WEST MEADOWS WASTE RECOVERY FACILITY

EMS SUMMARY AND INCIDENT MANAGEMENT PROCEDURES

[APPENDIX 3 – ZLF_EMS]

FEBRUARY 2022

Certificate of Registration

This is to certify that the Environmental Management System of:

2ZLF Ltd

Downing Road, West Meadows Industrial Estate, Derby, DE21 6HA, United Kingdom

applicable to:

Operation of waste treatment and recycling plant

has been assessed and registered by NQA against the provisions of:

ISO 14001:2015

This registration is subject to the company maintaining an environmental management system, to the above standard, which will be monitored by NQA

Managing Director

Certificate No.	118328
ISO Approval Date:	12 November 2019
Valid Until:	11 November 2022
EAC Code:	24

UKAS MANAGEMENT SYSTEMS 015

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2	SSI-2ZLF- Complaints	43891	44256	1	
3	SSI-2ZLF- Dirt and Mud Management	43891	44256	1	
4	SSI-2ZLF- Dust	43891	44256	1	
5	SSI-2ZLF- Control of Visitors, Contractors and Drivers	43586	43951	1	
6	SSI-2ZLF- Litter Management	43891	44256	1	
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Emergency Preparedness and Response Plan

2ZLF Ltd
Downing Road
West Meadows
Derby
DE21 6HA

30th September 2020 (reviewed)

Approved by: Nick Tipping (Site Manager)

CONTENTS

1.0 EMERGENCY CONTACT DETAILS

- **Site Address**

2ZLF Ltd, Downing Road, West Meadows Industrial Estate, Derby DE21 6HA.

- **Operational Hours**

Mon – Fri 07:00 – 16:00
Sat – Closed
Sun - Closed

- **Important Contacts**

Name	Position	Telephone
Emergency Services		999
Police		0345 123 3333
Ambulance		999
Derby Royal Hospital	DE22 3NE	01332 340131
Fire Station Direct		999
Reception		0333 305 2122
Weighbridge		0333 305 2122
Web	www.2zlf.co.uk	
Nick Tipping	General Manager	07591-883458
Tim Hill	Plant Manager	07989-197572
Martin Owen	Technical Director	07976-510694
Iain Robinson	Sales Director	07917-566868
Simona Schneider	Accounting	01525-863942
Environment Agency	Emergency Call Out Number	0800 80 70 60
Severn Trent	24 Hour Helpline	0800 783 4444
National Grid	24 Hour Helpline	0800 111 999
Health and Safety Executive	Helpline/ HSE website for RIDDOR	0300 003 1747
Environmental Health	Derby City Council	01332-640000
Severn Trent	24 Hour Helpline	0800 783 4444
Western Power	24 Hour Helpline	0800 6783 105

2.0 PURPOSE

The purpose of this document is to:

- comply with the sites permit ,
- minimise the risk of significant environmental and Health and Safety consequences from certain emergencies,
- ensure that all staff are aware of the procedures in the event of a major incident, and
- Identify the types of incidents that can occur at site and the actions to take in the event of a major incident.

3.0 RESPONSIBILITY

It is the responsibility of the Site Manager or equivalent to ensure that:

- All Incident Controller/Responsible Persons have been inducted/trained on this plan, and
- The requirements of this document are adhered to.

The decision to alert the emergency services will be taken by the Responsible Person who is first aware of an incident. If an incident occurs out of working hours, an external party may make this decision. However, this plan is to be adhered to at all times.

The Responsible Person who was first made aware of the event will always take the control of any major incident.

The identity of the Responsible Person may change in which case a formal hand over and communication with the emergency services will be necessary. The Responsible Person will assume responsibility, command and liaison with the emergency services at all times.

In the event of a fire the Responsible Person has the following roles / responsibilities;

- To assist with the evacuation process by checking a specific area, if safe to do so
- No Incident Controller/Responsible Person is expected to place them self in danger, they should check their allocated area swiftly then report to the assembly point
- If necessary, once the emergency has been made safe and re-entry is confirmed the Responsible Person reports any issues that impacted on the effectiveness of the evacuation procedure to the site manager.
- NB investigating the cause of the alarm activation is carried out to avoid unnecessary calls being made to the fire service. While this is the duty of designated Incident Controller/Responsible Person; they are NOT TO PUT THEMSELVES AT RISK

NB: If the fire service is called, the Senior Fire Officer present is legally responsible for the containment of the fire and the safety of all those potentially affected by it. Hose water run-off containment is the responsibility of the site.

4.0 DEFINITION

A major incident is an event or events that call for assistance or action beyond normal operational plans of the site, i.e. events that require external aid in firefighting, police or ambulance services.

Any occurrence on site that threatens the safety of people on site, off site, the surrounding premises, neighbours, houses, the general public or the environment, constitutes a major incident

For further details in controlling environmental impacts the site's Environmental Aspects Risk Assessment should be reviewed.

