


<b>Occupational Health &amp; Safety Management Manual</b>			
<b>MODULE</b> <b>Emergency Preparedness &amp; Response Plan</b>		<b>SECTION</b> <b>4.4.7(HSP008)</b>	
<b>Issue No:</b> <b>2</b>	<b>Date Effective:27/05/2015</b>	<b>Page 1 of 15</b>	<b>Authorisation Signature</b>

### **Emergency Evacuation Plan - Fire Drill Procedure**

#### **Aim:**

- To ensure that, in the event of a fire, all persons are sufficiently familiar with escape procedures, fire safety arrangements and to take the corrective action and evacuate the premises safely. To evacuate the building within 2-3 minutes.
- To ensure all people are accounted for during an emergency evacuation.
- To ensure people know what action to take in the event of a fire.

**Responsibility:** Fire Wardens – Dept Managers – Production Manager – Health & Safety Manager – Site Manager –

#### **Procedure for Drills / Emergency Evacuation:**

**Emergency** - When the Fire Alarm sounds at any time, all persons must evacuate the building by the nearest exit and go to the Fire Assembly Points - Car park and Dispatch Yard. Security will telephone the fire brigade if required when the fire alarm sounds. Fire wardens will commence evacuating all persons **from the building**.


**Fire Drill** – The health and safety manager (along with senior management) will decide on a suitable time to hold a full evacuation fire drill.

**Fire Alarm Testing:** The fire alarm will be tested each Tuesday at 10:30hrs.

The health and safety manager will notify security when a fire drill is taking place.

Fire evacuation drills will be held once per year (twice if possible) under the direction of the health and safety manager and factory manager.

Department Managers and Fire Wardens will be notified fifteen minutes before the fire evacuation drill takes place.

<b>Occupational Health &amp; Safety Management Manual</b>			
<b>MODULE</b> <b>Emergency Preparedness &amp; Response Plan</b>		<b>SECTION</b> <b>4.4.7 (HSP008)</b>	
<b>Issue No:</b> 2	<b>Date Effective:</b> 27/05/2015	<b>Page 2 of 15</b>	<b>Authorisation Signature</b>

The health and safety manager may decide to make some emergency escape routes inaccessible during drills only.

The health and safety manager will activate the fire alarm for drills only. The fire alarm will sound continuously during the evacuation or fire drill.

The chief fire officer (or health & safety) will silence the fire alarm when deemed necessary.

Fire wardens (or deputy) will safely evacuate their area when the fire alarm is activated.

Department managers (or deputy) will go direct to the Fire Assembly Point to complete roll calls. Roll calls must be completed in the quickest time possible, and before the arrival of the Fire & Rescue services.

The fire assembly point is: The Car Park and Dispatch Yard

The health and safety manager will ensure the visitor's car park is kept clear during fire drills.


Each department will have a designated section in the car park. This will be identified by green fire safety signage.

Security personnel will deliver visitors and contractor's registers to the fire assembly point for collection by department managers and the production manager.

The department managers will undertake employee roll calls and the production manager will carry out a roll call of any visitors and contractors on site during emergencies or planned fire drills.

The factory manager will liaise with department managers and the production manager to check that all persons are accounted for during fire drills and emergencies.

The factory manager will notify the Fire & Rescue services, on their arrival if called, if any persons have been reported missing or are unaccounted for.

<b>Occupational Health &amp; Safety Management Manual</b>			
<b>MODULE</b> <b>Emergency Preparedness &amp; Response Plan</b>		<b>SECTION</b> <b>4.4.7(HSP008)</b>	
<b>Issue No:</b> <b>2</b>	<b>Date Effective:27/05/2015</b>	<b>Page 3 of 15</b>	<b>Authorisation Signature</b>

All managers and fire wardens will ensure all persons remain at the fire assembly point until instructed to return to the main building by the Chief Fire officer or health and safety manager.

The Chief Engineer (or deputy) will take any necessary action regarding the shutdown and isolation of main power supplies, gas and refrigeration if requested by the Chief Fire Officer.


The Chief Fire Officer (health and safety manager during fire drill) will give the all clear to return to the building when safe to do so.

Visitors: All visitors become the responsibility of their host whilst on site. The host must ensure visitors are aware of the nearest exit and escape routes and for evacuating their visitors out of the building and to the fire assembly point.

The health and safety manager will monitor and assess the evacuation and identify any non-conformances.

The health and safety manager will discuss any non-conformances with senior management to take appropriate action to prevent any recurrences;

The health and safety manager will record details of the fire drill in the fire logbook.

