

# MAN 12 – Emergency Preparedness Standard

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## 1. Purpose

- 1.1. The purpose of this standard is to describe how the company will plan their response to emergency situations with the aim to (where possible) prevent harm to persons, the environment (unplanned discharges to air, liquid spills to ground or water or unplanned releases of solid materials), and damage to plant, equipment and buildings or to reduce the impact where prevention isn't possible.

## 2. Scope

- 2.1 This standard applies to all Ronez owned, leased or managed sites and to all Ronez managed operations.
- 2.2 This standard applies to the following personnel
- Employees,
  - Subcontractors and
  - Third Party Workers.
- 2.3 This standard supersedes all previous Emergency Preparedness standards.
- 2.4 Where for any reason it is not possible to comply with any aspect or requirement of the Standard the site manager must raise the matter through their line manager and propose to their Director an alternative means of compliance. Any such alternative would need to be authorised by that Director having satisfied themselves that the alternative offers an equivalent level of protection under those particular circumstances.

## 3. Responsibilities

Key	Director / Functional head	Area/General Manager	Site/Office/Contract Managers	Supervisor / Foreman	Employee/ Sub Contractor/ Third party	H & S Team	IM S Team
Embed Emergency Preparedness Standard within each individual business.	A	R	R	R	R	C	C
Ensure adequate & competent resources are available to meet the requirements of this Standard.	A	R	R	C	C	C	I
Ensure all sites are designed, organised and managed so that as far as reasonably practical personnel can undertake Emergency Preparedness in safety.	A	R	R	R	R	C	I

Carry out a review of site Emergency Preparedness and identify and implement control measures	A	R	R	C	C	C	I
Prepare and implement procedures for the safe management of Emergency Preparedness.	A	R	R	R	R	C	I
Provide clear instruction to all personnel undertaking Emergency Preparedness.	A	R	R	R	I	C	I
Follow all safe systems of work & use equipment or control measures provided.	A	R	R	R	R	R	I
Report any equipment defects or safety concerns.	A	R	R	R	R	R	R
Provide necessary training, record and maintain competency records.	A	R	R	R	I	C	I
Undertake drills of different scenarios, recording and training the findings to employees.	A	R	R	R	R	C	I

## 4. Requirements

### 4.1. General Requirements

4.1.1. Site management must prepare a site specific emergency response plan within the Appendices. This plan must include but is not limited to:

- Emergency response plan overview & contact details; [Appendix 1a](#)
- A Site Plan detailing emergency routes and locations of hazardous substances; [Appendix 1b](#)
- All the emergency scenarios that are likely to occur at the site and consider all sections outlined in section 4.2 of this standard (where appropriate to site activities),
- The emergency arrangements as detailed in 4.2.10 Risk Standards for specific activities for example confined spaces, working at height, digging and excavations and working on or near water and
- Escape routes from buildings, vehicles or other areas of work activity must be provided and communicated during site inductions & TBTs.

4.1.2. The emergency response plan should be clearly communicated to all site personnel (including subcontractors, third parties and visitors). Where multisite occupancy occurs each unit shall liaise / coordinate to ensure that the emergency response plan is suitable for the activities on site.

4.1.3. Any emergency response measures should not endanger the health and safety of site personnel, sub-contractors, third parties, visitors or members of the public (on or off site). The site emergency response plan should contain a risk assessment of proposed measures to ensure all risks to health and safety are managed during emergency response activities. In the actual event of an emergency, the health and safety of all persons must be a priority at all times.