5.0 COMMUNICATION

Communication during an emergency should be established at the main site office where possible.

Communication should also be established with any applicable neighbours along with any enforcing body to inform them of the emergency where relevant.

6.0 PROCEDURE

The following potential incidents have been identified at the facility:

- 1.Flooding
- 2.Subsidence
- 3.Minor / Major Fire
- 4.Fire in Operational Area/Hoppers
- 5.Office Fire
- 6.Plant / Vehicle Accident
- 7.Vehicle Collison with Storage Tank
- 8.Explosion
- 9.Exposure to Unknown Substances
- 10.Major injury
- 11.Bomb Threats
- 12.External Incidents - PANDEMICS/EPIDEMICS/COVID-19
- 13.Total Site Evacuation
- 14.Spillage and Leakage
- 15.Adverse Weather Conditions
- 16.COVID-19

7.0 HAZARDOUS MATERIALS (as identified by COSHH assessments)

There are minimal quantities of hazardous materials stored for use on site:

⇒ Kitchen
- o Cleaning Materials

⇒ Offices
- o

⇒ Site
- o Oils
- o Diesel
- o Grease Cartridges
- o Flocculation chemicals

Approved by: Nick Tipping (Manager)

APPENDIX ONE

RESPONSIBLE PERSON PROCEDURES

1.FLOODING

Risk

The site sits in a Flood Zone 3. The area was last flooded in 1965. Since then there has been significant investment in flood protection. A flood management plan will control the collection and disposal of flood and surface water to prevent pollution of the environment and minimise further flooding

Action Plan

1. Appoint Responsible Person
2. Carry out a stop and think assessment (Personnel will not attempt to enter a flooded area until a stop and think assessment has been undertaken or the flood has subsided).
3. Isolate all relevant systems in the area of risk such as:
   Electrical supplies
   Stocks of chemicals and fuels
   Plant equipment

4. Control Strategies
   - Site drainage will be inspected daily.
   - Meteorological Reports to be followed during periods of high rainfall
   - The interceptor and associated pipework will be regularly maintained.
   - The integrity of the concrete pad and curbing will be checked and maintained to ensure all polluted water is contained within the sealed drainage system.
5. If spillage has occurred refer to “Spillage & Leakage” Procedure
6. Consideration should be given to the segregation of “clean” and “dirty” water.
7. Consideration should be given to a pumping regime.
8. Following remedial action to clear the floodwater, an approved contractor will check all affected electrical supplies.
9. Inform the Environment Agency.

2.SUBSIDENCE

Risk

The underlying geology on the site is Mercia Mudstone and sand and gravel.
Therefore, the risk of subsidence is very low
Further to the above the permit does not require existing sites to consider subsidence within the emergency management plan.

Action Plan

1. Appoint Responsible Person
2. Carry out a stop and think assessment (Personnel will not attempt to enter the affected area until a stop and think assessment has been undertaken).
3. Isolate the affected area.
4. Contact a suitably qualified engineer.

3.FIRES – MINOR/MAJOR FIRE

Risk

Installation buildings contain electrical appliances and other sources of ignition along with materials that readily burn.

Maintenance activities on plant and equipment can also represent a potential fire risk.

Controls in place to mitigate the risk are:

- Fire and smoke alarms,
- Firefighting equipment,
- No smoking policy,
- Permit to work for hot works
- Regular disposal of combustible office waste.

Based on the control measures that exist it is considered that there is a low risk of fires at the site. Based on the control measures in place at the site, together with the proposed actions in the unlikely event that a fire occurs, it is considered that the risk of significant environmental consequences associated with fires at the site is low.

Action Plan

1. Raise the alarm and evacuate and isolate the area of all personnel.
2. Identify the type of fire and extinguisher needed (see table below).
3. Follow the instructions on the extinguisher and attempt to put out the fire if safe to do so.
4. If the fire does not go out retreat and class as a major fire.

TYPE OF FIRE	EXAMPLE	EXTINGUISHER	COLOUR OF EXTINGUISHER
SOLID	WOOD, PAPER,	WATER	RED
SOLID	ROAD SWEEPINGS	WATER	RED
LIQUID	OIL, PETROL, SOLVENTS, CHEMICALS	FOAM / POWDER	RED WITH CREAM / RED WITH BLUE
ELECTRICAL	COMPUTERS	CO_2	RED WITH BLACK

NB: Do not attempt to tackle gas fires

1. Take the emergency plan folder and visitors book, located in the weighbridge, as these may be needed
2. Contact the EMERGENCY SERVICES. Give as much information as possible about the circumstances and location.
3. Meet at the nominated assembly point and take a roll call.
4. The RESPONSIBLE PERSON should arrange for the control of traffic and meeting EMERGENCY SERVICES.
5. The RESPONSIBLE PERSON is to decide if complete site evacuation is necessary. Refer to total site evacuation if necessary. This may also take place under the guidance of the senior fire officer.
6. Any water used to control the fire should be contained within the site and disposed of safely.
7. At a suitable time, site managers and other relevant people on the call out list (as detailed at the beginning of this document), including the Environment Agency should be informed of the incident.
8. Review and update any relevant RA, MS and procedures

