

# **N&P Crayford Materials Recycling Facility Ltd**

## **Site Emergency Management Plan**

**N&P Crayford MRF Ltd.  
Century Wharf  
Crayford Creek  
Crayford  
Kent  
DA1 4QG**

**Environmental Permit Reference:  
EPR/KB3806FD**

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## 1. Introduction

This Site Emergency Management Plan (SEMP) has been developed to clearly define the steps to be taken during and emergency or abnormal event on site.

The SEMP should be read in conjunction with the Site Working Plan (ODMP).

## 2. Emergency Plans

Emergency Situations		Testing Frequency
1	Accidents & Injuries	
101	Accident/Injury on site	12 Months
102	Road Traffic Accidents (RTA) involving company cars/vans/light trucks	12 Months
2	Fires or Explosions	
201	Suspected bombs, explosives, incendiary	12 Months
202	Fuel/Oil Storage Facilities	12 Months
203	Pressurised Cylinder Storage Facility	12 Months
204	Administrative Areas	12 Months
205	Waste Fires	12 Months
206	Vehicle/Loads	12 Months
207	Material & Processing Plant in Yard	12 Months
3	Leaks, Spillages & Escapes	
301	Leaks, Spillages & Escapes on Site	12 Months
302	Asbestos	12 Months
303	Leaks Spillages & Escapes - Ground Surface Water	12 Months
4	Health Emergency	
401	Legionella	12 Months
402	National Epidemic or Pandemic (COVID-19, Swine Flu Etc.)	12 Months

Abnormal Situations		Testing Frequency
001	Litter – Excessive escape of light waste	36 Months
002	Non-Compliant Waste	36 Months
003	Dust	36 Months
004	Odour	36 Months
005	Contamination of groundwater or surface water	36 Months
006	Flood	36 Months
007	Vermin	36 Months
008	Assault	36 Months
009	Power Failure	36 Months
010	Breakdown to Both Weighbridges	36 Months
011	High Vehicle Inputs to Site	36 Months
012	Adverse Weather	36 Months
013	Traffic Incident Control	36 Months

### 3. Emergency Contacts

Where relevant to any emergency situation, the appropriate Regulatory Authority/Authorities (such as EA or the HSE as appropriate) must be informed in accordance with current legislation (HSE) or site Environmental Permit requirements.

#### 3.1. Regulatory Authorities Contacts

Authority	Contact Number
Health & Safety Executive	0345 300 9923
Environment Agency	0800 807 060

#### 3.2. N+P Management Contacts

Position	Name	Contact Number
Plant Manager	Lirim Bicaku	07425 335202
Production & Quality Manager	Bislim Hoxha	07872 495152
HSEQ Contact	Andrew Plummer	07899 841038
Maintenance Manager	Andrzej Slimak	07590 606896

#### 3.3. Neighbouring Sites

Company	Contact Number
Grand Scaffolding	0203 843 5725
Anchor Bay Commercials (Dugdale)	01322 359196
Bronzeshield	01322 555050

#### 3.4. Other Useful Contacts

Company	Contact Number
Gorrels	01179 827400
Linde	0845 608 5000
Bexley Council	020 8303 7171

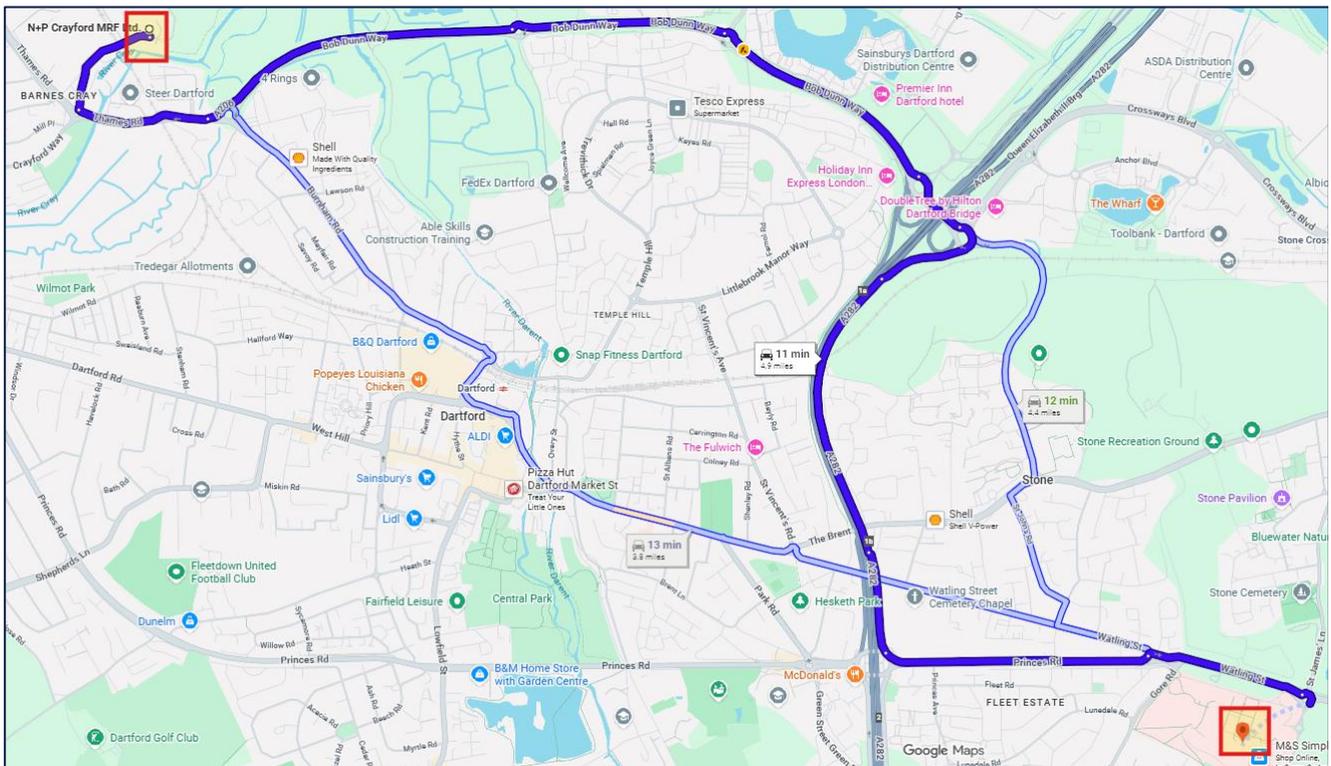
### 4. Resources Available on Site

- PPE and RPE (where applicable)
- Spills kits.
- Fire extinguishers.
- First Aid kits/grab bags (where applicable).
- Eye wash stations.
- Regular inspection to be implemented to ensure that resources are available in case of emergency (at least monthly).
- Emergency site drawings are available and highlight the locations of some of the above resources.

