

1. Introduction

The primary remit of L Lynch Plant Hire & Haulage Ltd regarding emergency situations, is the safety of staff and visitors to all premises under the L Lynch ownership. We are required to implement appropriate and effective measures to achieve a suitable and sufficient level of emergency situations management, considering all relevant legislation and statutes and the advice and approval of the relevant authorities.

2. Responsibilities

Incident Control Manager	Overall responsibility for dealing with emergency services.
Duty Incident Manager	Responsible for fire, incident Management, reporting to the F/I Control Manager. Collation of section registers and fire documents, carry out weekly fire alarm tests and 6 monthly fire drills and any other issues relating to fire safety and compliance.
First Aiders	Responsible for tending to staff, contractors, and visitors.

Name	Role	Mobile
Stephen Bremner	Fleet & H&S Director	07773 077173
Paul Lynch	Supply Chain & Compliance Team	07595 068325
Luke LeCoyte	National Operations Manager (South)	07807 663843
Andy Freshwater	Depot Manager	07921 763752

3. Scope

This procedure has been developed to provide guidance on the roles and responsibilities of the Emergency Procedures team at L Lynch Plant Hire & Haulage Ltd depots and confirms the systems for dealing with such situations and how they will be implemented.

4. Details

4.1 Bomb Warnings

In the event of being notified of a bomb in, or in close proximity to, the building by the Police or a caller, the fire alarm must be activated, and the immediate evacuation of the building is required.

- 4.1.1 Move outside the building initially to the Fire Assembly Point to await and co-operate fully with further instructions from the Police and emergency services.
- 4.1.2 Be prepared to move well clear of the building and vehicles parked in the vicinity (bomb blasts can be dangerous up to 200 metres away)

4.2 Major Accidents

In the event of a major accident, immediate action should be taken as follows

- 4.2.1 Determine continuing danger and extent of injury of person or people involved
- 4.2.2 If necessary, evacuate the area
- 4.2.3 Summon help and ensure that the following are contacted
 - the emergency services (999, any phone)
 - a First Aider (where available)
- 4.2.4 If safe to do so, ensure that the injured are not left unattended until help arrives.
- 4.2.5 Record the accident details on an Accident Report Form.

4.3 Minor accidents

In the event of a minor accident, immediate action should be to:-

- 4.3.1 Determine continuing danger and the extent of injury
- 4.3.2 Summon help and ensure that
 - A First Aider (where available) is contacted
 - The injured are not left unattended until help arrives
- 4.3.3 Record the accident details on an Accident Report Form.

4.4 First Aid

First aid equipment is available throughout the building. Whenever first aid equipment is used an accident form should be filled in with a copy forwarded to the Manager. First aiders are:

Simon Foreman/Lea Ward - Main office

Nathan Sinfield - Service

Martin Donohoe - Workshop