- 4.1.4. A list of emergency contacts, using [Appendix 1a](#) should be developed and displayed at prominent places around the site (e.g. weighbridge, office and workshops). This list must be reviewed if there are changes in personnel on site, annually or in the event that the emergency response plan is utilised (whichever comes first).
- 4.1.5. A drawing of the emergency routes, emergency muster points and location of emergency response equipment e.g. fire extinguishers, spill kits, buoyancy aids, must be prepared for site and detailed in the site plan ([Appendix 1b](#)).
- 4.1.6. This drawing must identify the locations, quantity and type of all hazardous chemicals/ substances stored on site (e.g. gas bottles, bulk fuel, explosives, LPG tanks etc...), waste storage and sensitive environmental receptors at the boundary or adjacent to the site, where relevant.
- 4.1.7. The emergency response plan must allocate responsibility to a person(s)/ role to meet the emergency services (where identified) to instruct them of the situation/ direct or provide access to the location of the incident. This person will need to be briefed on the incident and also communicate the emergency response plan and location of hazardous materials/ activities to the emergency services.
- 4.1.8. The site emergency response plan must detail that wherever possible the Enforcing Authorities should ONLY be contacted after consultation with the Managing Director/ General Manager as appropriate.
- 4.1.9. Emergency response equipment stations (spill kits, fire extinguishers, buoyancy aids, etc) shall be placed at appropriate locations around a site and shall not be covered over or have access restricted.
- 4.1.10. An inventory of all emergency response equipment used on site must be kept and inspections of this equipment recorded using [Appendix 1c](#).
- 4.1.11. Emergency response equipment must be inspected regularly to include damage or deterioration, and that the contents and that equipment is 'in date' where applicable.
- 4.1.12. Hazards or defects identified with any emergency response equipment must be reported and addressed.
- 4.1.13. Arrangement must be in place to allow suitable means of quarantining of emergency response equipment prior to its repair/removal. This may include placing out of service tag on the equipment to ensure it is not used until the hazard or defect has been fixed. If the full implications of the defect are unknown, then advice should be sought. If a person is advised of a defect, they should check that defect has been appropriately quarantined then decide on further action.
- 4.1.14. The hazard or defect needs to be assessed by a competent person to decide if the equipment is to be removed from service or actions taken to

correct the problem. A process should be developed for removing defective equipment on each location.

4.1.15. All sites shall undertake regular testing (drills) of their emergency response plan to review its effectiveness and check the knowledge and understanding of the plan by site operatives. Sites should develop an incident scenario, based upon the potential hazards identified on site. The frequency of drills will depend on the nature of the potential impact, the likelihood of an occurrence as well as results/ observations of previous drill exercises.

4.1.16. The results of testing the emergency response plan shall be documented on [Appendix 8](#) and records maintained. Any actions identified from the review shall be managed on the Site Improvement Plan.

4.1.17. After each drill, the site emergency response plan shall be reviewed and updated where necessary, to cover any shortfalls or omissions in the plan.

## 4.2. Specific Requirements

### 4.2.1. Asbestos

4.2.1.1. HS8 Asbestos details the company standard for Asbestos Management. This standard specifies that you must ensure an asbestos survey is complete by a competent person for all sites. Where the survey has identified asbestos on site, its location and actions to prevent exposure during emergency response must be detailed in the site emergency response plan.

4.2.1.2. If you suspect that asbestos has been disturbed the area should be evacuated safely and designated as an exclusion zone and contact an approved asbestos contractor for advice and support. Where the site has asbestos present then suitable and relevant emergency containment and evacuation procedures shall be developed. This shall include the hazard from release of asbestos through fire and or explosion.

### 4.2.2. Medical Emergencies

4.2.2.1. All sites must have arrangements in place in accordance with MAN1B First Aid. Your emergency response plan must include your address, postcode, grid reference, location of the nearest hospital and directions from site to that hospital, as per appendix 1.

4.2.2.2. All sites where there is potential for cement / concrete to enter an eye, must be prepared and have equipment to deal with this type of incident.

### 4.2.3. Fire arrangements

4.2.3.1. A fire risk assessment must be carried out and documented by a competent person. Where identified, all relevant control measures must be applied at all times.

- 4.2.3.2. Fire Exits and routes shall be free from obstructions and shall not be locked when persons are present in the area.
- 4.2.3.3. Where relevant the site manager or nominated competent person must notify the local Fire Service indicating any special fire risks present on their sites.
- 4.2.3.4. Sufficient training and subsequent refresher training in the use of fire fighting equipment shall be carried out for all employees as a minimum every three years.
- 4.2.3.5. Compressed gas cylinders shall be stored in accordance with BOC guidelines.
- 4.2.3.6. Vehicles and drivers who carry compressed gas cylinders on the public highway will comply with the provisions of the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2004.
- 4.2.3.7. The site manager or nominated competent person must allocate areas for fire assembly points and erect signs to indicate their purpose as per requirements from the fire risk assessment.
- 4.2.3.8. The site manager or nominated competent person must appoint a fire warden for areas as identified in the fire risk assessment.
- 4.2.3.9. The site manager or nominated competent person must develop an emergency response plan for use in the event of a fire: [Appendix 3a](#) & emergency evaluation procedure [Appendix 3b](#).
- 4.2.3.10. All sites must carry out documented fire alarm tests periodically.