## 5. Nearest Emergency Service

Hospital	Fire & Rescue Service	Police
Darenth Valley Hospital Darenth Wood Rd Dartford Kent DA2 8DA	Bexley Fire Station 172 Erith Rd Bexleyheath Kent DA7 6BY	Bexleyheath Police Station 2 Arnsberg Way Bexleyheath Kent DA7 4QS
01322 438100	020 8555 1200	020 7230 1212

Map of the Nearest Hospital



### Direction to Nearest Hospital

From: DA1 4QG, Crayford MRF - To: DA2 8DA, Darenth Valley Hospital – 5.1 Miles – Approx 15 Minutes

- **Start** - Head west on Crayford Creek Rd
- At the roundabout, take the 1st exit onto Thames Rd/A206
- Keep left to continue on A206
- At the roundabout, take the 2nd exit onto Bob Dunn Way/A206
- At the roundabout, take the 2nd exit and stay on Bob Dunn Way/A206
- At the roundabout, take the 2nd exit onto A206
- At the roundabout, take the 3rd exit onto the A282 slip road to M20/M23/Gatwick Arpt/M25
- Merge onto A282
- At junction 1b, take the A225 exit to Dartford
- At Princes Rd Interchange, take the 1st exit onto Princes Rd/A296
- At the roundabout, take the 3rd exit onto Watling St/A296
- At the roundabout, take the 3rd exit onto Darenth Wood Rd
- At the roundabout, take the 2nd exit
- Turn left and continue straight to Darenth Valley Hospital, Darenth Wood Rd – **Destination**

## 6. Emergency Situations

### Accidents & Injuries

#### EP101 - Accident / Injury on Site

Details of potential causes:
Handling material, contact with sharp objects, slips, trips & falls
Details of potential consequences:
Minor Injury, Major Injury, Fatality.
Immediate Action
<ul style="list-style-type: none"> <li>Evaluate incident for location and type of hazards. Determine response based on risk. <b><u>Do not place yourself or others at risk</u></b></li> <li>Evacuate area if necessary and it is safe to do so.</li> <li>If necessary and able to do so, administer first aid to injured parties. Notify site first aid staff.</li> <li>First aid staff to attend scene as quickly as practicable.</li> <li>Call emergency services if necessary and stay with the injured person until the emergency services arrive.</li> <li>Inform site management, customers, and regulatory authorities (e.g. Health and safety executive) as applicable.</li> <li>Notify HSE-Q Department: 'refer to site contact details' section.</li> <li>Help emergency services as required.</li> </ul>
Site Management Action
<ul style="list-style-type: none"> <li>As soon as possible raise an incident report as per company procedure and define via the system if a full investigation is necessary. Get as much information from witnesses as possible.</li> <li>The incident reporting system will assist in the determination covering RIDDOR – notify HSE accordingly.</li> <li>Implement any further control measures, as necessary.</li> </ul>

#### EP102 - Road Traffic Accident (RTA) Involving Company Cars/Vans/Light Trucks

Details of potential causes:
Tiredness, Lack of Due Care & Attention, Other Road Users, Defective Vehicle
Details of potential consequences:
Minor Injury, Major Injury, Fatality.
Immediate Action
<ul style="list-style-type: none"> <li>Driver</li> <li>If possible, ensure safety of self and others involved in incident. <b><u>Do not place yourself or others at risk</u></b></li> <li>If fire is involved, evacuate upwind as far as practical and can be safely accomplished.</li> <li>If necessary and able to do so, administer first aid to injured parties.</li> <li>Notify Police/Emergency Services if necessary.</li> <li>Provide documentation and other assistance to Police/Emergency Services.</li> <li>DO NOT admit liability for accident. Exchange insurance details.</li> <li>Complete Accident Report Card as required – record registration numbers of other vehicles involved, obtain witness details, exchange names and addresses and insurance details. Make a note of vehicle damage (photograph if safe and practicable to do so).</li> <li>Contact breakdown assistance. The emergency contact details can be found in your vehicle.</li> </ul>
Site Management Action
<ul style="list-style-type: none"> <li>Inform Police/Emergency Services if required.</li> <li>Attend scene as soon as possible or arrange for the closest Plant Manager to attend the scene.</li> <li>Notify HSE-Q Department: 'Refer to Site Contact Details' section.</li> <li>Provide documentation (e.g. insurance certificate) and other assistance to Emergency Services as required.</li> <li>Ensure damaged vehicles etc are recovered safely as soon as possible. Take photos of scene when safe to do so.</li> <li>Mount an inquiry into incident, including arranging of D&amp;A testing, and review findings.</li> <li>Implement any further control measures, as necessary.</li> <li>Complete incident report as per company procedure.</li> <li>Notify Fleet Administrator in cases involving leased vehicles.</li> </ul>

## Fire Events

### EP201 - Suspected Bombs, Explosives, Incendiary Devices

Details of potential causes:
Potential explosive incidents within the external areas, production facility or administrative areas.
Details of potential consequences:
Explosions may result in anything from no loss to major loss of property / plant / equipment required for the operation / management of the site. This loss may result in uncontrolled releases of emission to the environment. There may be minor / major injuries or loss of life associated with explosion, depending on the location and nature of the explosion.
Immediate Action
<ul style="list-style-type: none"> <li>Immediately notify all personnel and evacuate the area.</li> <li>Do not attempt to touch or move a suspected unexploded device. If the device has exploded, do not touch any of the remaining pieces.</li> <li>Contact site control as soon as it is safe to do so. Do not use a mobile phone as some devices may be initiated by electronic signals.</li> <li>Account for all personnel and assess any personal injuries. Notify site control of status of personnel.</li> <li>Do not attempt for any reason try to fight a fire involving explosive materials. Normal PPE is not fire rated and presents a danger when exposed to high temperatures. PPE is not designed to absorb the effects of an explosion.</li> <li>Evaluate incident for location and type of hazards. Prompt notification of the fire brigade/emergency services on assessment of the fire and risk. This should be achieved within 3 minutes of the alarm and evaluation of fire. Determine response based on risk. <b><u>Do not place yourself or others at risk</u></b></li> <li>Continue to update site management and emergency crews on current situation, including actions taken, personnel status, amount and type of material involved in the incident.</li> </ul>
Site Management Action
<ul style="list-style-type: none"> <li>Site Control immediately closes the site. This type of event has the potential to send burning/exploding debris over a wide area. The explosion may trigger additional explosions.</li> <li>Site Control immediately summons the emergency services as required and notifies the Plant Manager.</li> <li>Site Control dispatches First Aid staff to a safe area near the scene as quickly as practicable and safe to do so. This area needs to be upwind or cross wind. The smoke may contain harmful particles and flammable gases.</li> <li>If safe to do so, close Penstock valves 1 located by the HGV Entrance Gate and Penstock valve 2 located by the HGV Exit Gate.</li> <li>Plant Manager assigns one individual to meet the emergency services and direct them to incident location. Plant Manager to report and record the initial details of the incident.</li> <li>Mount an inquiry into incident and review findings. Get as much information from witnesses as possible. Take pictures where and when possible.</li> <li>Implement any further control measures, as necessary.</li> <li>Document the incident as per the company procedure.</li> </ul>

