

Melton Foods

Environmental Accident Management Plan

Key Site Information

Site Location Melton Mowbray, Leicestershire LE13 1GA
 Grid Reference SK 73435 18050

Emergency Services – Summary of Activities

The Design, production and distribution of high quality food products manufactured by Melton Foods at 3, Samworth Way, Leicester Road, Melton Mowbray, Leicestershire, LE13 1GA including maintenance and administrative activities

The site uses several types of cleaning chemicals (Hypochlorite, Caustics). These are delivered in 1000kg IBC and 25kg drums. All chemicals are stored in bunded locked containers at all times. Containers are located at the rear of the building (see map). The site uses Engineering chemicals (Lubrications, grease, oils and small amounts of Solvents,) these are stored in a bunded locked container located at the front of the building (see map)

Melton Foods has an onsite Ammonia plant used as a refrigerant within the Bake House. The system uses a heat exchange process therefore Ammonia does not enter the building.

The site does not handle hazardous waste materials

Emergency Contact Numbers

Police, Fire, Ambulance 999
 Environmental Agency 03708 506506
 Environmental Hotline 0800 807060

Company Contacts (Out of hours)

Colin Wright 07970 754018
 Michael Paine 00000 000000

Local Authority

Leicestershire County Council 0116 305 0001 (Environmental Incidents)
 Melton Borough Council 01664 502502 (Environmental Incidents)

Water Company

Severn Trent Water

Waste Contractors

Veris Stratagies 0845 1307484
 P H Hull & Sons 01664 434334

Chemical Supplier

SealedAir Diversey 0800 0520185

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Higher Risk Materials on Site

Material	Max Quantity	Location
Ammonia	450kg	See Map
Cleaning Chemicals - Acid	1500kg	See Map
Cleaning Chemicals - Caustic	1000kg	See Map
Cleaning Chemicals - Hypo	1000kg	See Map
Small quantities of oil and grease	200kg	See Map

Environmental Emergencies and Vulnerable targets

This plan applies to the following foreseeable environmental emergencies

Type	Emergency	Receptors
A	Ammonia Leak	Strong odour, high concentrations can harm plant life. Very toxic if released to water. Transportation and enhanced deposition of acidic pollutants
B	Major leakage or spillage of chemicals	Escape through site drainage system. Entering storm drains causing water pollution. Site users and staff
C	Fire or Explosion	
D	Serious flooding	

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Type A. Ammonia Leak Emergency Procedure (RAMF10)

1. Green Light

A green light indicates that everything is normal.

2. Alarm Activation – Amber Light

To be treated as a low level alarm. GEA (Contractor) will receive automated phone call/message and a GEA Engineer will be on their way to Melton Foods.

- a) Phone call/message to be received by Reception/Security Gatehouse, inform Duty Engineer of phone call/message received and await further instructions.
- b) Duty Engineer to confirm level of leak via control panel situated at Engineers Reception, make contact with Duty Manager and inform them of the situation – **no further action required** and all normal activities should continue.
- c) Duty Engineer to wait for GEA Engineer to arrive on site before any action is taken.
- d) Duty Engineer to provide updates to Duty Manager to any change in situation (**Amber to Red – Follow procedure for Alarm Activation – Red Light**) and when GEA Engineer is on site.
- e) Once all clear is given by GEA Engineer and alarm indicator shows green:
 - Duty Engineer to inform Duty Manager of all clear.

Security Only (Out of Office Hours):

- Once GEA Contractor (Grenco) Engineer arrives on site, ensure they go directly to reception, have signed in and inform the Duty Engineer of their arrival.

3. Alarm Activation – Red Light

To be treated as a high level alarm. GEA will receive automated phone call/message and a GEA Engineer will be on their way to Melton Foods.

