

POLICY:	EMERGENCY
NVR Ref:	Standard 2
MCC Ref:	MCC-3-E 1
Aim	The aim of the Institute’s Emergency Policy is to have plans and procedures in place for contingencies and emergencies, including fire and first aid.
Scope	<p>The scope of plans and procedures are to be based on identified hazards and risk assessments and include provision for students, visitors, clients, the public and contractors to be informed of fire precautions and emergency procedures. The plans and procedures are to:</p> <ul style="list-style-type: none"> • based on identified hazards and risk assessments; • include provision for students, visitors, clients, the public and contractors to be informed of fire precautions and emergency procedures; • recognise the Institute’s responsibility for emergency workers who attend their premises to assist in the event of a fire or other emergency; • Comply with statutory and company policies, standards and requirements.
Responsibilities	<p>Management</p> <p>The CEO is responsible for all aspects of fire safety related to any hazardous substances, work processes or activities and compliance with Statutory requirements, and will ensure that they:</p> <p>Implement plans covering identified hazards</p> <ul style="list-style-type: none"> • Investigate accidents and incidents locally, and take any necessary preventative or remedial action • Systematically assess their work and activities to identify appropriate fire control measures • Implement arrangements to deal with emergencies, including fires • Have in place competent individuals to ensure: <ul style="list-style-type: none"> ○ maintenance of fire prevention measures ○ appropriate action is taken in the event of fires or other emergencies and that these individuals receive instruction and training.

<p>Responsibilities (cont)</p>	<ul style="list-style-type: none"> • Have suitable and sufficient first aid arrangements in place • Routinely test their emergency and evacuation procedures <p>The CEO will procure specialist advice in all areas of fire and related risks in respect of the Institute's work activities, processes and dangerous substances.</p> <p>For effective liaison and communication with all employees to ensure that they do not compromise fire safety, The CEO will be responsible for:</p> <ul style="list-style-type: none"> • The provision of advice to staff members on maintaining these to the required standards, in particular where there is a change of use, activity or process • Providing the emergency responses agreed in advance with staff members • Ensuring that documentation, record keeping, registration and certification required by and for enforcement, regulatory or licensing agencies and authorities is maintained • Communication and liaison with the emergency services, Fire Authorities and enforcement, registration or licensing agencies <p>The CEO will be responsible for:</p> <ul style="list-style-type: none"> • The provision of premises that meet statutory requirements and standards • Carrying out fire risk assessment, the implementation of fire safety control measures and compliance with building regulations • The provision of a means of escape that is adequate, accessible and lit in case of emergency • The provision, maintenance, good repair and suitability of built-in fire precautions: <ul style="list-style-type: none"> - Fire detection and warning systems - Fire fighting installations and portable fire fighting equipment <p>The CEO will also be responsible for advising on appropriate levels of first aid provision.</p> <p>Staff, students and other people working in or visiting the Institute are required to:</p> <ul style="list-style-type: none"> • Familiarise themselves with the fire and emergency instructions, fire precautions and action to be taken on discovering a fire that relates to their place of work / study • Comply with emergency and accident procedures and instructions • Participate in any practice evacuations that are arranged • Report any accidents or incidents in which they are involved • Attend and take part in fire training, as requested
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PROCEDURE:	EMERGENCY
NVR Ref:	Standard 2
MCC Ref:	MCC-3-E 1
Action/Method	<p>The CEO will assist staff members in the development and implementation of arrangements, plans and procedures that cover the following:</p> <ul style="list-style-type: none"> • Emergency Procedures • First Aid • Accident Reporting • Fire Precautions • State the responsibility for keeping their adequacy and effectiveness under review, and should be based on their risk assessments <p>The CEO will review arrangements for ensuring that staff and students are aware of the arrangements for fire and other emergency evacuations.</p> <p>Induction and ongoing training programs will include emergency arrangements.</p> <p>Effective training and supervisory arrangements will be made to ensure that:</p> <ul style="list-style-type: none"> • the necessary competence is developed and maintained to ensure the effectiveness of individuals with fire, first aid and other emergency responsibilities • effective supervision is developed and maintained. <p>Procedures and arrangements will be recorded and updated regularly. Records will be kept of all training and evacuation procedures.</p> <p>The CEO will be responsible for ensuring that fire, emergency and first aid procedures, precautions, arrangements and systems for emergencies / contingencies are regularly reviewed, particularly after any occasions when they are utilised.</p> <p>Safety performance measurements and standards will be introduced and staff members will be expected to have arrangements in place to measure and review their performance against these standards and to take action for improvement.</p> <p>Emergency Procedures</p> <p>Procedures will:</p> <ul style="list-style-type: none"> • be based on identified hazards and risk assessments; • include provision for visitors, guests, the public and contractors to be informed of fire precautions and emergency procedures; • recognise the Institute’s responsibility for those fire fighters and others who attend the Institute’s premises to assist in the event of a fire or other emergency.

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<p>Action/Method (cont)</p>	<p>Emergency arrangements will:</p> <ul style="list-style-type: none"> • Be capable of being put into immediate operation and should be put into immediate operation as and when required; • include procedures for dealing with spills, explosions, emissions, escapes and other likely emergencies; • include the provision and maintenance of equipment to enable resuscitation procedures to be carried out; • reduce as far as possible the risks to health and safety of any person(s) required to put the emergency / rescue arrangements into operation. <p>Staff members will be trained and instructed in responding to likely emergency situations. They will be familiar with the location and use of:</p> <ul style="list-style-type: none"> • Fire alarm points • Fire exits • Fire fighting equipment <p>First Aid</p> <p>The CEO must ensure that there are appropriate arrangements in place for staff, students and visitors to be able to obtain first aid help at all times.</p> <p>Fire Precautions</p> <p>The hazard identification, risk assessment and the implementation of control measures will include fire risk assessments. All work and activities will be systematically assessed to identify appropriate fire control measures.</p>
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VERSION CONTROL**Review/ amendment history****Policy Approved by:** Chief Executive Officer**Responsible Officer:** Chief Executive Officer**Next Policy Review Date:** July 2018

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	July 2015	No material change
4.0	July 2016	No material changes
5.0	June 2017	No material changes