INCIDENT CONTROLLER/RESPONSIBLE PERSON

Location	Name
Site Managers Office	Nick Tipping
Site Office/Factory	Tim Hill

1. The RESPONSIBLE PERSON should arrange for the control of traffic and meeting EMERGENCY SERVICES
2. The RESPONSIBLE PERSON is to decide if complete site evacuation is necessary. Refer to total site evacuation if necessary. This may also take place under the guidance of the senior fire officer.
3. Any water used to control the fire should be contained within the site and disposed of safely.
4. At a suitable time, site managers and other relevant people on the call out list (as detailed at the beginning of this document), including the Environment Agency should be informed of the incident.
5. Records of any fires will be kept on a fire report form. Copies of the fire report forms are forwarded to the Environment Agency.
6. Review and update any appropriate RA, MS, and procedures

4.FIRE IN OPERATIONAL AREA/HOPPER

Risk

A fire in the operational area is not uncommon and should be dealt with using site staff and equipment. The Site Manager should be informed immediately and take steps to inform the local fire brigade who will take the decision on whether to attend or not. All operations must be suspended and any vehicles or plant in the vicinity of the fire evacuated, if it is safe to do so.

Action Plan

1. Raise the alarm and evacuate the area of all unnecessary personnel and vehicles to the nearest mobile assembly point.
2. Remove any vehicles in the vicinity of the fire if it is safe to do so
3. Remove any vehicles in the vicinity of the fire if it is safe to do so
4. If the fire does not go out contact the EMERGENCY SERVICES. Give as much information as possible about the circumstances and location.
5. The RESPONSIBLE PERSON should arrange for the control of traffic and meeting EMERGENCY SERVICES.
6. The RESPONSIBLE PERSON is to decide if complete site evacuation is necessary. Refer to total site evacuation if necessary. This may also take place under the guidance of the senior fire officer.
7. Any water used to control the fire should be contained within the site and disposed of safely.
8. At a suitable time, site managers and other relevant people on the call out list (as detailed at the beginning of this document), including the Environment Agency should be informed of the incident.
9. Records of any fires will be kept on a fire report form. Copies of the fire report forms are forwarded to the Environment Agency.
10. Review and update any appropriate RA, MS, and procedures

5.FIRES – OFFICE FIRE

Fire Action Notices are displayed throughout the offices. You should familiarise yourself with these instructions so that in the event of the alarm sounding you know what to do

1. Raise the alarm and evacuate the area of all unnecessary personnel and vehicles to the nearest mobile assembly point located in the car park
2. Evacuate as soon as the alarm sounds – do not go out of your way to collect personal belongings
3. Follow the evacuation arrows (green "running man" signs) to your nearest safe emergency exit. Your nearest safe emergency exit will not necessarily be the normal exit route therefore it is important you follow the signage.
4. Responsible Persons will check each area of the Main Building and then report to the Fire Assembly Point
5. Remain at the Assembly Point until given instruction to do otherwise Do not under any circumstances re-enter the building until given authority to do so.
6. The main Responsible Person will check as they arrive at the fire assembly point, noting reports on the whereabouts of people who are known to be left in the building and if any signs of fire have been seen during the sweep and evacuation of the building.
7. The Responsible Person will meet the emergency services on arrival and escort them to the alarm activation point.
8. At the Fire Control Point the Responsible Person/Responsible Person will liaise with the Senior Crew Member from the emergency services who will assume responsibility
9. When emergency services are satisfied that no danger exists, they will instruct the Incident Controller/Responsible Person to reset the fire alarm panel.
10. Once emergency services have departed the Responsible Person will give the instruction to re-enter the building.
11. The Responsible Person will remain at the Fire Control Point until all staff have re-entered the building and will liaise with Fire Marshals to evaluate the evacuation procedure.
12. At a suitable time, site managers and other relevant people on the call out list (as detailed at the beginning of this document), including the Environment Agency should be informed of the incident.
13. Review and update any appropriate RA, MS, and procedures

Mobility Impaired

1. Any member of staff or visitor with mobility impairment who is located on the ground floor of the offices should evacuate via the Main Entrance unless there is any obvious danger in the corridor.
2. On safe evacuation persons should be escorted to the Fire Assembly point and report to the Responsible Person
3. On safe evacuation persons should be escorted to the Fire Assembly point and report to the Responsible Person.

Visually Impaired

1. Blind/visually impaired persons will be advised and a Incident Controller/Responsible Person will initially walk the person through the evacuation and to the assembly points on arrival to the facility
2. Information will also be given to the Responsible Person for the area that the person will be located so that in the event of an evacuation assistance can be given.

