

EMERGENCY PLANNING POLICY

Policy Statement: The McSence Group Business Unit Manager’s in conjunction with the Senior Management Team (SMT) have identified by means of risk assessment potential events likely to cause significant environmental impact and steps and procedures that can sensibly be taken to mitigate these. This has formed our “Site Emergency Response Plan” relating to our activities which aims to provide a mechanism to address incidents by:

- ✚ Making the situation safe for all personnel and/or members of the public
- ✚ Stopping the incident from continuing
- ✚ Containing the effects of the incident
- ✚ Inform the relevant parties including but not limited to emergency services, national gas emergencies, NHS, local authorities, HSE

All Employees: This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

- ✚ All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group’s supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as “all employees”.

The Workplace: This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

- ✚ McSence Premises, Offices, Units, Business Park, Client’s Premises, External Meeting Places, Customers’ Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café’s, trains, coffee shops, buses etc) and will be referred to throughout this policy as “the workplace”.

Site Emergency Response Plan: Copies of our “Site Emergency Response Plan” plan are provided to each Business Unit Manager for their Team(s), and the Senior Management Team (SMT) are responsible for ensuring all Business Unit Managers are familiar with the requirements placed upon them in the plan and for ensuring that their staff are appropriately trained in its implementation where the training is recorded in accordance with normal training procedures. The plan(s) include procedures for:

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| ✚ Collateral Effects Caused To Us By Our Neighbours | ✚ Malicious Damage |
| ✚ Fire | ✚ Pandemic & Covid19 |
| ✚ Flood | ✚ Procurement & Site Deliveries |
| ✚ Gas escape | ✚ Tenant &/or Visitor Actions |
| ✚ Health, Safety & Well-Being Matters | ✚ Terrorist Attack |
| ✚ Major Accidental Damage | ✚ Utility, Heat, Light & Power Incidents |

Emergency Planning: Points in the individual Business Unit’s emergency plans may include but not limited to:

- ✚ Consideration to what might happen and how the alarm will be raised - don’t forget night and shift working, weekends and times when the premises are closed, e.g. holidays
- ✚ Planning what to do, including how to call the emergency services – and help them by clearly marking premises from the road and drawing up a simple plan showing the location of hazardous items
- ✚ Decide where to go to reach a place of safety or to get rescue equipment and provide suitable forms of emergency lighting
- ✚ Making sure there are enough emergency exits for everyone to escape quickly, and keep emergency doors and escape routes unobstructed and clearly marked
- ✚ Nominate competent people to take control (a competent person is someone with the necessary skills, knowledge and experience to manage health and safety)
- ✚ Agree the other key people needed, such as a nominated incident controller, someone who is able to provide technical and other site-specific information if necessary, or first-aiders

- ✦ Plan essential actions such as emergency plant shutdown, isolation or making processes safe and clearly identify important items like shut-off valves and electrical isolators etc
- ✦ Train everyone in emergency procedure and include the needs of people with disabilities and vulnerable workers
- ✦ Work should not resume after an emergency if a serious danger remains and any doubts ask for assistance from the emergency services

Near Miss: Mitigation strategies from the plan are built into other operating policies or procedures of the McSence Group where in the event of an incident involving implementation of the plan or in the event of a “near miss”, the responsible Business Unit Manager will complete an Accident / Incident Report Form and include this within the incident report file for the building in accordance with normal company Accident & Incident reporting procedures.

Emergency Drills: The Business Unit Manager will ensure emergency drills are conducted where practical and records maintained in the relevant building procedures file(s). Risk assessments, the Site Emergency Response Plan and all incident reports and evacuation drill reports will be reviewed for suitability, adequacy and effectiveness by the Health & Safety Committee, the Senior Management Team, and the Business Unit Manager’s after any major event and at least annually and corrective/preventative action will be identified and undertaken.

Periodic Testing: The Business Unit Manager will ensure periodic testing of the procedures are conducted where practical and records maintained in the relevant building procedures file(s). Risk assessments, the Site Emergency Response Plan and all incident reports and evacuation drill reports will be reviewed for suitability, adequacy and effectiveness by the Health & Safety Committee, the Senior Management Team, and the Business Unit Manager’s after any major event and at least annually and corrective/preventative action will be identified and undertaken.

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group’s Staff Zone Intranet via our website [Login | McSence](#)

Compliance: Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



McSence Group Signatory:

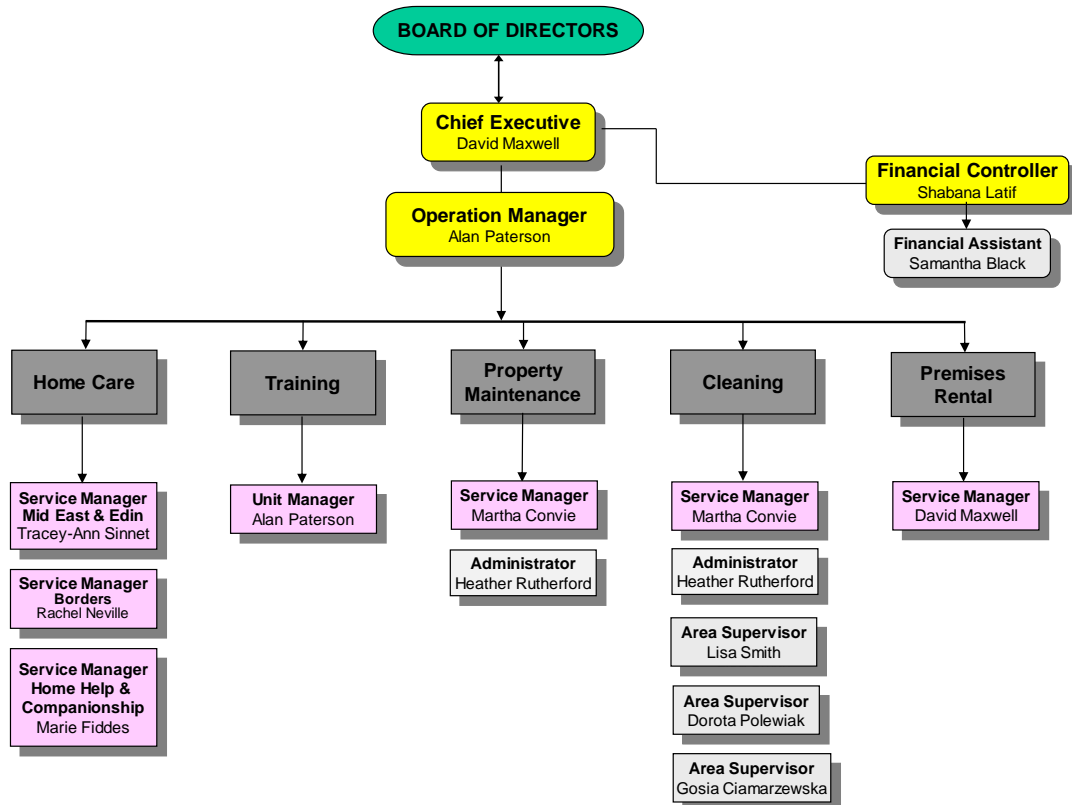
David Maxwell | Chief Executive

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Policy Amendments & Revisions: This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.

Key McSense Contacts



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