### EP202 - Fire / Explosion involving Fuel / Oil Storage Facilities

Details of potential causes:
Fire occurring during filling, usage, or storage of fuel / oil storage / lubricants / hydrocarbon-based cleaning agents.
Details of potential consequences:
Minor fires may result in uncontrolled environmental releases with potential loss of time and equipment required for daily operations. There may be minor injuries. Major fires and/or explosions may result in loss of equipment/facilities required for the operation/management of the site. There may be major injuries or loss of life. A fire near to the fuel/oil storage facilities may result in a BLEVE (Boiling Liquid Expanding Vapour Explosion) event.
Immediate Action
<ul style="list-style-type: none"> <li>IMMEDIATELY NOTIFY all personnel and EVACUATE the area.</li> <li>Contact site control as soon as safe to do so.</li> <li>Account for all personnel and assess any personal injuries.</li> <li>Notify site management of status of personnel.</li> <li>Evaluate incident for location and type of hazards. Prompt notification of the Fire &amp; Rescue Service on assessment of the fire and risk. This should be achieved within 3 minutes of the alarm and evaluation of fire. <b><u>Do not place yourself or others at risk</u></b></li> <li>Only attempt to fight the fire if it is safe to do so, within your capabilities &amp; training and it is in its incipient stage only, using the correct fire extinguisher.</li> <li>Fuel storage fires are highly dangerous and should be treated with extreme caution.</li> <li>Continue to update site management and emergency services on current situation.</li> </ul>
Site Management Action
<ul style="list-style-type: none"> <li>Site Management immediately closes the site. This type of event has the potential to send burning / exploding debris over a wide area. This type of fire can become mobile once free from its containment system. Any downhill areas should be considered danger areas.</li> <li>If required and safe to do so, close Penstock valves 1 located by the HGV Entrance Gate and Penstock valve 2 located by the HGV Exit Gate.</li> <li>Site Control dispatches Fire Warden to a safe area near the scene as quickly as practicable and safe to do so. This area needs to be upwind or cross wind. The smoke may contain harmful particles and flammable gases.</li> <li>One individual to meet the Emergency Services and direct them to incident location.</li> <li>Responsible Manager to report and record the details of the event.</li> <li>Get as much information from witnesses as possible.</li> <li>Take pictures where and when possible.</li> </ul>

- Implement any further control measures, as necessary.
- Document the incident as per company procedure.
- After the incident, the site manager should arrange for inspection of the tanks even if there is no apparent damage.

### EP203 - Pressurised Cylinder Storage Facilities

Details of potential causes:
Fire occurring during handling and storage of various types of pressurised cylinders
Details of potential consequences:
Minor fires may result in unstable cylinders with potential for unpredictable cylinder failure. Major fires/explosions may result in loss of equipment/facilities required for the operation/management of the site. A fire near to the pressurised cylinder may result in a BLEVE (Boiling Liquid Expanding Vapour Explosion) prior to the release of the safety valve/disc. There may be minor/major injuries or loss of life depending on proximity and severity of the fire.
Immediate Action
<ul style="list-style-type: none"> <li>• Immediately notify all personnel and evacuate the area. The evacuation point needs to be the same as for explosive devices.</li> <li>• Contact site control as soon as safe to do so.</li> <li>• Account for all personnel and assess any personal injuries. Notify site control of status of personnel.</li> <li>• Do not attempt for any reason to attempt to fight a fire involving pressurised cylinders. Prompt notification of the fire brigade on assessment of the fire and risk. This should be achieved within 3 minutes of the alarm and evaluation of fire.</li> <li>• Evaluate incident for location and type of hazards. Report these to site control. <b><u>Do not place yourself or others at risk</u></b></li> <li>• Continue to update site management and emergency crews on current situation, including actions taken, personnel status, amount and type of material involved in the incident.</li> <li>• If the event is likely to cause disruption to any neighbouring businesses site management must contact these premises to inform them. Contact details can be found in the Crayford UEP Introduction section of the UEP documents.</li> </ul>
Site Management Action
<ul style="list-style-type: none"> <li>• Site control immediately closes the site. This type of fire has the potential to send burning/exploding debris over a wide area. Catastrophic failure of one cylinder may result in failure in adjacent cylinders. Any fire in or near the pressurised cylinders, regardless of contents, has the capacity to initiate a BLEVE (boiling liquid expanding vapour explosion) event. There must be a rapid response to any fire involving pressurised cylinders as time is one of the most critical factors. The smoke may contain harmful particles and flammable gases. The pressurised cylinder may fail with unpredictable results.</li> <li>• Summons the emergency services and notify the site manager.</li> <li>• Dispatch site first aid staff to safe area near the evacuation point as quickly as practicable and safe to do so. This area needs to be upwind or cross wind.</li> <li>• If safe to do so, close penstock valves 1 located by the HGV entrance gate and penstock valve 2 located by the HGV exit gate.</li> <li>• Site manager assigns one individual to meet the emergency services and direct them to incident location.</li> <li>• Site control to notify regulatory authorities.</li> <li>• Mount an inquiry into incident and review findings. Get as much information from witnesses as possible. Take pictures where possible.</li> <li>• Document the incident as per the company procedure</li> </ul>