Hearing Impaired

1. There are visual fire signals within the main office. Hearing impaired persons who are likely to be working in an isolated area are to advise a Responsible Person for that area and their immediate supervisor so that they may be notified of any alarm.

Evacuation of Children

On arrival the site will appoint for the visit a nominated Responsible Person
A copy of the evacuation procedure and location of escape routes and fire assembly point will be supplied to the schools nominated person(s).

1. On hearing the alarm a continuous tone, you will evacuate the building through the nearest available exit
2. When evacuating the building act calmly and quietly to avoid alarming / scaring the children
3. Report any missing children to your appointed Incident Controller/Responsible Person do not return to the building in the event of reported missing children
4. Ask other children as to their last known location, report to Incident Controller/Responsible Person any information.
5. The Incident Controller/Responsible Person will report children missing and details to the emergency services

In the event of NO INDICATION OF FIRE i.e. FALSE ALARM

A dynamic assessment is carried out and the Responsible Person in charge may only instruct a Responsible Person accompanied by another to re-enter the building if there is;

NO INDICATION OF FIRE

1. The Responsible Person in charge verifies that no reported signs of fire have been mad
2. The Responsible Person in charge checks the alarm panel to identify which sensor or call point has been activated.
3. A Responsible Person and another enter the building carrying a fire extinguisher and proceed through the closes access and egress to the sensor identified, being vigilant for any sign of fire.
4. Any indication of fire, such as smell or sight of smoke or flames, must be taken as the signal to leave the building immediately and to notify the Responsible Person in charge requesting the attendance of the Fire and Rescue Service.
5. On reaching the activated sensor or Zone the Responsible Person takes note of any reason for alarm activation.
6. The Responsible Person and another leave the building and report their findings back to Fire Control Point
7. The Incident Controller/Responsible Person will then if need be, summon the emergency services dialling 999.
8. The Responsible Person will remain at the scene until the fire is under control, or if this is not possible, should hand over to another responsible person
9. Once the fire is under control or extinguished, the Responsible Person should fill in the first stage of an accident/incident investigation report, and note the incident in the site Environmental Log/ Installation Log
10. Once monitoring is complete, a closeout report summarising the monitoring findings should be provided by the gas contractor to site.
11. Following a subsurface fire, a debriefing will be undertaken to:
    - Review all actions taken during the response to and management of the fire
    - Identify where procedures need to be improved or updated and close all incident reports

6.PLANT / VEHICLE ACCIDENT

In the event of an accident involving any item of plant or vehicle, the person first becoming aware of the incident must immediately check for casualties.
This includes accidents on the active areas along with any accidents within the site boundary
Any spillage will be dealt with as in the spillage and leakage procedure.

Action Plan

1. Raise the alarm and evacuate the area of all unnecessary personnel and vehicles to the nearest mobile assembly point.
2. Check for casualties.
3. If there are any casualties the First Aider must be summoned, and the emergency services called.
4. The RESPONSIBLE PERSON should arrange for the control of traffic and meeting EMERGENCY SERVICES.
5. Check for immediate danger and give first aid.
6. The plant item or vehicle must not be moved, unless to remove casualties, until the Site Manager has assessed the situation and obtained any evidence as to the cause.
7. The accident details should be noted in the site log.
8. The site manager should carry out an investigation in the appropriate forms and initiate any corrective action.
9. In the event of the plant being considered at critical plant, as outlined in the site's PPC, the environment agency should be informed
10. In the event that it is an accident involving vehicles on site, contact the insurance company
11. At a suitable time, site managers and other relevant people on the call out list (as detailed at the beginning of this document), including the Environment Agency should be informed of the incident.
12. Review and update the site traffic management plan, RA and WI as appropriate

7.VEHICLE COLLISION WITH STORAGE TANK

In the event of an accident involving any item of plant or vehicle, with a storage tank the person first becoming aware of the incident must immediately raise the alarm.

Action Plan

1. Raise the alarm and evacuate the area of all unnecessary personnel and vehicles to the nearest mobile assembly point.
2. Appoint Responsible Person
3. Check for casualties and follow the first aid procedure if applicable
4. Turn off feed pumps to the storage tank
5. Inform the site manager of the incident
6. The RESPONSIBLE PERSON should arrange for the control of traffic
7. Manage any spillages / leakages in accordance with that procedure
8. The plant item or vehicle must not be moved, unless to remove casualties, until the Site Manager has assessed the situation and obtained any evidence as to the cause.
9. The accident details should be noted in the site log.
10. At a suitable time, site managers and other relevant people on the call out list (as detailed at the beginning of this document), including the Environment Agency should be informed of the incident.
11. The site manager should carry out an investigation in the appropriate forms and initiate any corrective action.
12. Review and update the site traffic management plan, RA and MS as appropriate

8.EXPLOSION

Risk

The main risk of explosion at the installation is associated with air compressors.
There is also a potential risk for explosive materials to be delivered to site as part of a waste load.