#### 4.2.4. **Adverse Weather**

- 4.2.4.1. The emergency response plan must account for the management of site activities and potentially releases of materials and other unplanned emissions or discharges during adverse weather such as flooding of wastewater storage, snow and the buildup of waste material during freezing weather, high winds increasing dust emissions and unusually hot temperatures etc.
- 4.2.4.2. Where adverse weather is predicted or experienced then a review of site activities and operations should be reviewed to assess the likelihood of hazards such as access restrictions, unplanned discharges and breaches of permit conditions as soon as possible after the event. It is likely that additional measures may be needed to guard against an unplanned discharge during clean up activities following extreme weather.
- 4.2.4.3. If the site is located in an area prone to flooding then a flood management plan should be developed to reduce effects of stormwater on the site and its discharges. In this event, the site manager should arrange for automatic notification from the regulator to warn of potential flooding events.

#### **4.2.5. Protesters/ Security Incidents**

- 4.2.5.1. The site emergency response plan must detail the procedure to follow in the event of unauthorised access to site or interference to plant or equipment. Where unauthorised access poses a security or business risk, then the senior management team should be notified.

#### **4.2.6. Liquid Spills**

- 4.2.6.1. Equipment or material to contain liquid spills shall be maintained to allow rapid response to any unplanned discharge with the potential to cause pollution to watercourses (including drains). The specific spill kit contents will depend on the types and quantities of materials stored/ used at the site but typically should include oil booms, absorbent pads, drain covers and sand bags.
- 4.2.6.2. Emergency measures should isolate the source of the spill as well as reduce the potential for the spill to reach receptors.
- 4.2.6.3. Contaminated material will need to be disposed of as Hazardous/ Special Waste in designated containers supplied by approved contractors, further details provided in ENV6 Waste Management.

#### **4.2.7. Solid Material Release**

- 4.2.7.1. Plant and site inspections should incorporate damage that may cause spillage of solid materials (i.e. aggregates, cementitious / waste materials).
- 4.2.7.2. Emergency measures should include stopping the activity causing the release and clearing the area around the spill to reduce the likelihood of contamination during clean up.
- 4.2.7.3. Clean up activities should minimise the damage to products and also the amount of material that will be rejected or unusable.

#### **4.2.8. Unplanned Discharge to Air**

- 4.2.8.1. Inspection of storage silos and delivery points should be completed in accordance with ENV3 Emissions to Air to reduce the likelihood of unplanned discharges.
- 4.2.8.2. In the event of discharge to air of dust/ cementitious material then the source of the discharge must be closed off and the activity stopped as soon as the discharge is identified and it is safe to do so.
- 4.2.8.3. The emergency response plan should consider the typical wind directions and the locations of sensitive receptors, such as schools, hospitals and residential areas.
- 4.2.8.4. Wet methods may be appropriate to damp down the spill and reduce the extent of material leaving the site boundary but, if used, consideration must be

made to prevent the discharge of liquids offsite and for the disposal of waste materials generated through this method.

#### 4.2.9. Disturbance of Services

4.2.9.1. All services must be identified in accordance with HS20 Underground and Overhead services.

4.2.9.2. The site emergency response plan must detail the procedure to follow in the event of damage or suspected damage to services. All incidents must be reported to the service provider and in accordance with the incident investigation standard MAN3 Incident reporting and investigations.

#### 4.2.10. Risk Standards (RS)

4.2.10.1. The site emergency response plan must consider all emergency scenarios which may occur as a result of works undertaken on site in relation to the following Risk Standards;

- HS3A Workplace Transport Safety
- HS3B Mobile Plant and Light Vehicle
- HS4 Electrical Safety Management System
- HS10 Isolation and Lock Off
- HS11 Hot Work
- HS12 Lifting and Supporting Loads
- HS14 Working at Height
- HS18 Stability of Slopes, Stockpiles, Tips, Lagoons and Quarry Excavations
- HS19 Restricted or Confined Space
- HS21 Guarding
- HS22 Working Near or Over Water
- HS33 Digging and Excavation

4.2.10.2. For all non routine or high risk activities relating to the Risk Standards a detailed task specific RS rescue plan must be developed before the activity commences. The immediate means of rescue cannot rely on the emergency services.