### EP204 - Fire in Administrative Buildings (Offices)

Details of potential causes:
Fires in the Weighbridge, Site Office, Welfare facilities, Administrative Facilities and Conference Rooms caused by various sources of ignition, e.g. cigarettes in rubbish bins; electrical failure in office equipment/lighting/etc; major fire/explosion e.g. personal/company vehicle on fire.
Details of potential consequences:
Minor fires may result in uncontrolled environmental releases with potential loss of records and equipment required for daily operations. Major fires may result in loss of facilities/equipment required for the management of the site. Any fire in these types of facilities. All fires have the potential to cause minor/major injuries, including loss of life directly and indirectly through smoke.
Immediate Action
<ul style="list-style-type: none"> <li>• IMMEDIATELY NOTIFY all personnel and EVACUATE the area.</li> <li>• Contact site control as soon as safe to do so.</li> <li>• Account for all personnel and assess any personal injuries.</li> <li>• Notify site control of status of personnel.</li> <li>• Evaluate incident for location and type of hazards. Prompt notification of the Fire &amp; Rescue Service on assessment of the fire and risk. This should be achieved within 3 minutes of the alarm and evaluation of fire. <b><u>Do not place yourself or others at risk</u></b></li> <li>• Only attempt to fight the fire if it is safe to do so, within your capabilities &amp; training and it is in its incipient stage only, using the correct fire extinguisher. Treat all electrical equipment as if it were live.</li> <li>• Continue to update Site Management and Emergency Services on current situation.</li> </ul>
Site Management Action
<ul style="list-style-type: none"> <li>• Site control immediately closes the site.</li> <li>• Site Control dispatches first aid staff and fire wardens as required.</li> <li>• One individual to meet the emergency services and direct them to incident location. Note: the fire officer may take control and their instructions should be followed.</li> <li>• If required and safe to do so, close Penstock valves 1 located by the HGV Entrance Gate and Penstock valve 2 located by the HGV Exit Gate.</li> <li>• Responsible Manager to report and record the details of the event.</li> <li>• Get as much information from witnesses as possible.</li> </ul>

- Take pictures where and when possible.
- Implement any further control measures, as necessary.
- Document the incident as per company procedure.

### EP205 - Waste Fire

#### Details of potential causes:

Fires caused by burning or smouldering waste. Sources of ignition can include batteries, welding equipment, and possibly from a vehicle fire on site.

#### Details of potential consequences:

Minor fires may result in uncontrolled environmental releases with potential loss of time and equipment required for daily operations. There may be minor injuries. Major fires may result in loss of equipment/facilities, major injuries or loss of life, and uncontrollable damage to the environment.

#### Immediate Action

- IMMEDIATELY NOTIFY all personnel and EVACUATE the area.
- Contact site control as soon as safe to do so.
- Account for all personnel and assess any personal injuries.
- Notify site control of status of personnel.
- Evaluate incident for location and type of hazards. Prompt notification of the Fire & Rescue Service on assessment of the fire and risk. This should be achieved within 3 minutes of the alarm and evaluation of fire. **Do not place yourself or others at risk**
- Only attempt to fight the fire if it is safe to do so, within your capabilities & training and it is in its incipient stage only, using the correct fire extinguisher.
- Petrol fires are highly dangerous and should be treated with extreme caution.
- Continue to update site management and emergency services on current situation.

#### Site Management Action

- Site Control immediately closes the site. This type of event has the potential to spread quickly depending on the weather and the material involved.
- Site control dispatches first aid staff to an area near the scene as quickly as practicable and safe to do so. This area needs to be upwind or cross wind. The smoke may contain harmful particles and flammable gases and would pose a hazard to those assembled there.
- If required and safe to do so, close Penstock valves 1 located by the HGV Entrance Gate and Penstock valve 2 located by the HGV Exit Gate. One individual to meet the emergency services and direct them to incident location.
- Incident to be reported and record the initial details of any accident, incident, dangerous occurrence, or emergency that occurs at their area of control or associated with their team's work activity in line with the requirements of the incident & accident reporting procedure.
- Mount an inquiry into incident and review findings. Get as much information from witnesses as possible. Take pictures where and when possible.
- Implement any further control measures, as necessary.
- Document the incident as per the company procedure.

### EP206 - Vehicle/Load Fires

#### Details of potential causes

On site Mobile Plant, Customer and Contractor Vehicle on site. Suspected fire within a load of un-deposited waste, e.g. load on fire within vehicle on arrival to site.

#### Details of potential consequences:

Minor fires may result in uncontrolled environmental releases with potential loss of time and equipment required for daily operations. There may be minor injuries. Major fires may result in loss of equipment/facilities, major injuries or loss of life, and uncontrollable damage to the environment. Either type of fire may affect the daily operation of the site.

#### Immediate Action

- IMMEDIATELY NOTIFY all personnel and EVACUATE the area.
- Contact site control as soon as safe to do so.
- Account for all personnel and assess any personal injuries.
- Notify site control of status of personnel.
- Evaluate incident for location and type of hazards. Prompt notification of the Fire & Rescue Service on assessment of the fire and risk. This should be achieved within 3 minutes of the alarm and evaluation of fire. **Do not place yourself or others at risk**
- Only attempt to fight the fire if it is safe to do so, within your capabilities & training and it is in its incipient stage only, using the correct fire extinguisher.
- Petrol fires are highly dangerous and should be treated with extreme caution.
- Continue to update site management and emergency services on current situation.

#### Site Management Action

- Site Control immediately closes the site. This type of event has the potential to send burning material over a wide area.
- If required and safe to do so, close Penstock valves 1 located by the HGV Entrance Gate and Penstock valve 2 located by the HGV Exit Gate.
- Site control dispatches fire warden to a safe area near the scene as quickly as practicable and safe to do so. This area needs to be upwind or cross wind. The smoke may contain harmful particles and flammable gases.
- If it is determined that the emergency services are required to tackle the incident, then the designated person is to assign one individual to meet the emergency services and direct them to incident location.
- Notify the HSE-Q Department.

- Responsible Manager to report and record the details of the event.
- Get as much information from witnesses as possible.
- Take pictures where and when possible.
- Implement any further control measures, as necessary.
- Document the incident as per company procedure.

### EP207 - Material & Processing Plant

#### Details of potential causes:

Fire occurring in material on site, in storage facilities, inside processing plant.

#### Details of potential consequences:

Minor fires may result in uncontrolled environmental releases with potential loss of supplies and equipment required for daily operations. There may be minor injuries. Major fires/explosions may result in loss of equipment/facilities required for the operation/management of the site. There may be minor/major injuries or loss of life depending on proximity and severity of the fire.

#### Immediate Action

- Immediately notify all personnel and evacuate the area.
- Contact site control as soon as safe to do so.
- Account for all personnel and assess any personal injuries.
- Notify site control of status of personnel.
- Evaluate incident for location and type of hazards. Prompt notification of the fire & rescue service on assessment of the fire and risk. This should be achieved within 3 minutes of the alarm and evaluation of fire. **Do not place yourself or others at risk.**
- Only attempt to fight the fire if it is safe to do so, within your capabilities & training and it is in its incipient stage only, using the correct fire extinguisher.
- Continue to update site management and emergency services on current situation.

#### Site Management Action

- Site control immediately closes the site.
- Site control dispatches first aid staff and fire wardens as required.
- One individual to meet the emergency services and direct them to incident location. Note: the fire officer may take control and their instructions should be followed.
- If required and safe to do so, close penstock valves 1 located by the HGV entrance gate and penstock valve 2 located by the HGV exit gate.
- Responsible manager to report and record the details of the event.
- Get as much information from witnesses as possible.
- Take pictures where and when possible.
- Implement any further control measures, as necessary.
- Document the incident as per company procedure.