<b>Occupational Health &amp; Safety Management Manual</b>			
<b>MODULE</b> <b>Emergency Preparedness &amp; Response Plan</b>		<b>SECTION</b> <b>4.4.7(HSP008)</b>	
<b>Issue No:</b> <b>2</b>	<b>Date Effective:</b> 27/05/2015	<b>Page 4 of 15</b>	<b>Authorisation Signature</b>

Fire Alarm: (BSI EN54-2: 1997)

The Fire Alarm will be fully operational at all times and maintained in good working order.

Health and Safety Manager (or an appointed deputy) will check the fire panel daily and record checks.

The Fire Alarm can be activated by call points (break glass units) and detectors.

When the Fire Alarm is activated audible and visual sounders / beacons throughout the building will alert people.

The maintenance Manager (Deputy) or Health and Safety Manager will test the Fire alarm using a different call point on a weekly basis at a specified time and recorded in fire log book.

The Fire alarm will be inspected and serviced by a qualified fire service engineer on a bi-annual basis.

Record of tests and drills will be recorded in the Fire Log book.

Emergency Lighting

Emergency lighting installation and will be checked regularly by engineers and tested on a monthly basis. This will be recorded on the shire system


Emergency lights will be checked and tested annually by an external provider.

Fire Fighting Equipment

An inventory and inspection of all fire extinguishers will be completed by the Health and Safety Manager or deputy.

The department managers / supervisors will carry out monthly checks of fire extinguishers.

All fire extinguishers will be properly maintained, inspected and tested by a qualified engineer annually.

<b>Occupational Health &amp; Safety Management Manual</b>			
<b>MODULE</b> <b>Emergency Preparedness &amp; Response Plan</b>		<b>SECTION</b> <b>4.4.7(HSP008)</b>	
<b>Issue No:</b> <b>2</b>	<b>Date Effective:</b> 27/05/2015	<b>Page 5 of 15</b>	<b>Authorisation Signature</b>

### Training:

All employees will be trained in the fire procedures, and records of training kept.


All employees will receive information and instruction by a competent person to ensure a good understanding of precautions and action to take in the event of a fire or other emergencies.

Initial written instruction and information on emergency evacuation procedures will be circulated at induction stage.

Further instruction and information and training will be at intervals not less than one-year and will include familiarization with the means of escape from the building, what action to take when discovering a fire, raising the alarm, what to do when hearing the fire alarm and calling the Fire & Rescue services.

### Fire Wardens:

Name	Department
Zoe Nutman	Admin/Canteen Block
	Admin/Canteen Block
Darren Carthew	Technical and Livestock
Martin Stephens	Loading bay
Gavin Le-Livre	Loading Bay
Sean Norris	Lairage
Moritz Joachim	Lairage
Wayne Jobson	Slaughter Hall
	Slaughter Hall
Jamie Tottman	Boning Hall
Luke Sladden	Boning Hall
Wayne Liddington	Despatch and Loading
Daniel Florea	Despatch and Loading

<b>Occupational Health &amp; Safety Management Manual</b>			
<b>MODULE</b> <b>Emergency Preparedness &amp; Response Plan</b>		<b>SECTION</b> <b>4.4.7(HSP008)</b>	
<b>Issue No:</b> <b>2</b>	<b>Date Effective:27/05/2015</b>	<b>Page 6 of 15</b>	<b>Authorisation Signature</b>

### Roll Call Responsibilities


#### Dept Managers:

Name	Department Roll Call
	Office / Management / Canteen
Lead on site	Meat Inspectors / Vets
Martin Stevens	Loading Bay
Jamie Totman	Beef Boning Hall
Jamie Totman	Quality Control
Jamie Totman	Box Dispatch
Gwynn Thomas	Slaughter Hall
Relevant host	Visitors / Contractors / Farmers
Graham Cairns	Maintenance / Effluent Plant
Night Supervisor	Night Shift Cleaning Team

#### Security Personnel:

Duties	Responsibilities
Fire Alarm Activation / Drills	Fire Alarm Sounds - Call Fire Service 24 Hours Per Day
Roll Call Registers	Leave Visitor & Contractors Registers at Fire Assembly Point – Visitor's Car Park
Security Gates	Gates open to Allow Access to Fire Brigade
Personnel / Vehicles	Prevent People / Vehicles Entering or Leaving Site During Emergency & Drills
Information	Provide Chief Fire Officer with Location of Fire Issue Information Sheet To Chief Fire Officer
Telephone Calls	All Incoming Calls Directed to Security

Communication / Mobile Telephones: All managers and maintenance personnel must carry their mobile telephone during evacuations. No personal or business calls must be made or taken during emergency evacuations or fire drills.

