Site Safety Organisation & Emergency Response Chart

Contract No:	**MN1897**	**Contract Period:**	**3 months – enabling works**
Project Name:	**Upper Brook Street**		

MANAGEMENT DUTY HOLDERS	HOLDER	DEPUTY	EMERGENCY RESPONSE TEAM
Site Safety Representative	O. Lewis	B. Marsden	Ben Marsden Owen Lewis
Temporary Works Co-ordinator	D. Evans	B. Marsden	
Existing Services Co-ordinator	D. Evans	O. Lewis	
Scaffold Co-ordinator	B. Marsden	O. Lewis	
Lifting Appliances Appointed person	S. Sterling	B. Marsden	**DEPUTY EMERGENCY RESPONSE TEAM**
Logistics Co-ordinator	B. Marsden	O. Lewis	
Fire Safety Co-ordinator	B. Marsden	D. Evans	James Fryer
Fire Marshall(s)	D. Evans	O. Lewis	
Asbestos Co-ordinator	B. Marsden	O. Lewis	
Environmental Co-ordinator	O. Lewis	B. Marsden	

FIRST AIDER(S)	HEALTH & SAFETY MANAGER	ALTERNATIVE SAFETY CONTACT
Owen Lewis – [redacted] Ben Marsden	Calum Volrath [redacted]	Shane Hallam [redacted]

KEY LOCATIONS

First Aid Kit(s) **Located within the welfare area**	**Fire Points** **Welfare & Site, control panel located within McL site office**
Telephones **Site office / Project Management team**	**Eyewash Station** **Located within the welfare area**
Washing Facilities **Welfare**	**Hospital** **Manchester Royal Infirmary** **Oxford Rd, Manchester M13 9WL**
COSHH Register **Maintained on Inndex & Fire Grab Pack**	**Evacuation Signal** **Audible alarm**
Spill Kit(s) **Located at designated refuelling station**	**Assembly Point**

OPERATIVE & STAFF TRAINING & COMPETENCE RECORDS LOCATION

Plant (CPCS)	Project Files	**Duty Holders**	Site Notice Board
Machinery (e.g. Abrasive Wheels)	Project Files	**CSCS**	Project Files

REGISTERS/PERMIT HOLDERS

Scaffolding	Dalux	**Lifting Appliances/Plant**	Inndex
Excavations		**Permit to Dig**	Dalux
Electrical		**Hot Work Permit**	
Plant Certificates	Inndex	**CITB GE700**	Inndex

CONTACT NUMBERS					
Police	999 /111	**Fire Brigade**	999	**Ambulance**	999
Tree Officer	NA	**Noise Team**	NA	**Local Authority**	[redacted]
Project Leader	Ben Marsden - [redacted]	**HSE Local Office**	[redacted]	**Env. Health**	[redacted]
Gas		**Electricity**		**Water**	
Waste Disposal Contractor	B&M Services 03301234100	**Hazardous Waste Disposal**	RSK RAW 03451668491	**Spill Clean up Contractor**	RSK RAW 03451668491
Traffic Management	Owen Lewis	**Street Lighting**		**EA/SEPA**	

Emergency Procedures in event of Fire

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Contract Name:	Upper Brook Street

Raise the Alarm

- Activate the air horn situated at the fire point and notify the Fire Marshall.

Calling the Fire Brigade

- This will be done by the Fire Marshall

OR

- Dial 999 from the office and tell the operator that the fire brigade are required at:
  53 Upper Brook St, Manchester M13 9SR

On hearing the Site Fire Alarm

- All personnel to leave building and assemble at fire point.
- Do not stop to collect personal belongings.
- Turn off generators, compressors, and other powered equipment unless these provide power for emergency services.
- Turn off all heat producing equipment and shut cylinder valves
- Obey instructions from Principal Contractor and Fire Marshall
- Do not re-enter site until told it is safe to do so.

Fire Plan

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- The appointed fire marshals are:
  - Ben Marsden
  - Owen Lewis
  - David Evans

  Who are responsible for all aspects of fire safety.

- Audible call point alarms to be used to notify the workforce for the need to evacuate the workplace and assemble at the assembly point (detailed on drawing).

- Hot works permits will be implemented as described in the Site Management Plan.