4.2.10.3. The RS rescue plan should be detailed using [Appendix 7a: RS Rescue plan \(template\)](#) a and consider;

- How to reach an injured person,
- Recover the injured person to a place of safety,
- Provision of first aid and access for further medical assistance,
- On site rescue equipment such as; recover lines, winches, causality handling equipment, access equipment,
- Availability of mechanical assistance such as, MEWPs,
- Ensuring employees are trained in emergency procedures and are familiar with rescue equipment,
- The location, contact details and hours worked of additional support facilities (civil rescue service),
- An effective and readily available means of communication i.e. site radio.



- If the work activity involves personal fall protection equipment must always consider the effects of suspension trauma from hanging motionless in a harness, the emergency planning must identify the requirement for additional resources to be onsite or deployable within a reasonable reaction time.

[Appendix 7b: Rescue Plan Guidance Document](#) may assist in the formulation of the rescue plan.

4.2.10.4. Rescue Drills in relation to the RS rescue plans, must be conducted to ensure rescue capabilities are established. Where persons routinely use restraint or suspension harnesses the exercise must include the scenarios for recovering a person suspended at height.

#### 4.3. Reporting

4.3.1. Any incident which results in the emergency response plan being implemented must be communicated and investigated as per the incident investigation standard [MAN3 Incident reporting and investigations](#).

4.3.2. In the event of breach of Permit/ Planning conditions or spills/ discharges that impact the environment outside the site boundary (including water courses, spills to drains etc), the relevant environmental regulators must be informed as soon as practicable after consultation with Senior management.

#### 4.4. Training

4.4.1. All personnel (including subcontractors, third parties and visitors) on site need to be familiar with the sites emergency response plan. These should be covered in accordance with our induction standard MAN1B Employee and Visitor Control.

4.4.2. Emergency response drills shall be undertaken to ensure personnel are familiar with equipment and response requirements. It is recommended that, as a minimum, emergency response drills are performed annually or as directed by Ronez Standards . The findings of the drills must be reviewed, actions identified as appropriate and recorded on Appendix 8, Company System or the Site Improvement Plan and all changes communicated to all relevant employees (for example as a tool box talk).

4.4.3. Training in the use of all available appliances/emergency response equipment for the purpose of dealing with an emergency must be provided.

4.4.4. Training needs must be identified and addressed in accordance with the appraisal process and or risk assessment process.

4.4.5. Sub-contractors, third parties and visitors shall not be expected to lead emergency situations except where this occurs as a result of their activities.

### 5. Records

5.1. Emergency Response Plan [Appendix 1a](#).

5.2. Site Services Plan [Appendix 1b](#).

- 5.3. Inventory & Inspection of Emergency Response Equipment [Appendix 1c](#).
- 5.4. Notification to Regulatory Authority (if applicable).
- 5.5. Risk Assessments.
- 5.6. Permit to Work.
- 5.7. Audits and reviews (Including any Corrective Actions)
- 5.8. Records of Emergency test drills.

## **6. Appendices**

[Appendix 1a: Emergency Response Plan](#)

[Appendix 1b: Ronez Site Plan](#)

[Appendix 1c: Inventory & Inspections of Emergency Equipment \(template\)](#)

[Appendix 2: Medical Emergency Procedure](#)

[Appendix 3a: Fire Procedure](#)

[Appendix 3b: Emergency Evacuation Procedure](#)

[Appendix 4: Adverse Weather Procedure](#)

[Appendix 5: Unauthorised Persons on Site](#)

[Appendix 6a: Flow Chart \(Spillage Procedure\)](#)

[Appendix 6b: Liquid / Hazardous Spillage Procedure](#)

[Appendix 7a: RS Rescue plan \(template\)](#)

[Appendix 7b: Rescue Plan Guidance Document](#)

[Appendix 7c: Cement / Concrete First Aid](#)

[Appendix 8: Emergency Preparedness Drill Review](#)

## **7. References**

[MAN1A Employee and Visitor Control.](#)

[MAN1B First Aid](#)

- [Appendix 2: Medical Emergency Procedure](#)
- [Appendix 7c: Cement / Concrete First Aid](#)
- [Appendix 7d: Bitumen \(Safe handling & first aid\)](#)

[MAN3 Incident Reporting and Investigation.](#)

[HS1 Risk Management.](#)

[HS8 Asbestos.](#)

[HS15 Work at Height](#)

[HS19 Restricted or Confined Spaces](#)

[HS20 Underground and Overhead Services.](#)

[ENV3 Emissions to Air.](#)

[ENV4 Chemical and Fuel Management.](#)

[ENV5 Water Management Plan](#)

[ENV6 Waste Management.](#)