## Leaks & Spillages

### EP301 - Leaks, Spillages & Escapes on Site

Details of potential causes:
<ul style="list-style-type: none"> <li>Leaks and spillages of diesel, petrol, oils, coolants/liquid waste or chemicals on site including office/plant parking areas</li> </ul>
Details of potential consequences:
<ul style="list-style-type: none"> <li>Spillages of materials on site may lead to either: an environmental incident, a health and safety issue, or both. An incident of this nature may result in loss of habitat or long-term health effects, depending on the nature of the material spilled.</li> </ul>
Immediate Action
<ul style="list-style-type: none"> <li>Immediately notify all personnel and site control.</li> <li>Isolate/cordon off the area of the incident.</li> <li>Evaluate incident for location and type of hazards. Determine response based on risk. <b><u>Do not place yourself or others at risk.</u></b> Inform site control of the extent of the incident.</li> <li>If possible and safe to do so, prevent further leakage or spillage. Use spill kit materials to bund affected area if possible or use absorbent material to prevent spread.</li> <li>Check watercourses/drains/surface water collection systems are protected against pollution.</li> </ul>
Site Management Action
<ul style="list-style-type: none"> <li>Site control immediately notifies plant manager.</li> <li>Plant manager will consider calling specialist contractor to clean up spill if significant environmental damage is observed. Advice from the environmental advisor should be sought at this point. If there is a risk of fire the plant manager will call the fire brigade.</li> <li>If safe to do so, make arrangements to transfer any un-spilt liquid to a secure container.</li> <li>Determine the extent of the contamination of soils or pollution of watercourses.</li> <li>Ensure spill area is fully cleaned before access to the public / site operatives resumes.</li> <li>If safe to do so and deemed necessary, close penstock valves 1 located by the HGV entrance gate and penstock valve 2 located by the HGV exit gate.</li> <li>The environmental department will decide if a scheduled response is necessary as defined in the site environmental permit. If a scheduled response is necessary, the environmental advisor will complete this function.</li> <li>Arrange for disposal of spilt material and any absorbent items used. Note: these may now be hazardous waste.</li> <li>Notify the HSE-Q department.</li> <li>Follow "reporting schedule for accidents dangerous occurrences and incidents" checklist (available on incident management database).</li> <li>Implement any further control measures, as necessary.</li> <li>Once the incident is ended review the emergency plan, site emergency safety plans and make any amendments.</li> <li>Ensure that all site spill kits have been fully replenished and put back in the correct.</li> </ul>

### EP302 – Asbestos

Details of potential causes:
<ul style="list-style-type: none"> <li>Spillages or Escapes of Asbestos on site.</li> </ul>
Details of potential consequences:
<ul style="list-style-type: none"> <li>Short-term consequences may involve the closing of the site, collection and disposal of the escaped asbestos, with the potential risk to the environment from the inability to recover all the fibres. Long term consequences involve possible ill health or asbestos related death.</li> </ul>
Immediate Action
<ul style="list-style-type: none"> <li>Directly NOTIFY and EVACUATE all personnel in the immediate area.</li> <li>Notify site supervision of the situation.</li> <li>Prevent any personnel from entering the contaminated area.</li> </ul>
Site Management Action
<ul style="list-style-type: none"> <li>Trained personnel immediately cordon off materials, including signage, to area.</li> <li>Regardless of the type or amount of asbestos involved, cordon off area concerned from access.</li> <li>The cordon needs to be as wide as the predicted travel of fibres, the working footprint of the plant, and a safety margin of an additional 25%. The direction and velocity of the wind will determine the shape and size of the cordon. NOTE: The site may require closure depending on where the event occurs (e.g. traffic areas).</li> <li>Establish Entry Control Point (ECP) for the scene, controlling access through the cordon to only this point. This includes plant, operatives, site management and regulatory authorities.</li> <li>Determine the most appropriate course of action to contain and recover the asbestos without causing harm to health or the environment.</li> <li>Determine the equipment required based on the course of action decided on and move the collection/removal equipment to the ECP.</li> <li>All personnel entering ECP must don appropriate Hazardous Material Protective clothing as per training.</li> <li>Ensure spill area is fully cleaned before access to the scene resumes. Arrange for safe and legal disposal of split material and disposable protective PPE.</li> <li>Utilise the Reporting Schedule for Accidents, Dangerous Occurrences and Incidents. (Available on the Incident Management Database).</li> </ul>

## Health Emergency

### EP401 – Legionella

Details of potential causes:
Defective equipment, Weather Conditions, Unsuitable Controls
Details of potential consequences:
Minor / Major Illness, Death. May include full closure of the site
Immediate Action
<ul style="list-style-type: none"> <li>Contact the site supervisor / site manager.</li> <li>Follow all required actions by the Legionella Responsible Person or Nominated Deputy</li> </ul>
Site Management Action
<ul style="list-style-type: none"> <li>Using the plumbing schematics determine where the disease could be present within the whole site system.</li> <li>Isolate all outlets which may be affected with signage or other appropriate means.</li> <li>Complete a stop shift to communicate dangers to all personnel.</li> <li>Contact your HSE-Q Department on further guidance including remedial work that will need to be undertaken.</li> <li>If suitable work can carry on if other sources of water are distributed and used on site</li> </ul>
<b>Site Operations - Full Closure</b>
<ul style="list-style-type: none"> <li>In the event of a full site closure ensure the area manager is communicated with an appropriate measure are taken to facilitate diversion of material</li> <li>Low workforce numbers can be used on site if alternative water distribution methods are used</li> </ul>

### EP402 – National Pandemic (COVID-19, Swine Flu Etc)

Details of potential causes:
A breakout of mass illness caused by a pandemic, threatening the normal operations of the site and service levels
Details of potential consequences:
Potential for the interruption of normal service levels or temporary site closure caused by the outbreak of a pandemic and possible high level of staff illness and/or absence. Potentially fatal to high-risk persons
Immediate Action
<ul style="list-style-type: none"> <li>Non-essential operational site staff to become remote workers until further notice.</li> <li>In the event of an employee showing symptoms they should be isolated, and the site management contacted.</li> <li>Site staff to stay at home when ill or displaying associated symptoms as identified by Government/NHS</li> <li>Individuals to cover nose and mouth with a tissue when coughing or sneezing.</li> <li>Dirty/Contaminated Tissues / PPE / Equipment disposed of promptly and carefully, being double bagged and placed into a marked container.</li> <li>Site staff to wash hands thoroughly and frequently following NHS guidance and general good hygiene practices to reduce the spread of the virus, particularly after blowing the nose or disposing of contaminated equipment</li> </ul>
Site Management Action
<ul style="list-style-type: none"> <li>Inform Plant Manager</li> <li>Where practicable review staff level requires and spacing</li> <li>If required a two-meter space should be kept between all operatives</li> <li>On-going review of site operations should occur at a minimum of a daily basis regarding staffing levels.</li> <li>On-going review of PPE disinfectants, soaps, Sanitiser stocks</li> <li>Where possible, arrange for the temporary staff to cover any absentees through illness, ensuring continuing of service.</li> <li>Should the site need to be closed temporarily, ensure that enough space is available to stockpile materials or divert to a suitable alternative facility.</li> <li>Ensure that all areas are routinely cleaned.</li> <li>Where a potentially contaminated employee is identified ensure a suitable decontamination/clean down is to occur</li> </ul>