- a) Phone call/message to be received by Reception/Security Gatehouse, inform Duty Engineer of phone call/message received and wait further instructions.
- b) Duty Engineer to confirm level of leak via control panel situated at Engineers Reception, make contact with Duty Manager and inform them of the situation – Bake House team to be evacuated to the Restaurant and wait till all clear is given.
- c) Security to put down barriers to prevent anyone coming onto site with the exception of GEA (Contractor) or Emergency Services. Put up signs to notify of ammonia leak and to allow any vehicles leaving site to create clear pathway for GEA (Contractor) or Emergency Services.
- d) Duty Manager to form Crisis Meeting at reception including:
 - Duty Manager
 - Fire Evacuation Co-ordinator
 - Duty Engineer
 - Managing Director
 - Senior Team Member
- e) Crisis Team to ensure the following takes place:
 -

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Type A. Ammonia Leak Emergency Procedure (RAMF10) continued

- Make contact with Chetwode House & Kettleby Foods if and inform them a confirmed high level ammonia leak is taking place and keep everyone indoors until the all clear is given.
 - Nominate people to be stood by all entrances to prevent anyone leaving the building and place signs on both staff and reception entrance.
 - View orange windsock to see the direction of the wind – take note of the direction.
 - Inform all office staff to close windows.
 - Inform Despatch & Intake to close Docks.
 - Ask Security to conduct a perimeter check to ensure no one is outside.
 - Confirm all contractors/sub-contractors and visitors have been accounted for.
- f) Crisis Team to wait for GEA Engineer to arrive on site to discuss further action required.
- g) Once all clear is given by GEA Engineer and alarm indicator shows green:
- Inform Bake House team to return.
 - Inform nominated people to remove signs and allow people access to leave the building.
 - Inform Security to remove signs and return barrier operation to normal.
 - Inform Chetwode House and Kettleby Foods the all clear is given and to return to normal operation.

Reception/Security:

- Until informed by the Duty Manager no contact is to be made with Chetwode House or Kettleby Foods.

Security Only (Out of Office Hours):

- Once GEA Contractor (Grenco) Engineer arrives on site, ensure they go directly to reception, have signed in and inform the Duty Engineer of their arrival.

Duty Engineer (Out of Office Hours):

- Duty Engineer to follow out of office procedure and contact the most appropriate escalation person using the contact list in the crisis manual.

4. Alarm Activation – Fault

Follow procedure for Alarm Activation – Amber Light

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Type B. Chemical Spill Emergency Procedure (RAH2)

1. Scope

This procedure sets out the action to be taken in the event of a chemical spillage at Melton Foods. All chemicals must be registered in the COSHH file. Copies of Material Safety Data Sheets (MSDS) must be up to date and available. Copies are stored in the COSHH file, First Aid Room and the Security Hut. In the event hospital treatment is required due to a chemical related incident take the relevant MSDS sheet to the Hospital.

2. Responsibility

The Area Manager for Hygiene is responsible for the management of a chemical spillage and must be informed of any spillage incident. (Out of hours, the Hygiene Team Leader and Production Shift Manager must be informed).

3. Description

1. All chemicals must be stored and handled in a safe manner that reduces risk of spillage at all times.
2. Any person finding or creating a spillage must take the following action immediately:
 - a. Where possible stop or reduce the spillage – without placing themselves in danger.
 - b. Alert all necessary personnel of the spillage including the Hygiene Team Leader.
 - c. Take steps to reduce and / or eliminate environmental and safety risks.

Spill Kits

1. Spill kits are available in the following locations -
 - a. Bulk Chemical Storage Area (adjacent to the waste compactors)
2. Spill kits contain a combination of drain covers, absorbent pads and granules for covering drains and controlling spills. Also available is dry sand.

Emergency Shower

An emergency shower is located at the rear of the building adjacent to the bulk chemical tanks. The shower is checked daily and is only to be used if a person has been accidentally exposed to chemical. It is recommended that following a spillage you remain under the shower for a minimum of 2 minutes and then remove any affected articles of clothing

Actions In the Event of a Spillage

1. Report any leaks and spillages to your Team Leader or an Area Manager straight away. Do not expose yourself to the chemical until you are aware of all hazards associated with it.

Check the label on the container for basic information about the chemical. **The area must be isolated immediately.**

2. Follow instructions for safely removing chemical spill. Full PPE must be worn, full face visor, wellingtons, chemical suit or apron and gloves which can be found in the spillage kit box.
3. Once measures have been taken to adequately reduce risk or harm, assess the spillage. Reduce and contain the spillage. Leaking containers must be placed into a larger container if possible to prevent further spillage or dispensed into another suitable container if safe to do so. Transit (IBC) tanks can be tipped onto their side to prevent further leaking; putty can be applied to temporarily stop the leak. Use plenty of water when finally clearing up the chemical – **Dilution is the Solution to Pollution!**

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Type B. Chemical Spill Emergency Procedure (RAH2) Continued

Dispose of all absorbent sand, socks, pads, pillows and granules safely – contact SealedAir, P H Hull or Veris for further disposal information. Drain covers and spill mats are reusable and should be cleaned and stored correctly.

