

ASTFM306

Contribute to the management of incidents and emergencies



Overview

This unit is imported from Cogent (unit C4).

This unit is for first-line managers/supervisors at work in the FM environment. It is about contributing to the management of the incidents and emergencies that can occur in the FM workplace.

This unit is about the managing the FM incidents and emergencies that fall within your area of responsibility. It describes the competences required to make sure that you:

1. Report incidents and emergencies
2. Contribute to the correction of incidents and emergencies

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Performance criteria

Report incidents and emergencies

You must be able to:

- P1 identify the nature, location and scope of incident
- P2 raise the appropriate alarms
- P3 report the incident to the appropriate people in accordance with organisational/plant reporting procedures
- P4 provide accurate and unambiguous information to the appropriate people
- P5 complete all relevant documentation

Contribute to the correction of incidents and emergencies

You must be able to:

- P6 follow appropriate procedures after the situation has been assessed
- P7 inform appropriate people as actions are taken
- P8 take the correct actions, in accordance with procedures, to make the process safe
- P9 take the correct actions, in accordance with procedures, to deal with the incident
- P10 minimise the incident, hazard or emergency
- P11 minimise waste and loss
- P12 act promptly and in association with others
- P13 correctly modify actions in response to changing conditions
- P14 work safely in accordance with operational requirements

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Knowledge and understanding

You need to know and understand:

- K1 how to select, use and care for PPE (e.g. sight/hearing protection, gloves, footwear, hard hats, respirators)
- K2 the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- K3 how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)
- K4 the emergency procedures for plant and site
- K5 how to work with and within the Permit to Work system (if appropriate)
- K6 the types of incidents which should be reported (to include fire; flood; toxic vapour and/or liquid release; explosions; injured personnel; major plant or service failure)
- K7 how the alarm should be raised for each type of incident
- K8 how to access, interpret and implement site emergency plans; environmental procedures; site/plant emergency procedures
- K9 how to communicate effectively (e.g. verbal; written)
- K10 the procedure for responding at an early stage of an incident (to include fire; flood; toxic vapour and/or liquid release; explosions; injured personnel; major plant or service failure)
- K11 your own responsibilities during emergencies
- K12 the potential incidents within your area of responsibility and the actions to be taken
- K13 the need for and use of emergency equipment
- K14 the appropriate first response to casualties
- K15 the effect of the emergency on plant, equipment and personnel

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Building and construction; Functional Managers

Suite Facilities Management

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