



Policy - Rail

Title: Emergency Arrangements

All locations at which Matchtech staff operate are obliged to have adequate emergency arrangements in place, and the appropriate number of trained emergency responders. All staff shall be briefed of the procedures to be followed in an on-site rail emergency. These arrangements shall be the responsibility of the client's nominated person(s), and shall be reviewed/tested at the appropriate frequency.

Matchtech workers are obliged to comply with these arrangements, and make the client aware of any difficulty they may have in the event of an emergency. Workers shall notify the appropriate manager/supervisor if any aspect of the emergency arrangements is unclear to them.

Arrangements shall be made clear to workers at induction, during subsequent safety briefings, and via Work Package Plans, Safe Work Packs, Task Briefings etc. Acknowledgements and/or briefing signature sheets shall be retained by the client/project team for the mandatory period.

When deploying staff to a client controlled site, Matchtech will always endeavour to obtain a copy of the client's emergency arrangements and record that these have been briefed to Matchtech staff.

Presence of, and staff awareness of emergency procedures is verified as part of Matchtech site audit schedule.

In the event of an emergency, Matchtech will co-operate fully with Network Rail and any other interested parties by providing any information or other assistance which is required.

Matchtech can be contacted at any time in the event of an emergency via the on-call telephone number. This number is provided to all workers.

Matchtech will ensure that all emergencies affecting our staff working on rail projects will be fully investigated (where required), and reported in accordance with our internal accident and incident reporting policy and procedure.

Emergency arrangements for Matchtech employees shall be the responsibility of the location managers, and orchestrated in conjunction with the facility owners (where applicable). Arrangements shall be reviewed and tested annually, and verified as part of the periodic audit schedule.

Arrangements shall also be reviewed following any emergency involving Matchtech staff, or at premises where Matchtech staff operate.

Signed:

(Kenny Burton)

Position:

Rail Director

Dated:

3rd July 2024