Assessment of the Spillage

In the event of a chemical spillage the following should be considered.

1. Get as much information about the chemical as possible from the Safety Data Sheet before taking any action
2. Check what is located in the area around the spill area.
3. Other chemicals – check that no mixing of chemicals can occur. Always follow directions for handling the most harmful chemical if more than one is involved.
4. Flammable materials – If the chemical is flammable check that there are no sources of ignition such as power tools / forklift trucks in the vicinity. Strictly no smoking!
5. Check the quantities involved in the spill. A large spill of a low hazard substance could result in higher risks than a small spill of harmful substance.
6. Are other people in the area at risk? It may be necessary to evacuate the area until the chemical spillage has been removed. The Hygiene (or relevant deputy) Manager will make this judgement based on the seriousness of the incident.
7. Environmental issues must be considered. Prevent chemicals from entering the drains and other vulnerable / sensitive areas.
8. External help may be required. The Hygiene (or relevant deputy) Manager will decide if emergency services, chemical supplier or Severn Trent Water assistance is required
9. Small diesel spillages should be assessed and treated in the same way as any other chemical spillage.

Dealing with the Spillage

Always follow the guidance stated on the MSDS

1. If safe to do so, remove the damaged / leaking containers to a safe location. Plug any leaks where possible
2. If it is not safe to move the container it should be transferred into a larger or more suitable container. This should be done after any spilt material has been dealt with.
3. Clean up any liquid spillages using the spill kits. Any external drain within the immediate vicinity, must be covered to prevent chemical escaping into the drainage system
4. Dispose of absorbent pads and granules into hazardous waste bags, ensure they are marked up with the name of the company who supplies the chemical and the chemical involved
5. Clean up powder spillages, sweeping the powder together before transferring into containers for disposal.
6. 6. Any containers used for disposal must be clearly labelled with a description of the contents.
7. 7. Assess the surrounding area for damage that may have been caused by the spillage.

Action to be taken after the Spillage

1. After the spillage has been cleared away the following actions must be considered.
2. Ensure all personnel involved in the clean-up have thoroughly washed their PPE and show no signs of exposure / contamination
3. Ensure all equipment used to clean away the chemical is cleaned thoroughly or disposed of safely.
4. The inventory of the spill kits are assessed / replaced by the Hygiene Department.
5. A Incident report report form is completed providing details of what happened, any injuries or damage, details of corrective action taken, details of waste disposal of affected parts and any preventive action that may be introduced to prevent a reoccurrence
6. Ensure an Environmental Incident Report is completed
7. The site Hygiene Manager or Deputy must be informed of any chemical spillage.

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Type C. Fire Emergency Procedure 36.1

In the event of the Fire Alarm sounding or if the building has to be evacuated the following procedure must be followed

Contents:

1. If You Discover A Fire
2. Evacuation Procedure
3. Designated Assembly Points
4. Responsibilities
5. Re-entering the building
6. Additional responsibilities and procedures
7. Training
8. Appendices
9. Related Documents
10. Document Control

If You Discover A Fire:

1. Raise the Alarm by going to the nearest Fire Call Point in the Area and break the glass to activate the Alarm.
2. Leave the building in an orderly fashion (**no running**) immediately via the nearest Exit in the Area, **DO NOT** stop to collect personal belongings.
3. Proceed directly to your designated Fire Assembly Point and await further instructions.

Evacuation Procedure:

1. On hearing the Fire Alarm, or being verbally asked to evacuate the building, all personnel must leave the premises by the **NEAREST** Exit within the Area.
2. **DO NOT USE THE LIFT.**
3. **DO NOT STOP** to collect personal belongings whilst exiting the building during a Fire Evacuation.
4. Proceed directly towards your designated Fire Assembly Point as quickly (**without running**) and safely as possible. **Agency workers are to follow and wait within their teams whilst being accounted for by Team Leaders.**
5. Remain at Assembly Point and await further instructions or until the “All Clear” is given by the Fire Evacuation Co-ordinator.

