

Company Policy Statement on Emergency Procedures.

It is our policy to ensure all staff are made aware of what actions need to be taken in the event of an emergency in the workplace.

Such incidents include accidents and injuries to persons, fire and spillage of harmful substances, both at premises under our control and on customer controlled sites and when we are travelling to and from our various work places.

To support these procedures; policies, information and structure are in place to ensure our employees are aware of what actions are required to be taken in such events, these include;

- Initial (1st day) employee induction process covering what to do in the event of an accident, a fire or any other loss of control.
- Designated escape routes will be signed and maintained free of obstruction, these will be regularly checked and reviewed.
- Employees when attending customer sites will be provided where applicable with a site induction process this will include any emergency actions, evacuation plans and any site specific requirements.
- Information will be provided to individuals and signs posted to indicate, alarm points (where systems installed) fire actions, escape routes, fire assembly points, fire extinguisher locations and usage guidelines, first aid points and first aider names.
- Relevant staff will be provided with specialist training in the use of fire fighting equipment and the provision of first aid to allow suitable and sufficient coverage for our workforce.
- Suitable spillage kits will be provided at our sites and for our mobile service vehicles.
- Suitable methods of contacting the emergency services will be provided and maintained ie fixed telephone systems, mobile telephones, staff will be given training on the use of such systems to ensure they are able to use them in the event of an emergency.
- Where we are required to, or consider it good practice to, we will provide third parties or customers with information to support their own emergency procedures, this will be given in a freely and in a timely manner.
- Regular reminders and realistic practice on what to do in case of emergency will be given to our employees.

The nature of our business is to be clearly marked externally on all of our premises and the internal layouts and arrangements such as to not impede any emergency services personnel that may need to attend our sites.

Good engineering and HSE practice alongside overall good house keeping shall be maintained to assist with any emergency actions ie evacuation or emergency service attendance.

Where emergency services are required to attend P&R premises, they will be given full assistance and co-operation by a competent person, such persons will be trained and suitably experienced to provide the necessary support in emergency situations.

Records will be maintained of the type and quantities of substances that may be present on our premises or in our service vehicles, Material Safety Data Sheets (MSDS) are held for all such substances and will be made available where possible to emergency services.

To further support this policy other associated company policies and documents exist, these include;

- Company Policy Statement on Fire Safety PRHS-020
- Individual Premises Fire Risk Assessments (1 per P&R site)
- Company Policy Statement on First Aid PRHS-021
- Company Policy Statement for Accident Reporting & Investigation PRHS-028
- Company Policy Statement on Training ST-001
- Drivers Handbook PRDH-01
- Workshop Safety Walks PRHS 010-A

PITKIN AND RUDDOCK LTD