



Emergency planning



Notes

Lined area for notes

Further reading

<i>Aerial tree rescue</i>	AFAG402
<i>First aid at work: Your questions answered</i>	INDG214
<i>Managing health and safety in forestry</i>	INDG294

These publications are available from HSE Books - see 'Further information'.

Notes

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Name:.....
 Checklist verified by:.....
 Date:.....

Further information

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For information about health and safety ring HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 e-mail: hse.infoline@natbrit.com or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

This leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

This leaflet is available in priced packs of 15 from HSE Books, ISBN 978 0 7176 2666 3. Single free copies are also available from HSE Books.

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Introduction

The purpose of this leaflet is to help minimise the time taken for the emergency services to reach you and advise on ways to minimise the risk to operators if there is an emergency. It also highlights the need to include environmental and other emergencies within the planning process.

You can use this leaflet as part of the risk assessment process to help identify controls which can be used as part of an emergency planning procedure.

Precautions

- 1 Avoid working alone. If you must, you should make arrangements for someone to check on you at regular intervals. The greater the risk, the more frequent the checks should be. As a minimum requirement, always inform your contact when work starts and finishes.
- 2 If you are part of a team scattered across an area, everyone in the team should arrange to meet at agreed times throughout the day.
- 3 Carry a personal first-aid kit on you while at work. It should contain at least a large wound dressing, a pair of plastic gloves and a Resuscitade (or similar device). This is in addition to a worksite first-aid kit which should be kept at a central location (see HSE leaflet INDG214 *First aid at work: Your questions answered*).
- 4 Employers and the self-employed need to assess the first-aid requirements of their work. Make sure there are enough suitably trained first-aid personnel (first-aiders) and facilities so that immediate assistance is available to casualties of illness or injury, and that an ambulance or other professional help can be summoned without delay. The assessment should also identify which items need to be in the worksite first-aid kit.
- 5 The first-aid assessment should take account of:
 - the nature of the work;
 - the past history and consequences of accidents;
 - the nature and distribution of the workforce;
 - the remoteness of the site from the emergency services, including location, terrain and weather conditions;
 - working on shared or multi-occupied sites;
 - holidays and other absences of first-aiders;
 - the presence of trainees and the public;
 - the possibility of medical conditions or allergies. (The use of MedicAlert® may be considered – Tel: 0800 581 420 for details.)

Forward planning

- 6 For any emergency procedures to work well, it is vital that all operators and managers are aware of the procedures and have had the opportunity to test them.
- 7 Anticipate problems that will exist in getting to a casualty, eg tree climbing and the need for aerial tree rescue (see AFAG leaflet 402 *Aerial tree rescue*) or releasing a casualty that has been trapped below a tree or heavy equipment. Identify the personnel and equipment that need to be on site and establish how to quickly get access to others that may become necessary.
- 8 Identify hazardous overhead or underground services at the worksite, eg overhead/underground power lines, gas mains etc. Arrange any emergency contact details and site evacuation procedures that may be necessary.
- 9 Be aware that a spillage of petrol, diesel, urea or pesticide can cause harm to the environment (particularly aquatic plants and animals) and contaminate drinking water supplies. Emergency procedures should be put in place and followed if there is a spill. They should include contact details, what needs to go in a spill kit, how to use it and where it should be deployed.
- 10 Emergency procedures should be tested, evaluated and modified, as necessary, to ensure they are working.

Emergency procedures

- 11 If there is an emergency, make sure the site is safe for you, the casualty and any other people in the area. Look out for hung-up trees, dangerous parts of machinery, high-voltage electricity cables etc.
- 12 Put in place a system for contacting the emergency services, power/gas/water companies and environmental agencies (EA/SEPA) as necessary. Ensure the system is clearly understood by all people working on the site. Identify areas of poor radio and mobile telephone reception. The emergency services may be contacted using a mobile phone (112 or 999) or public telephone (999).
- 13 Ensure you know your location. Be able to provide the emergency services with the necessary information to find the site, eg the grid reference and the access points from the main road to your location in the forest or woodland. In urban areas street names will be required. If possible send someone to meet the emergency services at a designated meeting point to guide them to the site.
- 14 Evacuation measures need to be examined as part of the risk assessment by the owner, site manager or main contractor and outlined in the site safety rules. You should make sure you are familiar with the evacuation procedure.
- 15 If after first aid has been administered the casualty can walk and is near to transport or the roadside, help them leave the area. Otherwise only move them if it is absolutely necessary. If the casualty must be carried, wait for trained help to arrive.

- 16 The completed emergency procedures should be recorded and should accompany the site-specific risk assessment. A simple example is given below.

Emergency procedures – Contact details

Location name	
Grid reference	
Designated meeting place (useful in remote areas to guide the emergency services to the worksite)	
Site location name	
Nearest access point	
Street name/district	
Type of access (public road/light vehicles, four-wheel drive)	
Suitable helicopter landing area	
Phone number of nearest doctor	
Location of nearest Accident and Emergency hospital	
Phone number	
Works Manager contact details	
Radio call sign Phone number Mobile number	
Your own contact number Mobile number	