

EMERGENCY PROCEDURES CHECKLIST

CHECKLIST — MONTHLY

Are the arrangements real, known and tested? — monthly, and before any high-risk activity starts

KD-INS-EP-013 Rev A0

CDM 2015 reg 30: suitable and sufficient arrangements for dealing with foreseeable emergencies are prepared, made known to those affected, and tested at suitable intervals (reg 30(3)(b)); the procedures cover the emergencies the site can foresee — fire, rescue, collapse, services strike. A procedure that exists only in the construction phase plan is not an arrangement. This checklist asks whether people know it and whether it has been practised.

1 SITE

PROJECT / SITE REF	SITE	WEEK COMMENCING / PERIOD	COMPLETED BY

2 ARRANGEMENTS IN PLACE AND KNOWN

- Fire: alarm, escape routes, assembly point, roll call, fire marshals — displayed and covered at induction
- First aid and medical: first aiders on site every shift; kit locations; nearest A&E and route; how to call an ambulance to the site
- Rescue from height: the plan for recovering a suspended person from a harness within minutes — equipment and trained people on site
- Confined-space rescue: rescue team, equipment and gas monitoring in place BEFORE entry (KD-PTW-CS-004)
- Excavation collapse, structural collapse, plant overturn: who is called, what is not done (no unplanned entry)
- Services strike: gas, electricity, water — isolation points known, utility emergency numbers displayed, evacuation distances
- Spillage and environmental: spill kits, drain covers, Environment Agency number
- Asbestos discovery: stop, isolate, report — the procedure and the person to call (KD-RAMS-DM-007)
- Out-of-hours and lone working: contact, check-in, access for the emergency services
- Neighbouring premises and the public: who is warned and how, where the site affects them

3 TESTS AND DRILLS — REG 30(3)(B)

DATE	DRILL / TEST	WHO TOOK PART	TIME TO MUSTER / RESU...	LESSONS AND ACTIONS

4 SIGNATURES

Completed by:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Site manager:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-28	first-issue	First issue.	— not yet approved —
A0	2026-08-29	review	Approved for issue by the author. Content unchanged from the draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.