## 7. Abnormal Situations

### EP001 - Litter

<b>Details of potential causes:</b>
Adverse Weather.Poor Housekeeping
<b>Details of potential consequences:</b>
Uncontrolled light airborne waste can at the least cause a loss of amenities for the local area a worse case can create an unsafe situation for vehicles.
<b>Immediate Action</b>
<ul style="list-style-type: none"> <li>• Immediately notify site supervision of situation.</li> <li>• Identify source of blown litter and secure to prevent further escape.</li> <li>• Recover blown litter as quickly as resources allow.</li> <li>• Move operation to the sheltered tipping area on the direction of the Site Management.</li> </ul>
<b>Site Management Action</b>
<ul style="list-style-type: none"> <li>• If the incident is likely to be continuous, or violates the conditions of the site Environmental Permit, temporarily close the site to light waste informing customers and Regulatory Authorities.</li> <li>• If possible, change operation to sheltered tipping area.</li> <li>• Depending on the velocity of the wind, closing the site to all vehicles may be required.</li> <li>• Additional cover materials may need to be moved to the tipping area.</li> <li>• Determine the most appropriate course of action to contain and recover the litter without causing harm to health. Priority should be given to collecting litter that has gone beyond the site boundary. If possible, this should be completed by the end of the working day.</li> <li>• Determine the equipment required based on the course of action decided on and move the collection/removal equipment.</li> <li>• If available ensure that mobile litter screens are placed quickly and in the correct position.</li> <li>• Consider covering the daily tipping face early to prevent further waste from escaping.</li> <li>• Dispatch site personnel or litter pickers A.S.A.P. to commence litter picking operations.</li> <li>• Site personnel should monitor build up on litter fences and consider clearing the fences before they fail.</li> <li>• Once wind has subsided site staff /management should consider the effectiveness of permanent fences and move or supplement them if required.</li> <li>• Report event as per the company procedure.</li> </ul>

### EP002 – Non-compliant Waste

<b>Details of potential causes:</b>
Failure to inspect waste inputs.
<b>Details of potential consequences:</b>
Waste deposited on site that is not acceptable with the Environmental Permit or Exemption can be hazardous to both human health and the environment. The expense and time required to remove the unacceptable waste may impact on the site's operations.
<b>Immediate Action</b>
<ul style="list-style-type: none"> <li>• Non-compliant waste discovered at Weighbridge.</li> <li>• If the non-compliant waste is discovered on the weighbridge – prevent the waste from entering the site by rejecting the load.</li> <li>• Notify site supervisor of situation.</li> <li>• Raise an incident report (on the reporting database)</li> <li>• Record the waste rejection in the Daily Log/Site Diary.</li> <li>• Notify the Regulatory Authorities as appropriate in accordance with the Environmental Permit.</li> <li>• Non-compliant waste discovered On-Site.</li> <li>• If the load is being deposited, stop the operation and if safely possible reload vehicle.</li> <li>• If the load has been deposited note the vehicles details and request that the weighbridge stop the vehicle and have the vehicle return to be reloaded, if safely possible and reject the vehicle from the site.</li> <li>• Raise an incident report (on the reporting database).</li> <li>• If the vehicle has left the site, or cannot be reloaded, cordon off the area where the waste has been deposited and contact site control immediately.</li> </ul>
<b>Site Management Action</b>
<ul style="list-style-type: none"> <li>• Contact the EA and inform them of the nature of the incident.</li> <li>• Agree a plan of action to deal with the waste. This could comprise anything from removal of the item to the site compound, to total isolation and contacting the Emergency Services, depending on the nature of the waste.</li> <li>• Raise an incident report (non-compliant waste). Record the waste rejection in the Daily Log/Site Diary.</li> </ul>

### EP003 – Dust

<b>Details of potential causes:</b>
Contaminated Loads. Dust created during the processing of material.
<b>Details of potential consequences:</b>
Inhalation of dust particles may cause irritation to the lining of the lung with subsequent health effect. Dust particles can cause diminished visibility and potential irritation to the eyes. The health effects can be long term if over exposure occurs. Diminished visibility can also cause accidents on and off site. Dust arisings may breach Environmental Permit conditions.
<b>Immediate Action</b>
<ul style="list-style-type: none"> <li>• Identify the cause of the dust production paying attention to:             <ul style="list-style-type: none"> <li>○ Particularly dust loads that cause problems when tipping.</li> <li>○ Excessive dirt and debris build up on haul roads that turns to dust in dry conditions.</li> <li>○ Vehicles travelling across a tipping face covered using soil / travelling over soil stockpiles - during dry conditions.</li> </ul> </li> <li>• Stop specific operation causing the dust (e.g. tipping vehicles, soil movement, etc).</li> <li>• Notify site control of situation.</li> <li>• Site control to divert resources to apply further dust suppression or secure alternative dust suppression equipment e.g. bowser or other sprayers.</li> <li>• If necessary, site may need to be closed if the dust is causing visibility reduction on surrounding roads or posing a visibility risk to site users.</li> <li>• If the dust control fails on the Stabilised Non-Reactive Hazardous Waste Cell, immediately halt all operations in that cell until adequate replacement suppression methods may be put in place.</li> </ul>
<b>Site Management Action</b>
<ul style="list-style-type: none"> <li>• In all cases: Inform Site Management, the Compliance Manager and if deemed necessary the EA, customers etc.</li> <li>• Follow “Reporting Schedule for Accidents Dangerous Occurrences and Incidents” Checklist (Available on the Incident Management Database).</li> <li>• The Compliance department will decide if the scheduled response is necessary as defined in the site Environmental Permit. If a scheduled response is necessary, the Compliance department will complete this function.</li> <li>• Once the incident is ended review the emergency plan, site emergency safety plans and make any amendments.</li> </ul>

