANY RESIDUAL RISKS FROM THE FOLLOWING HAZARDS?	TICK IF APPLIES	WHAT CONTROL MEASURES HAVE YOU/ARE YOU GOING TO TAKEN/TAKE?	RESIDUAL RISK (CIRCLE LEVEL AFTER CONTROL MEASURES TAKEN)		
Traffic Management			HIGH	MID	LOW
Noise			HIGH	MID	LOW
Dust/Fumes/Gases			HIGH	MID	LOW
Electrical/Electricity			HIGH	MID	LOW
Vibration			HIGH	MID	LOW
Heat/Fire/Explosion			HIGH	MID	LOW
Vehicles			HIGH	MID	LOW
Risk to Plant/Equipment			HIGH	MID	LOW
Fall from Height			HIGH	MID	LOW
Slips, Trips or Falls			HIGH	MID	LOW
Risk to others from the work			HIGH	MID	LOW
Hazardous Substances/Chemicals			HIGH	MID	LOW
I confirm that the general safety on this job has been maintained and agree to proceed with the job/task safely					
Name:		Signature:			

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I confirm that I have read and understood these risk assessments, method statements and emergency procedures and commit to working safely and abide by all the company and client requirements.

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Health and Safety Site Specific Risk Assessment Method Statement
Authorised by: Zara Bostock

Compiled by: Mega Electrical
Ref no. M23G001

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Document Revisions

Version No'	Comments	Date
1	Initial Version	3rd May 2023
2	Test Ammendment	15th May 2023
3	Updates made to the training requirements and he emergency contact number	17th May 2023
4	updates made to layout	22nd May 2023
5	test	26th May 2023
6	test	26th May 2023
7	test	26th May 2023
8	test	26th May 2023