Action Plan

1. Upon discovery of any potentially explosive material the area should be evacuated immediately.
2. Appoint RESPONSIBLE PERSON (Personnel will follow instructions issued by Incident Controller/Responsible Person).
3. Carry out a stop and think assessment (Personnel will not attempt to enter the affected area until a stop and think assessment has been undertaken).
4. Contact the EMERGENCY SERVICES and give as much information as possible about the circumstances and location.
5. The RESPONSIBLE PERSON should arrange for the control of traffic and meeting EMERGENCY SERVICES.
6. In the event of an explosion the action taken should be the same as that taken in the event of a fire.
7. At a suitable time, site managers and other relevant people on the call out list (as detailed at the beginning of this document), including the Environment Agency should be informed of the incident.
8. Review and update any appropriate RA, MS, and procedures

9.EXPOSURE TO UNKNOWN SUBSTANCES

If a material is suspected of being hazardous, evacuate the area and seek assistance from the Emergency Services or Environment Agency
Any spillage will be dealt with as in the spillage and leakage procedure.

Action Plan

1. Avoid contact. Raise the alarm and evacuate the area of all unnecessary personnel.
2. Appoint Responsible Person.
3. Check for casualties.
4. If there are any casualties the First Aider must be summoned, and the emergency services called.
5. Check for immediate danger and give first aid.
6. Stop any carriers leaving site and quarantine any areas as necessary
7. The emergency details should be noted in the site log.
8. At a suitable time, site managers and other relevant people on the call out list (as detailed at the beginning of this document), including the Environment Agency should be informed of the incident.
9. The site manager should carry out an investigation in the appropriate forms and initiate any corrective action.
10. Review and update any appropriate RA, WI, and procedures

10.MAJOR INJURY

Risk

The 2ZLF facility is potentially dangerous place with numerous hazards presenting risks to site personnel, visitors and contractors.
These risks are mitigated by:

- Safe operating procedures,
- Risk assessments,
- Method Statements,
- Permit to Work Procedures, and
- Training

Action Plan

1. Immediately request FIRST AID assistance (Refer to the list below).
2. If necessary, phone EMERGENCY SERVICES. Give as much information as possible about the injured person and the location.
3. Only approach the injured person if it is safe. Do not move the person unless they are in immediate danger.
4. Keep the injured person warm, keep talking to them. DO NOT leave them alone.
5. FIRST AIDERS will be competent to deal with the situation until the ambulance arrives.
6. RESPONSIBLE PERSON is to ensure that traffic is controlled and that EMERGENCY SERVICES are directed to the incident.
7. The site manager should carry out an investigation in the appropriate forms and initiate any corrective action.
8. Review and update any appropriate RA, MS, and procedures

FIRST AIDERS

Location	Name
Factory/Yard	Tim Hill
Factory/Yard	Andrew Simpson
Factory/Yard	Philip Palmer
Office	Nick Tipping

11.BOMB THREATS

Risk
Any threat should be taken as serious.

Action Plan

1. Raise the alarm.
2. If not already done the EMERGENCY SERVICES should be contacted and provided with as much information as possible about the circumstances and location.
3. Follow the advice given by the emergency services
4. Evacuate the area and follow the total site evacuation procedure

In the event that the site is unable to remain open or is required to close the following should be followed

1. In the event that the facility has to close the weighbridge and/or reception will be contacted and drivers and customers will be informed of the decision.
2. Communication will be made with senior management and the appropriate regulatory authority
3. Notification of site closure will be communicated as soon as is reasonably practical
4. Alternative sites will be contacted to determine the availability of other facilities where applicable
5. Where possible alternative arrangements will be communicated and made available to customers
6. Regular contact will be maintained with all parties to keep them abreast of conditions on site and the likelihood of site reopening

12.EXTERNAL INCIDENTS - PANDEMICS / EPIDEMICS/ COVID-19

Risk

Protest and external incidents can result in trespassing on site and security issues for both site and the personnel employed there. Pandemics and epidemics may also result in the possible closure of the site. In the event that this happens refer to the site closure section.

Action Plan

1. Inform site manager of potential issue if know prior to organised incident
2. Review the site security RA to ensure that it is suitable

In the event that the site is unable to remain open or is required to close the following should be followed

1. Where conditions are anticipated prior notice will be given to the customers
2. In the event that the facility has to close the weighbridge and/or reception will be contacted and drivers and customers will be informed of the decision.
3. Communication will be made with senior management and the appropriate regulatory authority
4. Notification of site closure will be communicated as soon as is reasonably practical
5. Alternative sites will be contacted to determine the availability of other facilities where applicable
6. Where possible alternative arrangements will be communicated and made available to customers
7. Regular contact will be maintained with all parties to keep them abreast of conditions on site and the likelihood of site reopening
8. Communication will be made to all parties when a decision has been made to reopen the site
9. COVID-19 – maintain social distancing 2m where possible.
10. Personnel hygiene and hand washing as frequent as possible.
11. If anyone is showing symptoms, then they must self-isolate as per the latest government guidelines.