### EP004 – Odour

<b>Details of potential causes:</b>
Non-compliant Waste delivered to site.
<b>Details of potential consequences:</b>
Uncontrolled odours can at the very least cause a loss of amenities for the local area and in the worst case can be indicative of an unsafe situation on site. Fugitive odorous emissions detected at the site boundary may violate the conditions of the Environmental Permit
<b>Immediate Action</b>
<ul style="list-style-type: none"> <li>• Determine if an odorous load has recently been deposited. If so arrange to cover immediately. If additional loads are expected treat as a controlled burial.</li> <li>• If installed, verify that the gas collection system is functioning properly, and leachate wells are sealed.</li> <li>• Ensure that all uncapped areas of the site have sufficient daily cover to ensure that waste is not exposed and producing odours.</li> <li>• Look for signs of failure of the containment system.</li> </ul>
<b>Site Management Action</b>
<ul style="list-style-type: none"> <li>• If the odour complaint is from the Regulatory Authority (such as EA/SEPA/HSE as appropriate), relayed through the Regulatory Authority (such as EA/SEPA/HSE as appropriate) or from a local resident, complete an incident report form.</li> <li>• If source of odour cannot be located and controlled, arrange for assistance from the appropriate Technical Department as soon as practicable.</li> </ul>

### EP005 – Contamination of Ground / Surface Water

Details of potential causes:
Spillages on Site. Defective drainage.
Details of potential consequences:
Contaminated surface water has the potential to cause immediate harm to the environment. This includes flora, fauna, and geology. Ground Water contamination has the same problems as well as the wider implication of harm to human health from the contamination of water abstraction boreholes.
Immediate Action
<ul style="list-style-type: none"> <li>• If Ground or Surface Water contamination is detected or suspected, IMMEDIATELY NOTIFY site control.</li> <li>• Evaluate incident for source and type of contamination. <b><u>Do not place yourself or others at risk.</u></b></li> <li>• If the surface water is leaving site, take available measure to stop the water's egress. Do so if safe and possible.</li> <li>• Continue to update Site Management on current situation, including actions taken, personnel status.</li> </ul>
Site Management Action
<ul style="list-style-type: none"> <li>• Site Control immediately notifies Site Manager.</li> <li>• If required Site Control notifies technical staff to attend the scene as quickly as practicable.</li> <li>• Site Manager/Site Control to secure samples for analysis immediately.</li> <li>• Notify the HSE-Q Department.</li> <li>• Site Manager to notify Regulatory Authorities as and when required by the Environmental Permit.</li> <li>• Mount an inquiry into incident and review findings. Get as much information from witnesses as possible. Take pictures where and when possible.</li> <li>• Implement any further control measures, as necessary.</li> <li>• Document the incident as per company procedures.</li> </ul>

### EP006 – Flood

Details of potential causes:
Increased rainfall. Burst mains pipe.
Details of potential consequences:
Potential for pollution from flood waters can be divided into disease affecting human health and pollution to the environment from water borne materials. There is also a potential for loss of equipment and infrastructure affecting operation of the site.
Immediate Action
<ul style="list-style-type: none"> <li>• Immediately notify all personnel in the immediate area and evacuate to the pre-designated assembly point.</li> <li>• Restrict access to the flooded area.</li> <li>• Inform Site Manager and site control.</li> </ul>
Site Management Action
<ul style="list-style-type: none"> <li>• Inform HSE-Q Department.</li> <li>• If the incident is likely to be continuous, or violates the conditions of the site permit, temporarily close the site informing customers and Regulatory Authorities (such as EA/HSE).</li> <li>• If time permits and safe to do so, remove any potentially polluting materials away from the area of flooding.</li> <li>• If safe to do so, remove vulnerable site records and transport to an area for safe keeping for the period of the flood event.</li> <li>• Determine if the flood will cause a pollution incident in site waters and drains. DO NOT ENDANGER SELF.</li> <li>• Site Control to contact the Fire &amp; Rescue Service and other emergency services as required. Follow any instructions from the Emergency Services.</li> <li>• Agree a method of clean up with the Regulatory Authorities (such as EA/HSE as appropriate). Arrange clean-up of any pollution with a specialist of that particular material.</li> <li>• Pump out interceptors and any catch pits. Drains may require flushing.</li> <li>• Ensure polluted area is fully cleaned before access to the public resumes.</li> <li>• Report incident using IMS and review the site emergency plans as per company procedures.</li> </ul>

### EP007 – Vermin

#### Details of potential causes:

Poor housekeeping. Cross contamination. Loss of production resulting in build up of materials.

#### Details of potential consequences:

The appearance of any of these may breach the condition imposed by the Environmental permit. There are potential short-term health implications involved with the increased presence.

#### Immediate Action

- The site should be inspected each day, or continually as appropriate to determine the level of scavenging birds, flies or rodents. The results of this inspection noted on the daily site log and reported to the Site Manager.
- Bird control is carried out by an external contractor and would be fully utilised to reduce any environmental impact. If the allocated procedures are ineffective an alternative method needs to be agreed with the Regulatory Authorities (such as EA/SEPA/HSE as appropriate).
- A specialist contractor carries out vermin control. They will be contacted to increase frequency or visits if proven ineffective. Additional methods may have to be agreed with the Regulatory Authorities.
- A specialist contractor (as above) carries out fly control. When an increase in fly numbers is noted, the contractor will be contacted to provide additional measures.

#### Site Management Action

- Inform Site Management and if deemed necessary the EA and relevant customers.
- Mount an inquiry into incident and review findings. Get as much information from witnesses as possible. Take pictures where and when possible.
- Implement any further control measures, as necessary.
- Document the incident as per company procedures.
- The HSE-Q Department will decide if the scheduled response is necessary as defined in the site Environmental Permit. If a scheduled response is necessary, the HSE-Q Department will complete this function.
- Once the incident is ended review the emergency plans and make any amendments

### EP008 – Assault

#### Details of potential causes:

Security breach

#### Details of potential consequences:

Injury sustained by an employee. The degree of injury defines the offence within the definitions laid down in The Offences Against the Persons Act 1861 and subsequent amendments. Police involvement will be required. Medical assessment must be sought. Loss of person-hours may result from painful or serious injury. There may be stress related symptoms.

#### Immediate Action

- Assess degree of injury to complainant. Call an ambulance if required. Administer First Aid.
- Do not attempt any further interaction with the perpetrator. DO NOT ENDANGER SELF.
- Gain as much information about the perpetrator as possible, i.e. description, name, or vehicle registration. Was a weapon used? What was it? Any direction of travel. Remember that any information you can provide may be essential for Police response.
- Inform Site Manager.