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Type C. Fire Emergency Procedure 36.1 Continued

Designated Assembly Points: (See Appendix 2)

1. **Assembly Point 1** for Finance, Planning, Commercial, Personnel, Technical, QA, Development, Engineering, Managers, Restaurant Staff, Fenland Micronclean Staff, Visitors and Contractors – located in 3rd (third) circle, **signposted heading in the direction of Chetwode House.**
2. **Assembly Point 2 & 3** for High Care Lines 1-12, Despatch, Intake, Hygiene, Salad Prep, Ingredient Prep, Line Issuing & Bake House – **located on pathways, middle of the car park.**

Fire Hydrants: (See Appendix 6)

Fire hydrant Points are available for the Fire service to use, these are situated in various positions around the building and in close proximity to different departments:

- Fire hydrant Point located by Reception
- Fire hydrant Point located by Smoking Shelter – **currently under the Restaurant Portakabin.**
- Fire hydrant Point located opposite Despatch Packaging Store
- Fire hydrant Point located at the back of Intake
- Fire hydrant Point located at the back of Temp Village Portakabin

There is also a coupling Point located at the water towers. The site plan of the hydrant Points will be in the Fire bag and also a copy to be at the security gatehouse.

If it is deemed necessary to utilise the Fire hydrants by the Fire Service an Engineer will manually turn on the flow of water to all the hydrant Points.

Fire cradle with hydrant valve and hose in pump house (Key 22 from Engineers Key Locker).

Responsibilities:

Duty Manager - This role will be assumed by most Senior Production person on site and will be made visible by wearing an **ORANGE** Hi-Vis throughout the Emergency.

1. **If the most Senior Production Manager is not on site then the responsibility of Duty Manager will be assumed by a High Care Area Manager.**
2. **If no High Care Area Manager is available e.g. PM Shift with no Area Manager in, this should be the most Senior Bake House/Hygiene Manager or Team Leader.**
3. **The Duty Fire Coordinator will normally be a High Care Area Manager or if not the next most Senior Production/Hygiene person after that. The Duty Fire Coordinator will be nominated and informed by the Duty Manager on Shift.**
4. **A) The responsibility should rest firstly with the incoming Senior Manager to both change the board AND notify the existing Duty Manager they are on site e.g. AM Shift Manager e.g. High Care Area Manager, Preparation Manager etc. coming in to post their name, removing Night Shift Managers name and Calling them to inform they are in and assumed responsibility; if a more Senior Production comes onto site e.g. High Care Manager, Logistics Manager etc. then does the same (removing current Duty**

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Type C. Fire Emergency Procedure RAH2 Continued

5. **Manager name, probably to Duty Fire Coordinator, and ensuring they are informed of the change of responsibility).**
- B) If the Duty Manager is going home has not already been contacted by an incoming Manager, he/she should Call the next most appropriate person to confirm they are now the Duty Manager.**
 - C) It is the Duty Manager’s responsibility to ensure that they have a nominated Duty Fire Evacuation Coordinator.**

- ✓ Maintain contact using 2 way radios (**channel 5**) with Fire Evacuation Co-ordinator and Engineering.
- ✓ Investigate the incident with Engineering at the control panel (in Reception Area) to confirm whether or not it is a “false Alarm” within 5 minutes of the Alarm sounding and determine the zone where the Alarm has been activated, if it is determined **NOT** to be a “false Alarm” the Duty Manager is to **contact the Emergency services immediately by the following method:**
 - Dial 999.
 - Ask for the Fire Brigade.
 - Inform the Emergency Services with details of the Emergency.
 - Speaking clearly tell them the Fire is at:

Melton Foods, 3 Samworth Way, Melton Mowbray, Leicestershire, LE13 1GA, Tel: 01664 484442

- **Confirm they have the correct details and wait at the control centre for the Emergency Services to arrive on site.**
- ✓ If the cause cannot be determined for the Alarm sounding, arrange for the Emergency Services to be contacted.
- ✓ Contact Security at the gatehouse (ext. 4419) inform who is in charge, with a brief update of the situation and ensure they keep the barrier clear for the emergencies services if they are required.
- ✓ Oversee the Evacuation with the help of the Fire Evacuation Co-ordinator (maintaining contact via 2 way radio), ensuring roll Calls are completed.
- ✓ Be present once the Emergency Services arrive on site (**Emergency Services will assume overall responsibility until the “All Clear” is announced**), inform them of the situation, report if any or no Employees are still within the building and with Engineering personnel(s) help guide them to the incident Area without going into the building with the use of site maps in the Fire bag.
- ✓ Establish a control centre to manage the Emergency if necessary.
- ✓ If after investigating it is determined that there is no Fire or the Emergency Services are not required, authorise Engineering to silence the Alarm, authorise the Fire