13.TOTAL SITE EVACUATION

Risk

Any of the enclosed procedures, or an off-site emergency, may lead to a total site evacuation.

Action Plan

1. Raise the alarm.
2. If not already done the EMERGENCY SERVICES should be contacted and provided with as much information as possible about the circumstances and location.
3. ALL personnel are to be contacted by any means possible and must evacuate the site. If necessary, seek alternative routes.
4. Take the emergency plan folder and visitors book, located in the weighbridge, as these may be needed.
5. All personnel are to meet at the assembly point unless it is dangerous and then the Responsible Person will direct all persons to a safe alternative. Take a roll call.
6. Appoint traffic controller and ensure that all traffic is stopped.
7. Customers should be contacted to prevent more vehicles arriving at site.
8. Operations can only recommence once EMERGENCY SERVICES or RESPONSIBLE PERSON gives the all clear.
9. At a suitable time, site managers and other relevant people on the call out list (as detailed at the beginning of this document), including the Environment Agency should be informed of the incident.
10. The site manager should carry out an investigation in the appropriate forms and initiate any corrective action.
11. Review and update any appropriate RA, MS, and procedures

14.SPILLAGE & LEAKAGE

Risk

The main operation on site is a wet recycling operation. Consequently, there are areas of the plant susceptible to water and chemical spillage and leaks. There is also the potential for spillages and leakage during re-fuelling or servicing of the loading shovel.
Spillage and leakage can occur if there is damage to the fuel tanks or chemical storage bunding.

The potential risks are mitigated by:

- Controlled unloading using trained personnel of all potentially polluting materials,
- Appropriate storage vessels (either double skinned or bunded to 110%),
- Regular inspection of storage vessels, and
- Maintenance of a spillage/leakage kit including absorbent and containment equipment.
- Mark the area with 'Beware Slippery Surface' sign.

Action Plan

1. Appoint Responsible Person
2. Carry out a stop and think assessment (Personnel will not attempt to enter the affected area until the nature of the spillage has been ascertained and what harmful effects it could have to human health and safety).
3. If practical, ensure that the area is identified by signage.
4. If possible, the leak should be stopped and the cause of the leak isolated, and/or moved to a bunded area (e.g.; leaking vehicle or tank).
5. If the spillage can leave site via ditches or drains, the first action must be to stop it. This can be achieved by damming with sand or by the use of control valves at discharge point.
6. Water pumps that are discharging from or to the affected area must be switched off immediately.
7. Once the spillage has been isolated the various remedial methods listed below should be reviewed and the best option employed.
8. The site manager should be contacted at the first available point.
9. Any spillage outside of the operational area must be reported to the site manager and the environmental technician (if applicable)
10. The Environment Agency should be contacted regarding any spillage that threatens to leave site causing pollution.
11. If the spillage threatens to leave the site, then the site manager should carry out an investigation in the appropriate forms and initiate any corrective action.
12. Review and update any appropriate RA, MS, and procedures

Various remedial methods are available:

- **Dilution:** If the spill is relatively small it may be possible to dilute the liquid with large quantities of water. The water should not be allowed to leave site.
- **Vacuum tanker:** For larger volumes a water bowser is available by a contractor.

NB. All materials used must be disposed of properly and if necessary, sent off site.

Pollutants:

Risk

The main potential pollutants at 2ZLF are diesel & oil

Diesel/Oil:

These substances have a specific gravity of that less than water. This causes the substances to float on the surface of the water. If handled correctly the substances can successfully be extracted from the water.

1. Locate the source of pollution
2. Stop and contain the source of contamination e.g. apply spillage kit, isolate drainage system.
3. Deploy containment measures.
4. Remove and dispose of any contained diesel to avoid any further contamination.

15.ADVERSE WEATHER CONDITIONS

Risk

There are various types of risks associated with adverse weather conditions.

- Accessibility of site to vehicles
- Accessibility of our site to employees
- Impact of weather on the process (extreme cold or heat)
- Impact of the weather on our ability to service contracts (local weather or weather enroute)
- Impact of the weather on our supply chain

The potential risks are mitigated by:

- Clearing of snow using front loader on site
- Treatment of ice with salt and sand
- Operating team live within 3 miles of the plant enabling access
- Contingency planning in council contracts
- Secondary plant for small scale processing
- Through Supply Chain management for chemicals, hauliers and offtakers.