<b>Occupational Health &amp; Safety Management Manual</b>			
<b>MODULE</b> <b>Emergency Preparedness &amp; Response Plan</b>		<b>SECTION</b> <b>4.4.7(HSP008)</b>	
<b>Issue No:</b> <b>2</b>	<b>Date Effective:27/05/2015</b>	<b>Page 7 of 15</b>	<b>Authorisation Signature</b>

General Manager

Duties	Responsibilities
To Confirm to H&S Manager or Chief Fire Officer all Persons Accounted For – Missing or Late Persons Identified	To complete / confirm Dept. roll call is completed
Audit and Review Effectiveness of Emergency Evacuation	To review and check all procedures were followed and effective during full evacuation

Engineering Manager


Duties	Responsibilities
Assist Chief Fire Officer / Emergency Services	Shut off main power / isolate systems if required

Receptionist / Office Staff / Personnel Manager

Duties	Responsibilities
Incoming Calls	Transfer Incoming Calls to Security for Duration of Emergency / Drill
Employee List	Weekly Update Employee List / Daily Absenteeism Report

Contact Details (24 Hours)

Name	Position	Telephone Number
Simon Wilkinson	Health & Safety Manager	07743 418951
Nick Smith	Factory Manager	07789 762713
Graham Cairns	Maintenance Manager	07907 829082
Sam Bennett	Maintenance Supervisor	07598 019838
Jason Stephens	Production Manager	07587 633938
Darren Carthew	Technical Manager	07799 901214
M.A.N Security	Guard	On site 24hours

<b>Occupational Health &amp; Safety Management Manual</b>			
<b>MODULE</b> <b>Emergency Preparedness &amp; Response Plan</b>		<b>SECTION</b> <b>4.4.7(HSP008)</b>	
<b>Issue No:</b> <b>2</b>	<b>Date Effective:27/05/2015</b>	<b>Page 8 of 15</b>	<b>Authorisation Signature</b>

Emergency Call-Out (Maintenance)

Name	Telephone Numbers
Engineering Manager	07907 829082
Engineering Supervisor	07598 019816


Information – Fire Hydrants – Power Supplies – LPG Cylinders

Equipment / Materials	Location
Fire Hydrants	
Electrical Sub-Station	Located at front of car park
Electrical Shut Down Isolators	Electrical Plant Room – Main Boiler Room
Gas Bottles	Caged by baler in yard

Gas Cylinders Inventory

Cylinder / Gas Type	Quantity	No of Cylinders	Location Stored
Propane	13 kg	6	Safety Cage
	11 kg	2	Safety Cage
Argon	13 kg	3	Safety Cage
Oxygen	80 kg	1	Safety Cage
Acetylene	42 kg	3	Safety Cage
Butane	11 kg	1	Safety Cage



<b>Occupational Health &amp; Safety Management Manual</b>			
<b>MODULE</b> <b>Emergency Preparedness &amp; Response Plan</b>		<b>SECTION</b> <b>4.4.7(HSP008)</b>	
<b>Issue No:</b> <b>2</b>	<b>Date Effective:27/05/2015</b>	<b>Page 9 of 15</b>	<b>Authorisation Signature</b>

### Means of Escape

All escape routes will be kept clear and available at all times when the premises are occupied.

Daily checks will be made to ensure escape routes are kept free from obstructions.

All fire doors onto means of escape will be kept closed when not in use.

Alternative escape routes will be identified and kept clear.

### Fire Certificate / Factory Plans

The Health and Safety Manager will keep a copy of the Fire Certificate.

Senior management will notify the health and safety manager of any planned changes to the buildings.


The Health and Safety Manager will notify Building Control and the Fire Authority if any alterations or changes to the building are planned.

Fire risk assessments for the premises will be undertaken and reviewed regularly as required under the Regulatory Reform (Fire Safety) Order 2005 .

### Access for Fire & Rescue Services

Main access routes to the front and back of the building will be kept clear always. No unauthorized parking is permitted.

Security guards will have site layout plans available to give to the fire and rescue services on arrival.

<b>Occupational Health &amp; Safety Management Manual</b>			
<b>MODULE</b> <b>Emergency Preparedness &amp; Response Plan</b>		<b>SECTION</b> <b>4.4.7(HSP008)</b>	
<b>Issue No:</b> <b>2</b>	<b>Date Effective:27/05/2015</b>	<b>Page 10 of 15</b>	<b>Authorisation Signature</b>

### Disabled Persons


Procedures for Disabled persons will be put in place and special arrangements made as appropriate and identified in the fire risk assessment to ensure vulnerable persons are directed to a place of total safety.

