Site emergency plan

Blank form for one site. Fill it in before work starts and brief everyone on it.

Project _____ **Prepared by** _____

Date _____ **Review date** _____

Plan for any foreseeable emergency on this site, including how to evacuate it. Take account of the work, the size and layout of the site, the equipment used, how many people are on site and any substances on site.

Make sure everyone on site knows these arrangements, and test them at suitable intervals.

Site address and access for emergency services

Full site address and postcode _____

Entrance for emergency vehicles _____

Where to meet the emergency services _____

Who meets them _____

Directions and access notes (gates, codes, parking, height or width limits)

Emergency contacts

Who	Name	Phone
Emergency services (fire, ambulance, police): 999		
Site manager or supervisor		
Principal contractor (or contractor)		
Client		
Principal designer (if there is one)		
First aider or appointed person		
Out-of-hours keyholder		
Gas emergency		
Electricity network operator (power cut or damage)		
Water supplier		
Other:		

Nearest A&E

Fill this in for this site. Check that the hospital has an A&E department, and check the route, before work starts.

Hospital name _____

Address and postcode _____

Phone _____

Route from site _____

Fire

Where needed, provide suitable fire-fighting equipment and fire detection and alarms, keep the equipment easy to reach and signed, and show people how to use it.

Keep emergency routes and exits clear and signed, leading as directly as possible to a safe area.

How to raise the alarm _____

Who calls 999 _____

Fire extinguishers and alarm points _____

Emergency routes and exits _____

Fire risks on this site and how they are controlled (for example hot works, or storing flammable materials)

Assembly point

Assembly point _____

Second assembly point (if the first cannot be used) _____

Who takes the roll call _____

How everyone is accounted for (for example the sign-in record) _____

First aid

Employers must provide adequate and appropriate first-aid equipment, facilities and people for their employees.

First aider(s) or appointed person _____

First aid kit location _____

Other first aid equipment (for example eye wash) and where it is _____

Accident book location _____

Rescue from height (if there is work at height)

Planning work at height includes planning for emergencies and rescue.

How someone would be rescued (for example from a harness, a MEWP or a scaffold), by whom, and with what equipment

Rescue equipment and where it is kept _____

Who is trained to use it _____

Rescue from a confined space (if there is confined space work)

No one may enter or work in a confined space until suitable rescue arrangements are in place for it.

Rescue arrangements for each confined space, including resuscitation equipment where needed

Rescue and resuscitation equipment _____ **Who carries out the rescue** _____

Other emergencies on this site

Emergency	What to do	Who
Serious injury or illness		
Damage to a gas, electricity or water service		
Collapse of an excavation, structure or scaffold		
Spill or release of a hazardous substance		
Severe weather		
Other:		

Utility isolation points

Gas _____ **Electricity** _____

Water _____ **Other** _____

Reporting to HSE

Some accidents, diseases and dangerous occurrences must be reported to HSE under RIDDOR. Name who reports them for this site.

Who reports to HSE _____ **Phone** _____

Briefing record

Everyone on site needs to know this plan. Each person signs to confirm they have been briefed on it.

Name	Company	Signature	Date

Based on: CDM 2015, regulations 30, 31 and 32; the Health and Safety (First-Aid) Regulations 1981, regulation 3; the Work at Height Regulations 2005, regulation 4; the Confined Spaces Regulations 1997, regulation 5; RIDDOR 2013, regulation 3.

- CDM 2015, regulation 30: https://www.legislation.gov.uk/uksi/2015/51/regulation/30
- CDM 2015, regulation 31: https://www.legislation.gov.uk/uksi/2015/51/regulation/31
- CDM 2015, regulation 32: https://www.legislation.gov.uk/uksi/2015/51/regulation/32
- Health and Safety (First-Aid) Regulations 1981, regulation 3: https://www.legislation.gov.uk/uksi/1981/917/regulation/3
- Work at Height Regulations 2005, regulation 4: https://www.legislation.gov.uk/uksi/2005/735/regulation/4
- Confined Spaces Regulations 1997, regulation 5: https://www.legislation.gov.uk/uksi/1997/1713/regulation/5
- RIDDOR 2013, regulation 3: https://www.legislation.gov.uk/uksi/2013/1471/regulation/3

Blank template from The Site Book, October 2026. Fill it in for the actual job and site.