In the event of adverse weather, the following procedure will be adhered to:

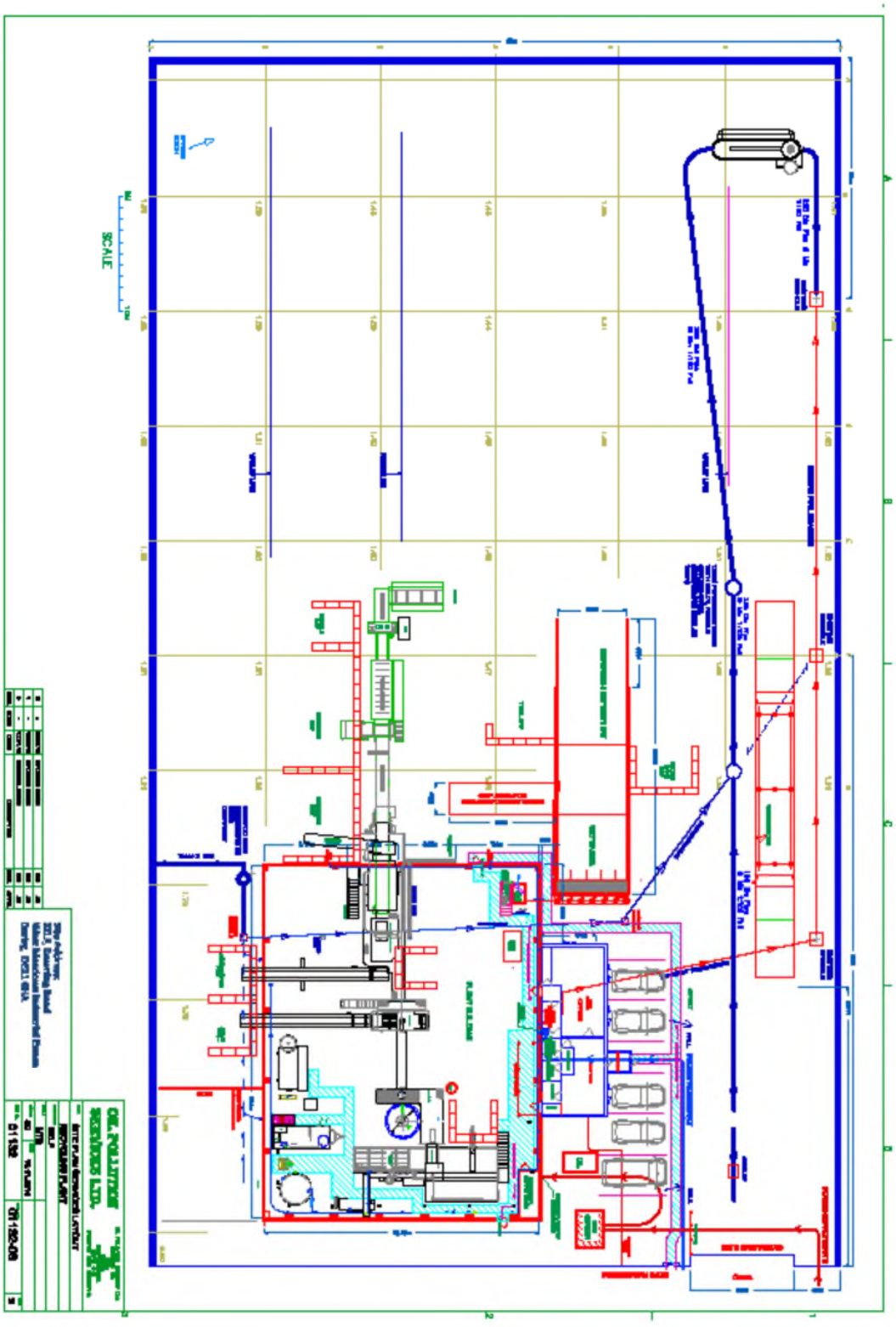
1. Site Manager takes responsibility for assessing situation in advance and during the weather and then deciding on proportionate action
2. Ascertain what aspect the weather will impact – site, employees, customers or suppliers (can be more than one impacted)
3. Weather reports will be monitored daily normally and in the event of adverse conditions this frequency will be increased. The following (but not limited to) shall be monitored temperature, wind speed, snow fall, snow depth
4. In the event that the facility has to close due to adverse weather conditions the weighbridge and/or reception will be contacted, drivers and customers will be informed of the decision.
5. In the event that customers are impacted the Site Manager shall create a method statement (Operation Management Plan) outlining how 2ZLF will provide the required service to the clients. This may include using contingency sites, secondary 2ZLF plant, reduced throughputs, reduced working time, change in working hours.
6. Communication will be made with senior management and the appropriate regulatory authority if required.
7. Regular contact will be maintained with all parties to keep them abreast of conditions on site and the likelihood of site reopening
8. Remedial and preventative environmental actions will follow the site's environmental aspect RA and any PPC requirements