### Vulnerable Persons:

- Hearing impairment
- Vision impairment
- Mobility impairment

### Fire Alarm Zones

<b>Zone</b>	<b>Area</b>
<b>Z 1</b>	Reception And Landing
<b>Z 2</b>	Boning Hall
<b>Z 3</b>	Dispatch
<b>Z 4</b>	Hygiene to Bone Collection
<b>Z 5</b>	Chillers
<b>Z 6</b>	Service Void
<b>Z 7</b>	Switch Room
<b>Z 8</b>	Packing Room
<b>Z 9</b>	Canteen and Lockers
<b>Z 10</b>	Main Office
<b>Z 11</b>	Livestock Area
<b>Z 12</b>	Lairage Area
<b>Z 13</b>	Slaughter Area
<b>Z 14</b>	Maintenance Shed

<b>Occupational Health &amp; Safety Management Manual</b>			
<b>MODULE</b> <b>Emergency Preparedness &amp; Response Plan</b>		<b>SECTION</b> <b>4.4.7(HSP008)</b>	
<b>Issue No:</b> <b>2</b>	<b>Date Effective: 27/05/2015</b>	<b>Page 11 of 15</b>	<b>Authorisation Signature</b>

### Designated Fire Assembly Points

#### Main Car Park


- Fire Point 1 Admin/Visitor
- Fire Point 2 Boning Hall Boners/Visitors
- Fire Point 3 Boning Hall Packers
- Fire Point 4 Boning Hall Trimmers
- Fire Point 5 Offal/Tray Wash/Knife Room/Bone Collection
- Fire Point 6 Lairage/Visitors

#### Dispatch Yard

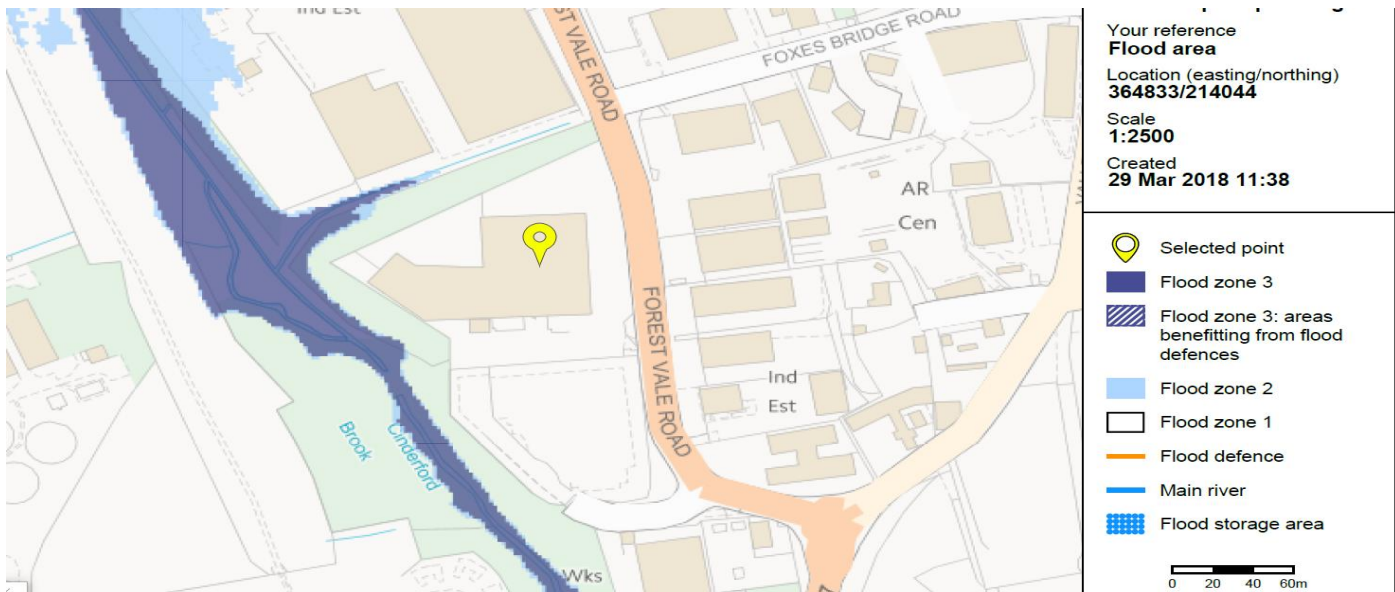
- Fire Point 7 Dispatch/Loading/Visitors
- Fire Point 8 Maintenance/Visitors
- Fire Point 9 Slaughter Hall/Visitor
- Fire Point 10 Slaughter Hall/FSA/VETS/MLC

