**Freeland Horticulture Ltd**

**Wroot Road Composting Site**

**Site Emergency Procedures**

**General**

**In the event of fire, spillage, accident or dangerous occurrence:**

Ensure all personnel are clear of the area affected and as far as is practical make the area secure. **DO NOT PUT YOURSELF OR OTHERS IN ANY FURTHER DANGER.**

Make sure that the appropriate emergency services have been called.

As soon as is safe and practical, assemble all personnel at the appointed assembly point and make a roll call using the daily signing in sheet as a guide. Ensure any visitors on site are accounted for.

Inform a member of Freeland Horticulture Ltd.

Ensure that any accidents are recorded and the H.S.E informed if necessary

COSHH data sheets are held on file in the site office. These are a useful source of information on how to handle various products and how to deal with misuse.

**IN THE EVENT OF A FIRE**

Immediately you discover a fire shout FIRE to warn those around you. IF IT IS SAFE TO DO SO check all personnel have left the area, stop all plant and machinery. Move any plant or equipment, which is adjacent to the fire, to prevent it’s spread. Use on-site fire extinguishers to put out the fire. DO NOT PUT YOURSELF OR OTHERS AT RISK.

IF IT IS NOT SAFE TO PUT OUT THE FIRE YOURSELF shout the weighbridge office over the radio to dial for the Fire Brigade and inform them that we have a fire at Freeland Horticulture, Wroot Road Composting Site, Finningley, Doncaster.

If it is not safe to fight the fire, go to the assembly point in the main car park and make a roll call including visitors. Await the arrival of the Fire Brigade ensuring the site access is clear of obstructions.

Take note of the circumstances, as you may be questioned during the course of an investigation.

Do not re-enter the area until the Senior Fire Officer tells you it is safe to do so.

**Fuel or oil spillage**

Although a small spillage is not necessarily an emergency, prompt action is required to stop it developing into one.

Contain the spillage to avoid escape or seepage. Use on site materials to form a bund if required. Stop the source of the leakage.

Keep all traffic away from the area.

Inform Freeland Horticulture Management and take advice on disposal.

DO NOT PUT YOURSELF OR OTHERS IN ANY FURTHER DANGER.

During this operation take all necessary precautions to avoid sources of ignition i.e. switch off all electrical equipment and stop any welding.

For a larger spillage use the same methods but call for assistance from the emergency services if the situation cannot be contained. If there is any leakage or seepage from the site then the Environment Agency must be informed.

Take note of the circumstances as you may be questioned during the course of an investigation.

**Accident involving injury to person**

Assess the situation following an accident and take one of the following actions:

Minor Injury - check the area is safe. Contact the First Aid Person on site, deal with the injury or advise the injured person to see his or her doctor or arrange for the person to be taken to the A & E department at the local hospital.

Major Injury – check the area is safe. Clear other personnel from the area. Ensure the area is secure. Switch off all plant and equipment if it is safe to do so. Contact the First Aid Person on site and take instructions from the First Aid Person as to treatment etc. Ensure someone has called for an ambulance. Do not move an injured person unless absolutely necessary. Check that no other person has been involved in the accident as yet undiscovered. Await the arrival of the ambulance making sure access is available. Take instructions from the Ambulance Crew making sure the area is still safe to work in.

**DO NOT PUT YOURSELF OR OTHERS IN ANY FURTHER DANGER**

Inform a member of Freeland Horticulture Management team who will instigate an investigation, inform the HSE and instigate all necessary repairs etc.

Take note of the circumstances as you may be questioned during the course of an investigation.

**Dangerous occurrence (Not involving injury to person)**

Check the area is safe. Clear all personnel from the area. Ensure the area is secure. Switch off all plant and equipment if it is safe to do so. Check that no person has been involved in the accident as yet undiscovered.

**DO NOT PUT YOURSELF OR OTHERS IN ANY FURTHER DANGER**

Inform a member of Freeland Horticulture Management team who will instigate an investigation, inform the HSE and instigate all necessary repairs etc.

Take note of the circumstances as you may be questioned during the course of an investigation.