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Type C. Fire Emergency Procedure RAH2 Continued

- ✓ Evacuation Co-ordinator to give the “All Clear” for all Employees to enter the building and return to work and update Security (ext. 4419).
- ✓ Produce summary report of the Evacuation to be compiled and circulated to the Health and Safety Steering Group.

Duty Manager Notes:

- **In the event of only one Duty Engineer being on site at the time of the Fire Alarm activating then the Duty Manager will appoint another Manager or Team Leader, to assist with the duty Engineer for signs of Fire.**
- **If there is no one to conduct the roll Call of Assembly Point 1 and as long as there is a Fire Evacuation Co-ordinator then the Duty Manager will take the Reception register and Visitor/Contractor passes, conduct the roll Call once the relevant actions have been determined with the Duty Engineer, if there is no Fire Evacuation Co-ordinator then the Duty Manager will take the Reception register and Visitor/Contractor passes and nominate some to conduct the roll Call.**

Fire Evacuation Co-ordinator - This role will be assumed by a High Care Manager on site and will be made visible by wearing a **GREEN** Hi-Vis throughout the Emergency.

- ✓ The Fire Evacuation Coordinator should position themselves between Reception (and the Fire panel) and Assembly Point 1
- ✓ Maintain contact using 2 way radios (**channel 5**) with Duty Manager and Engineering.
- ✓ Document attendance roll Call from all departments reported by each Team Leader, including that off Agency workers and cross reference with Temp Co-ordinator of exact numbers.
- ✓ Ensure all onsite Contractors and Visitors are accounted for.
- ✓ Provide Duty Manager with details of site roll call.
- ✓ Complete the Fire Evacuation Log (**Appendix 4**) after the Emergency and hand to Production Director.
- ✓ Produce summary report of the Evacuation to be compiled on **coloured paper** and give to the Production Director.

Fire Evacuation Co-ordinator Notes:

- **In the absence of a Duty Manager, The Fire Evacuation Co-ordinator will assume both roles until a Duty Manager arrives on site.**
- **In the absence of a High Care Manager, any Manager or the most Senior person e.g. Hygiene Team Leader or Engineer will assume the responsibility of the Fire Evacuation Co-ordinator.**
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Type C. Fire Emergency Procedure RAH2 Continued

- In the event of an Evacuation taking place after Reception has closed, but office Employees are still at work, the Fire Evacuation Coordinator will nominate another person to take the roll Call.

Duty Engineer – this role will be assumed by an Engineer on site.

- ✓ The Duty Engineer and all other site Engineers should meet the Duty Manager by the Fire control panel in Reception to confirm whether there is a Fire or Fault within 5 minutes of the Alarm sounding and determine the zone where the Alarm has been activated. If it is determined to be a Fire tell the Duty Manager that the Emergency Services are required.
- ✓ Maintain contact using 2 way radios (**channel 5**) with Duty Manager and Fire Evacuation Co-ordinator.
- ✓ If the cause cannot be determined for the Alarm sounding, tell the Duty Manager that the Emergency Services are required.
- ✓ Once authorised by the Duty Manager, send other Engineers to investigate the reason for the Alarm in the zone determined (**just a visual confirmation is required**).
- ✓ Assist the Emergency Services with supplies, isolation of utilities and the location of Fire hydrants if requested.
- ✓ If the Alarm is determined to be a “false Alarm”, silence the Alarm and reset the control panel once the Duty Manager or the Emergency Services have approved it is safe to do so.
- ✓ If required by the Fire services send an Engineer to the water towers to manually turn on the flow of water to all the hydrant Points.

Engineering Notes:

- An Engineer or Competent Person must stay with the Fire Alarm control panel, to communicate the exact location of the source of the Fire Alarm, using the schematic plan drawings, located in the Emergency Bag in Reception.
- One Engineer must inform the Roll Caller at Assembly Point 1 of the names of all Engineers to ensure that they have been accounted for.
- Please see “Out Of Hours” section in “Additional Responsibilities/Procedures” and follow procedures.