### Public Disorder


Gloucester Save are a local animal activist organization that has in the past stood outside the site to demonstrate their cause in saving the cattle that arrive to site. When we are aware that they will be on site additional guard is on site including 2 police officers to monitor and control any disturbances if they occur. We have had additional cameras installed on the outside of the building so that we can monitor and record any disturbance or breach that they may carry out, 2 additional cameras with 360 degree lenses are situated wither side of the main gate. All staff on site are made aware when they are on site so that when they go on their breaks they do not incite the demonstrators and cause any issues.

<b>Occupational Health &amp; Safety Management Manual</b>			
<b>MODULE</b> <b>Emergency Preparedness &amp; Response Plan</b>		<b>SECTION</b> <b>4.4.7(HSP008)</b>	
<b>Issue No:</b> <b>2</b>	<b>Date Effective: 27/05/2015</b>	<b>Page 12 of 15</b>	<b>Authorisation Signature</b>

## Flooding area



As can be seen by the enclosed map, where the site is situated we are not in any danger of flooding. When there are flood warnings for the area the site will monitor to ensure there is no breach on site regarding the flooding.

<b>Occupational Health &amp; Safety Management Manual</b>		 Gloucester	
<b>MODULE</b> <b>Emergency Preparedness &amp; Response Plan</b>		<b>SECTION</b> <b>4.4.7(HSP008)</b>	
<b>Issue No:</b> <b>2</b>	<b>Date Effective:</b> 27/05/2015	<b>Page 13 of 15</b>	<b>Authorisation Signature</b>

Environmental Impacts on site

**Spillages on site:**

In the event of an incident there is a pollution control Hierarchy, this is indicated below. The site will use this hierarchy as a guide to actions




**Contain at Source**

The most effective place to stop a spill is where the spill is happening, at the source. If the primary container or secondary containment have been breached or failed for any reason, try to contain the spill where it's happening. This will reduce the quantity of material released, meaning there's less spilt material that can cause pollution.

This might be achieved by:

- planning slaughter in lairage, prepare, have sawdust ready;
- Temporarily sealing the hole whilst more permanent measures can be arranged
- clamping something over the leak
- turning a leaking drum so that the hole is above the level of the contents
- putting a leaking container in a larger container or bunded facility
- Closing taps or valves on pipework to stop the material flowing

<b>Occupational Health &amp; Safety Management Manual</b>			
<b>MODULE</b> <b>Emergency Preparedness &amp; Response Plan</b>		<b>SECTION</b> <b>4.4.7(HSP008)</b>	
<b>Issue No:</b> <b>2</b>	<b>Date Effective: 27/05/2015</b>	<b>Page 14 of 15</b>	<b>Authorisation Signature</b>


### **Contain close to the Source**

If the spill is spreading and you cannot safely or effectively contain it near to its source, aim to stop the material getting into the drainage system, streams or onto any un-surfaced ground.

Once a spill has been contained, it's easier to remove or transfer into a suitable temporary container to stop it causing more contamination; this should be done as soon as it's safe to do so.

To help prevent spills reaching drains, watercourses and unsurfaced ground the following measures can be applied:

- Socks - can be used to divert or contain spills on hard surfaces. These absorbent booms can soak up a spill and stop it flowing any further.
- Drain mats - seal a drain by covering the surface of a manhole cover or drainage gully. They stop liquid flowing into the drainage system and help contain it. There are different types, including clay mats (single use) and polyurethane (reusable). Drain mats should generally be kept close to where they might be used.
- Sandbags, sandbanks or soil banks - can also be used for larger spills but depending upon the nature of the spill may cause contamination of the material, better this than the water course though.
- Using any of the materials to build a protective wall around the drain itself (as per the middle image above) can sometimes be the best form of containment.

<b>Occupational Health &amp; Safety Management Manual</b>			
<b>MODULE</b> <b>Emergency Preparedness &amp; Response Plan</b>		<b>SECTION</b> <b>4.4.7(HSP008)</b>	
<b>Issue No:</b> <b>2</b>	<b>Date Effective: 27/05/2015</b>	<b>Page 15 of 15</b>	<b>Authorisation Signature</b>



If any major occurrences happen that could impact on the Environment call the following Agencies.

1. Environment Agency
2. Severn Trent