#### Site Management Action

- Confirm ambulance has been called. Inform emergency services of ALL information regarding injuries sustained and any weapon used. Follow any instructions given.
- Inform the Police. Use of 999 is for emergencies only. Is the situation serious? Follow any instructions given by them.
- Ensure that someone meets the emergency services when they arrive to guide them to the complainant as soon as possible.
- If possible, photograph the injuries. This is for evidential purposes later.
- Ensure that the complainant seeks medical attention for any injuries sustained, no matter how minor.
- Mount an inquiry into incident and review findings. Get as much information from witnesses as possible. Take pictures where and when possible.
- Implement any further control measures, as necessary.
- Document the incident as per company procedures.
- You will receive a Crime Reference Number from the Police for the reporting of the assault and may be asked to give witness statements as part of the investigation. Further advice can be given on this issue.
- Criminal Injuries Compensation can be sought for this kind of offence against a person and the procedure outlined is essential should compensation be sought by any complainant.

### EP009 – Power Failure

<b>Details of potential causes:</b>
External issues. Internal maintenance schedule not carried out.
<b>Details of potential consequences:</b>
Loss of production
<b>Immediate Action</b>
<ul style="list-style-type: none"> <li>Assess hazards posed by this condition.</li> <li>If safe to do so, try and determine if the cause of the power failure is a site level issue or caused by the supplier</li> </ul> <p><b>Site Issue</b></p> <ul style="list-style-type: none"> <li>Contact the electrician</li> </ul> <p><b>Supplier Issue</b></p> <ul style="list-style-type: none"> <li>Contact UK Power Network</li> </ul>
<b>Site Management Action</b>
<ul style="list-style-type: none"> <li>Determine the scope of the issue.</li> <li>Contact local authorities and customers notifying them of an issue</li> </ul>

### EP010 – Breakdown of both weighbridges

<b>Details of potential causes:</b>
Damage caused by 3 <sup>rd</sup> party drivers. Loss of power to site.
<b>Details of potential consequences:</b>
Unable to accept or remove material from site
<b>Immediate Action</b>
<ul style="list-style-type: none"> <li>Assess hazards posed by this condition.</li> <li>Notify Site Supervisor.</li> <li>Contact contractor to effect repairs and estimate down time.</li> </ul> <p><b>IT System Failure only</b></p> <ul style="list-style-type: none"> <li>Use manual ticket procedure until normal service is resumed.</li> <li>Ensure all manual tickets are entered onto the computer system when system is back operational.</li> </ul>
<b>Site Management Action</b>
<ul style="list-style-type: none"> <li>Non-notified customers are charged an average load weight based on their last few weeks tipping and informed of the estimated down time.</li> <li>Notify all major customers by phone and redirect to other sites where possible.</li> <li>Notify the EA in writing within 5 working days.</li> </ul>

### EP011 – High vehicle inputs to site

<b>Details of potential causes:</b>
Traffic Incident, Health and Safety Incident
<b>Details of potential consequences:</b>
Increased traffic
<b>Immediate Action</b>
<ul style="list-style-type: none"> <li>Assess hazards posed by this condition. (Visibility of traffic area obscured by material; safe refuges obscured by material).</li> <li>If Traffic Coordinator cannot carry out their duties owing to excessive vehicle inputs - Site Supervisor to be notified at once.</li> </ul>
<b>Site Management Action</b>
<ul style="list-style-type: none"> <li>Whenever possible and practical hauliers are to be contacted to re-schedule the delivery for a less busy time. This may be later that day or at another less busy time.</li> <li>Traffic Coordinator duties are to be carried out from the ATV vehicle if visibility of the yard from the safe refuge is obscured by input material.</li> <li>Situation to be monitored by Senior Management and subject to on-going assessment.</li> </ul>

### EP012 – Adverse Weather

Details of potential causes:
Climate changes. Seasonal changes.
Details of potential consequences:
Potential for heavy snowfall or strong winds affecting human health and the ability for staff to travel to the site. It can also impact the ability to load outputs or the availability of input material. Ability to cause wind-blown litters to escape the site boundary. May also cause damage to site infrastructure and property.
Immediate Action
<ul style="list-style-type: none"> <li>• Immediately <b>NOTIFY</b> all personnel in the immediate area if there is immediate danger.</li> <li>• Should it be necessary, consider evacuation of at-risk staff.</li> <li>• Inform Site Manager and site control.</li> <li>• If conditions dictate (e.g. Snow and Ice) salt should be spread in walkways and car parks to allow safe access/egress. <b><u>Do not place yourself or others at risk</u></b></li> </ul>
Site Management Action
<ul style="list-style-type: none"> <li>• Inform all site staff, of adverse / extreme weather conditions and the recommended course of action.</li> <li>• If the incident is likely to be continuous, temporarily close the site.</li> <li>• In the event that the site closes, site management are to contact all staff, including Agency that the site is closed and give estimate of how long.</li> <li>• Inform customers where possible and where possible redirect to other sites.</li> <li>• Consider safe access and egress to site, also road conditions for staff travelling to or from site.</li> <li>• Determine if the conditions or melting snow will cause a pollution incident in site waters and drains. <b><u>Do not place yourself or others at risk</u></b></li> <li>• Utilise the Reporting Schedule for Accidents, Dangerous Occurrences and Incidents. (Available on the Incident management System).</li> <li>• Situation to be monitored by Site Manager and subject to on-going assessment.</li> <li>• Wind-blown litter that escapes the site boundary must be cleaned up as soon as practicably possible. <b><u>Do not place yourself or others at risk</u></b></li> <li>• Once the conditions have returned to normal, review the UEP, site emergency safety plans and revise as required.</li> </ul>

### EP013 – Traffic Incident

Details of potential causes:
Collision involving vehicles with pedestrians, other vehicles and/ or infrastructure
Details of potential consequences:
Minor/major injuries, Fatality. Damage to infrastructure. Damage to vehicles.
Immediate Action
<p><b>Traffic coordinator:</b></p> <ul style="list-style-type: none"> <li>• Traffic coordinator to stop all the traffic and mobile plant movements in the area of the incident.</li> <li>• Inform weighbridge to stop all incoming vehicles on the weighbridge.</li> <li>• Inform all Traffic supervisor/Site supervisor.</li> <li>• Inform all the other mobile plant operatives.</li> <li>• Secure the area using appropriate safety barriers</li> </ul>
Site Management Action
<p><b>Traffic Supervisor/Site Supervisor:</b></p> <ul style="list-style-type: none"> <li>• Inform Police/Emergency Services (if required)</li> <li>• Attend scene as quickly as possible or arrange for the closest Production Manager/Unit Manager to attend scene.</li> <li>• Notify the HSE-Q Department</li> <li>• Ensure damaged vehicles etc are recovered safely as soon as possible. Take photos of scene when safe to do so.</li> <li>• Mount an inquiry into incident and review findings.</li> <li>• Implement any further control measures, as necessary.</li> <li>• Report the incident on IMS.</li> </ul>

### 8. Emergency Response Actions: Crayford MRF