Reception

- ✓ Take note of the time soon as the Fire Alarm sounds and pass this information onto the Fire Evacuation Co-ordinator.
- ✓ Ensure the Emergency Equipment is available to take out (see Appendix 1).
- ✓ Exit out of the building via the nearest Exit and go to Assembly Point 1.

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Type C. Fire Emergency Procedure RAH2 Continued

Personnel

- ✓ Collect the signing in book and Visitor / Contractor passes upon evacuating the building
- ✓ Undertake roll Call of all Employees, Visitors and Contractors at Assembly Point 1, which is split into Salaried Staff and a sheet for Ginsters, Group IT, A La Carte, GI Group, Samworth Brothers and Visitors – this will be divided amongst two people **(one person Calling out all Salaried Staff names and the second will Call out names from Ginsters, Group IT, A La Carte, GI Group, Samworth Brothers, Visitors and Contractors – separate clipboard attached to the back of the register)** and pass information onto the Fire Evacuation Co-ordinator.
- ✓ Ensure that any disabled personnel are appropriately assessed and managed when on site regarding a Fire/Emergency Evacuation situation, as they may not be able to leave the building without assistance.
- ✓ A suitably trained Employee will be nominated to assist with the disabled person to a designated safe place in the event of event of a Fire/Emergency Evacuation.

Security (during normal office hours – 08:15 – 17:30)

- ✓ Turn radio on (**channel 5**) to maintain contact with Duty Manager and/or Fire Evacuation Co-ordinator.
- ✓ Once the Alarm sounds, ensure both incoming and exiting barrier are kept lowered and remain down until given the “All Clear” by the Duty Manager, with the exception of Emergency Services.
- ✓ Wait on either the instructions from Duty Manager or Fire Evacuation Co-ordinator (acting as Duty Manager).
- ✓ Record the Alarm fault on the “Fire Alarm Panel Fault Report” form and place in the “Fire Wallet” in the event of the Emergency Services being called out.
- ✓ Hand the “Fire Wallet” and “Master Key” to the Emergency Services as soon as they arrive, direct them to the front of the building to meet with the Duty Manager.
- ✓ Answer “Night Service” Calls.

Security Notes:

- **Please see “Out Of Hours” section in “Additional Responsibilities/Procedures” and follow procedures.**

Team Leaders

- ✓ Collect the Employee register from the line / department.
- ✓ Team Leaders are to ensure their Production Employees follow them in an orderly fashion (**no running**) to the nearest Fire Exit and **DO NOT STOP TO PICK UP PERSONAL BELONGINGS.**

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Type C. Fire Emergency Procedure 36.1 Continued

- ✓ Ensure their teams are lined up in accordance with their own team signs at the Assembly Point.
- ✓ Take roll Call of their line / department.
- ✓ Walk to where the Fire Evacuation Coordinator is located and hand over information of roll Call to Fire Evacuation Co-ordinator and cross reference Agency information with the Agency Coordinator(s).
- ✓ Return to Assembly Point 2 or 3 and wait for further instructions, or if authorised to do so by the Fire Evacuation Co-ordinator; re-enter the building via the main Employee entrance at the front of the building.

Team Leader Notes:

- **Ensure you have done a sweep of your working Area so not a single member of your team is left behind.**

Agency Coordinator(s)

- ✓ When evacuating the building ensure the Agency Fire Register is collected.
- ✓ Report to Assembly Point 1 for roll Call.
- ✓ Once roll Call is completed, locate the Fire Evacuation Coordinator and wait with them until Team Leaders attend to report the Lines / Departmental roll Call.
- ✓ Cross reference with Agency Fire Register.
- ✓ Once satisfied that all Agency workers have been accounted for, return to Assembly Point 1.

Restaurant Staff

- ✓ Once the Fire Alarm sounds, stop working and begin heading out the building via your nearest Fire Exit.
- ✓ When evacuating the building ensure the Restaurant register is collected.
- ✓ All Restaurant Staff report to Assembly Point 1 for roll Call, completed by Restaurant Staff.
- ✓ Walk to where the Fire Evacuation Coordinator is located and hand over information of roll Call and return to Assembly Point 1.