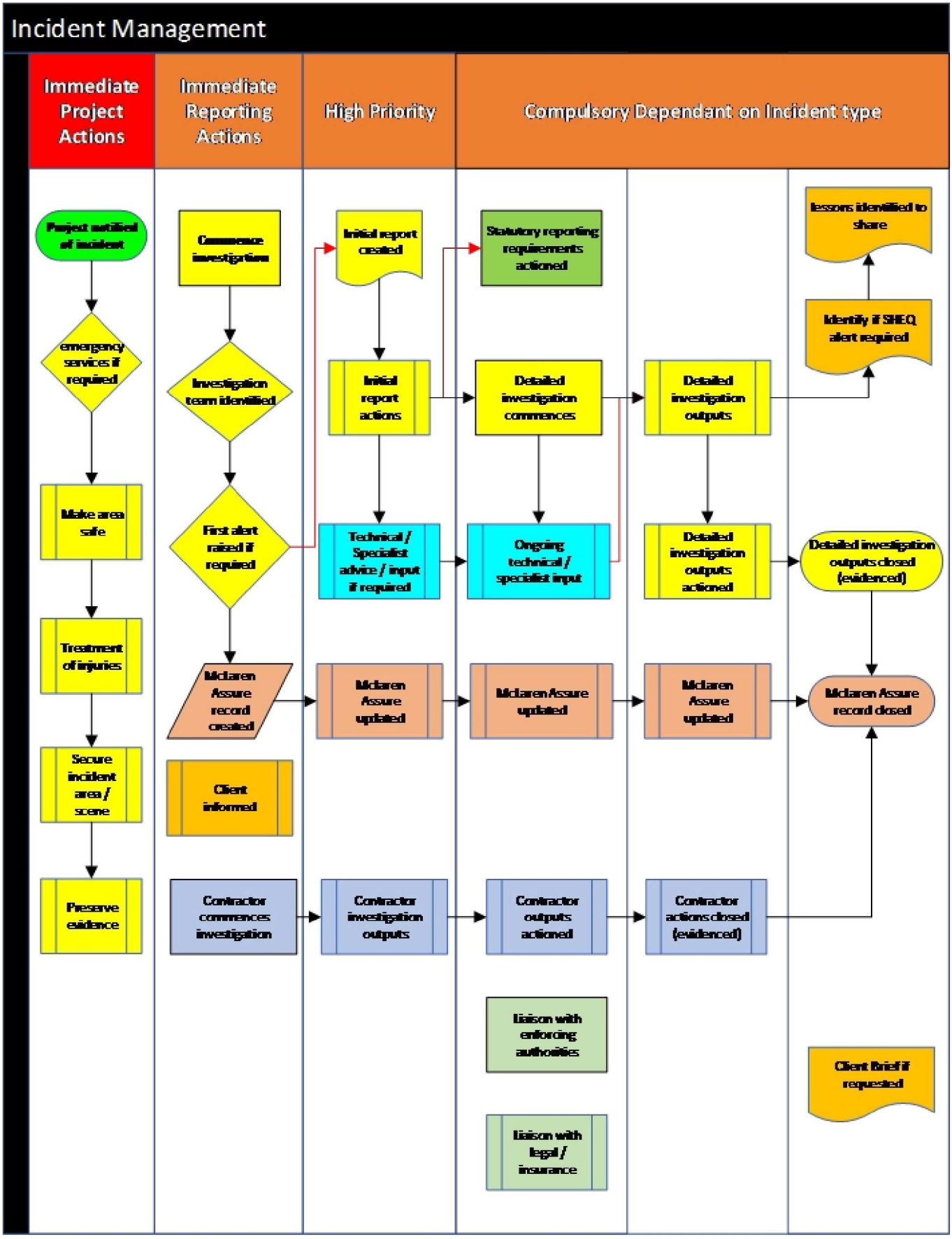
- Fire points located as detailed on drawing.

- Temporary accommodation is constructed from 'jack leg' portacabins and steel containers and located as per drawing.

- Each member of the workforce will be instructed of actions required by them in the event of a fire at their induction talk prior to being given access to the site.

- Security, material and waste management measures are to be implemented as detailed in the Site Management Plan.

The fire plan will be updated as elements of work progress ie: once walls are constructed etc.


Incident Management
Immediate Project Actions
Immediate Reporting Actions
High Priority
Compulsory Dependant on Incident type
Project notified of incident
emergency services if required
Make area safe
Treatment of injuries
Secure incident area / scene
Preserve evidence
Commence investigation
Investigation team identified
First alert raised if required
Mclaren Assure record created
Client informed
Contractor commences investigation
Initial report created
Initial report actions
Technical / Specialist advice / input if required
Mclaren Assure updated
Contractor investigation outputs
Statutory reporting requirements actioned
Detailed investigation commences
Ongoing technical / specialist input
Mclaren Assure updated
Contractor outputs actioned
Liaison with enforcing authorities
Liaison with legal / insurance
Detailed investigation outputs
Detailed investigation outputs actioned
Mclaren Assure updated
Contractor actions closed (evidenced)
lessons identified to share
Identify if SHEQ alert required
Detailed investigation outputs closed (evidenced)
Mclaren Assure record closed
Client Brief if requested