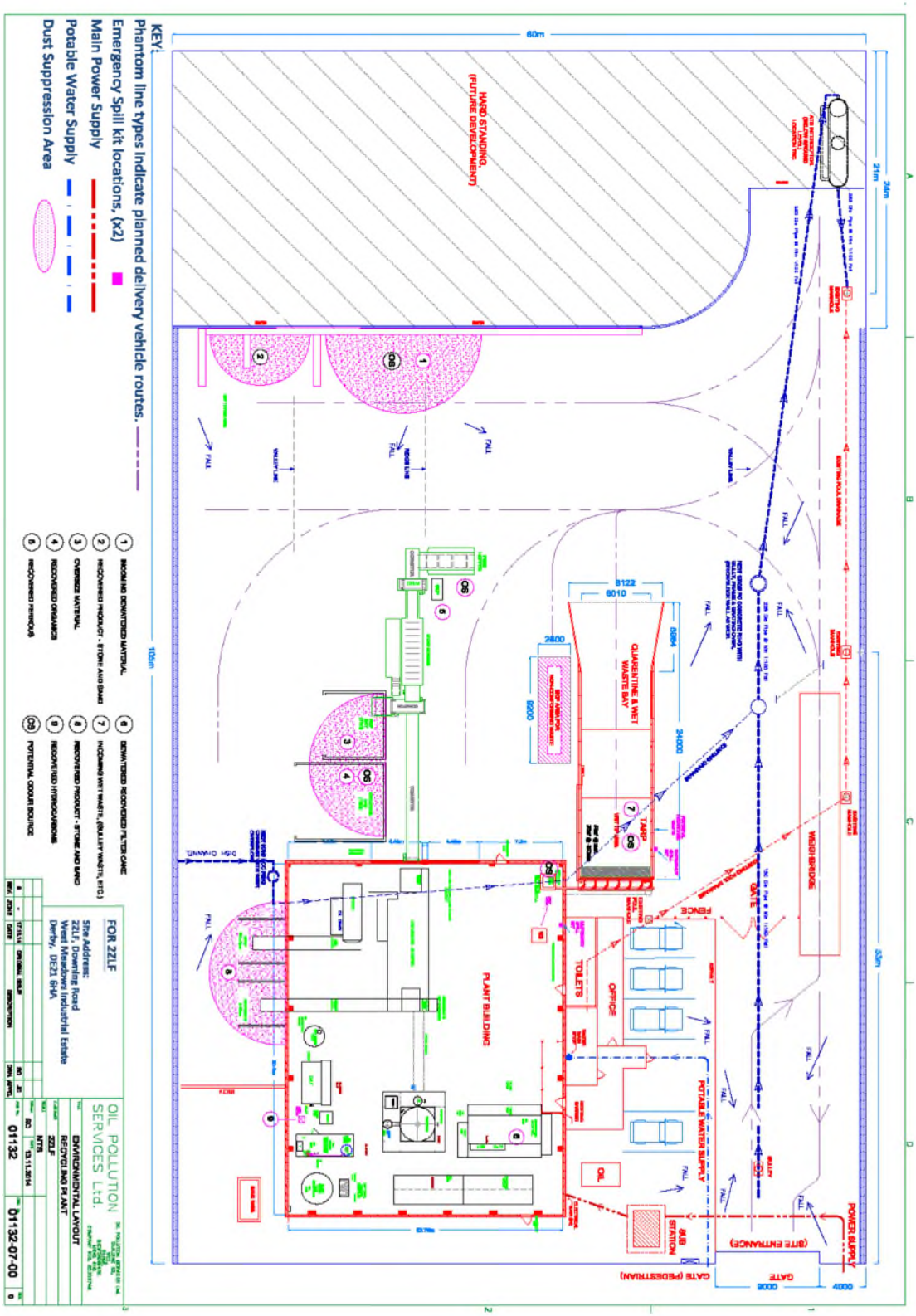
APPENDIX TWO

EMERGENCY SERVICES PACK

DRAWINGS

Ref 01132-07-00 **Environmental. Services Plan**


SCALE


KEY:
Phantom line types Indicate planned delivery vehicle routes.
Emergency Spill kit locations, (x2)
Main Power Supply
Potable Water Supply
Dust Suppression Area
HARD STANDING (FUTURE DEVELOPMENT)
QUARANTINE & WET WASTE BAY
TARP
FENCE
GATE
WEIGHBRIDGE
TOILETS
OFFICE
PLANT BUILDING
OIL
POTABLE WATER SUPPLY
SUB STATION
POWER SUPPLY
GATE (PEDESTRIAN)
(SITE ENTRANCE)
FOR 2ZLF
Site Address:
2ZLF, Downing Road
West Meadows Industrial Estate
Derby, DE21 6HA
OIL POLLUTION SERVICES Ltd.
ENVIRONMENTAL LAYOUT
RECYCLING PLANT
2ZLF
01132
01132-07-00