Fenland Micronclean Staff

- ✓ Once the Fire Alarm sounds, stop working and begin heading out the building via your nearest Fire Exit.
- ✓ When evacuating the building ensure the Fenland Micronclean register is collected.
- ✓ All Fenland Micronclean Staff report to Assembly Point 1 for roll Call, completed by Fenland Micronclean Staff.
- ✓ Walk to where the Fire Evacuation Coordinator is located and hand over information of roll Call and return to Assembly Point 1.

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Type C. Fire Emergency Procedure 36.1 Continued

Re-entering The Building:

1. Once the “All Clear” has been given by the Fire Evacuation Co-ordinator, you must re-enter the building via the following entrances:
 - a. All Production Employees to enter via the main Employee entrance at the front of the building, unless told otherwise by the Fire Evacuation Co-ordinator.
 - b. All other Employees, Visitor and Contractors to enter via main Reception entrance at the front of the building, unless told otherwise by the Fire Evacuation Co-ordinator.
 - c. Protective coats must be removed for laundry, PPE (mob caps/beard snoods) must be replaced and enter bakery normally, the only exception is the boot brush to be used upon entry into High Care to clean wellington boots and for Intake the wellington boots must be cleaned and sanitised before entry.
 - d. Hygiene will facilitate a documented cleaning of all Areas where foot traffic has taken place to ensure the Hygiene integrity of all Areas.

Additional Responsibilities/Procedures:

Emergency Contact List

Please view the crisis manual to view the contact numbers. In the case of a serious Fire contact the following personnel:

- Managing Director (or next in line)
- Production Director (or next in line)
- Finance Director (or next in line)
- Technical Manager (or next in line)
- H&S Manager (or next in line)

Fire Evacuation Board

A board will be kept behind Reception at all times stating names with magnetic name tags of who the **Duty Manager**, **Fire Evacuation Co-ordinator** and the **Duty Engineer** are in the event of a Fire Emergency.

The most Senior of the Production team that first enters the building and signs in first e.g. Production Director, Production Area Manager etc. will put their name onto the board as the Duty Manager, if a more Senior person of the Production team enters on site then they must replace the existing Duty Managers name tag with their own and move the previous Duty Manager into the Fire Evacuation Co-ordinators position if required and contact them to let them know.

If there are two Production Area Managers and no other Senior Production Staff member is on site e.g. Production Director, then one of them will be the Duty Manager and the other will be the Fire Evacuation Co-ordinator but if there is only one Production Area Manager they will assume the role of both the Duty Manager and Fire Evacuation Co-ordinator until a Duty Manager arrives on site, they may also nominate a

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Reasons for change	New			

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Type C. Fire Emergency Procedure RAH2 Continued

trained personnel to take the role of Fire Evacuation Co-ordinator until a Duty Manager arrives on site and then they must assume the position of the Fire Evacuation Co-ordinator thereafter.

The Duty Engineer will nominate amongst them and put the nominee's name tag on the board.

Fire Evacuation Board Notes:

- Each nominated personnel must ensure that their name is put up on the board during the period of their Shift.

Production Director

- ✓ Ensure the availability and accuracy of all Fire Emergency procedure information.
- ✓ Training/practice drills for all Employees.
- ✓ Maintain an accurate Duty Manager list.
- ✓ Circulate a copy of the Fire Evacuation summary to the Health and Safety Steering Group.

Disabled Persons

- Consideration must be given to those people coming to site who are unable to walk unassisted such that they can be evacuated efficiently. In the event of such an occurrence arrangements will be made for all business to be conducted on the ground floor.
- In the case of personnel whose sight is impaired such that they could not effectively egress the building unaided, the host, or designated person, must provide the support by leading them to the appropriate assembly Point
- Where personnel have a hearing deficiency that does not enable standard communication of the Evacuation procedure then the host of a Visitor must ensure the person understands Emergency signals that will be given in the event of an Emergency by the host and the need to follow without question.

The Manager of any disabled Employee/Visitor must ensure:

- A buddy system is in place.
- The buddies are nominated.
- The disabled person knows the buddy and agrees an Emergency signal to be used.
- The individual does not become a lone worker.

The Manager of any Employee/Visitor who is hard of hearing must ensure:

- A buddy system is in place.
- The buddies are nominated.
- The disabled person knows the buddy and agrees an Emergency signal to be used.
- The individual does not become a lone worker.

If it is understood that persons with mental disabilities are coming to site:

- A full assessment of their needs is established by the host and approved by the Personnel Manager.

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- Their host is informed of the requirements of the assessments and understands the importance of compliance.
- Their host is responsible for their actions.

Delivery Drivers

- Security issue delivery drivers with a laminated sheet of “Site Rules”, which include what to do in the event of the Fire Alarm going off – stop vehicle, go to Assembly Point 1 and identify themselves to the person taking the roll Call register.
- All forklift/reach truck and other transport movement around the site is to immediately stop on hearing the Fire Alarm sound (park safely and ensure clear access for Fire Service Vehicles).

Out of Office Hours

- On hearing the Fire Alarm the site Duty Engineer in attendance will immediately go to the Fire control panel in Reception (or the backup panel in the security gatehouse).
- The Fire Evacuation Co-ordinator will assume this role and that of Duty Manager, until the Duty Manager arrives on site (Crisis Manual).
- The Fire Evacuation Co-ordinator will nominate a Team Leader to accompany the Duty Engineer and they will determine which zone has been activated, take the Fire walkie-talkies located in the Fire cupboard in Reception.
- The Duty Engineer and nominated Team Leader will proceed to the Fire zone by the safest route-avoiding going into the building if at all possible, to the Alarm zone to verify that the Fire is real or not.
- A visual verification of a Fire is all that is necessary and this information must be relayed immediately to the Fire Evacuation Co-ordinator/Duty Manager via the walkie-talkie (**set to channel 5**) so that they can Call the Emergency Services if required.
- Security must liaise with the Fire Evacuation Co-ordinator and ensure that the Emergency Services is Called within **5 minutes** and ensure that a Duty Manager is Called (Crisis Manual).

Training:

1. All site personnel are to be inducted on the procedure and their responsibilities.
2. Specific training will be identified for nominated personnel.
3. A record will be maintained of all communication/training of the Fire Evacuation Procedure.
4. Buddies/assistants for those with disabilities are to receive appropriate training to ensure suitable assistance is provided to the disabled person. This will be assessed on a case by case basis upon notification that a disabled person will be attending site.

Training	Frequency	Who
Fire Evacuation Procedure Training/Briefings.	Annually	Nominated Personnel
Fire Extinguisher Training.	3 Years	Nominated Personnel
Shift Evacuation Drills	Annually	All
New starters – familiarisation with responsibilities	At first day induction	All

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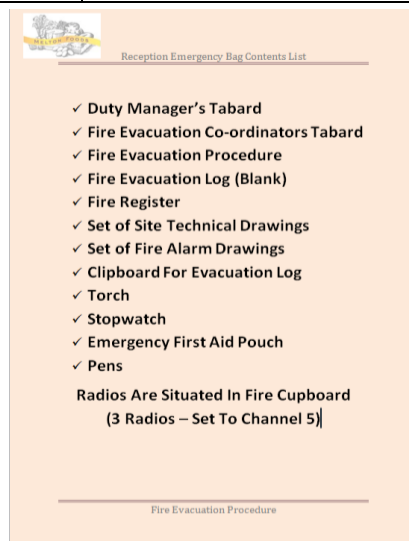
Type C. Fire Emergency Procedure RAH2 Continued

Appendices:

Appendix 1

EMERGENCY RESPONSE EQUIPMENT INVENTORY

<u>Equipment</u>	<u>Inventory Held In Reception</u>	<u>Inventory Held In Security Gatehouse</u>
2 Way Radios (set to channel 5)	3	2
2 Way Radio Battery Chargers	3	2
Torch	Yes	
Orange Hi-Vis Vest (Duty Mgr)	Yes	
Green Hi-Vis Vest (F.E.C.)	Yes	
Clipboard	1	
Blank Roll Call Record Sheets	Yes	
Set of Site Technical Drawings	Yes	Yes
Set of Fire Alarm Drawings	Yes	Yes
Emergency Contact List	Yes	Yes
Stop Watch	1	1 (Held In Key Safe)
First Aid Grab Bag	Yes	Yes
Master Key		Yes
First Aid Kit	Yes	
Evacuation Procedure	Yes (Crisis Folder)	Yes (Crisis Folder)



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	01			17
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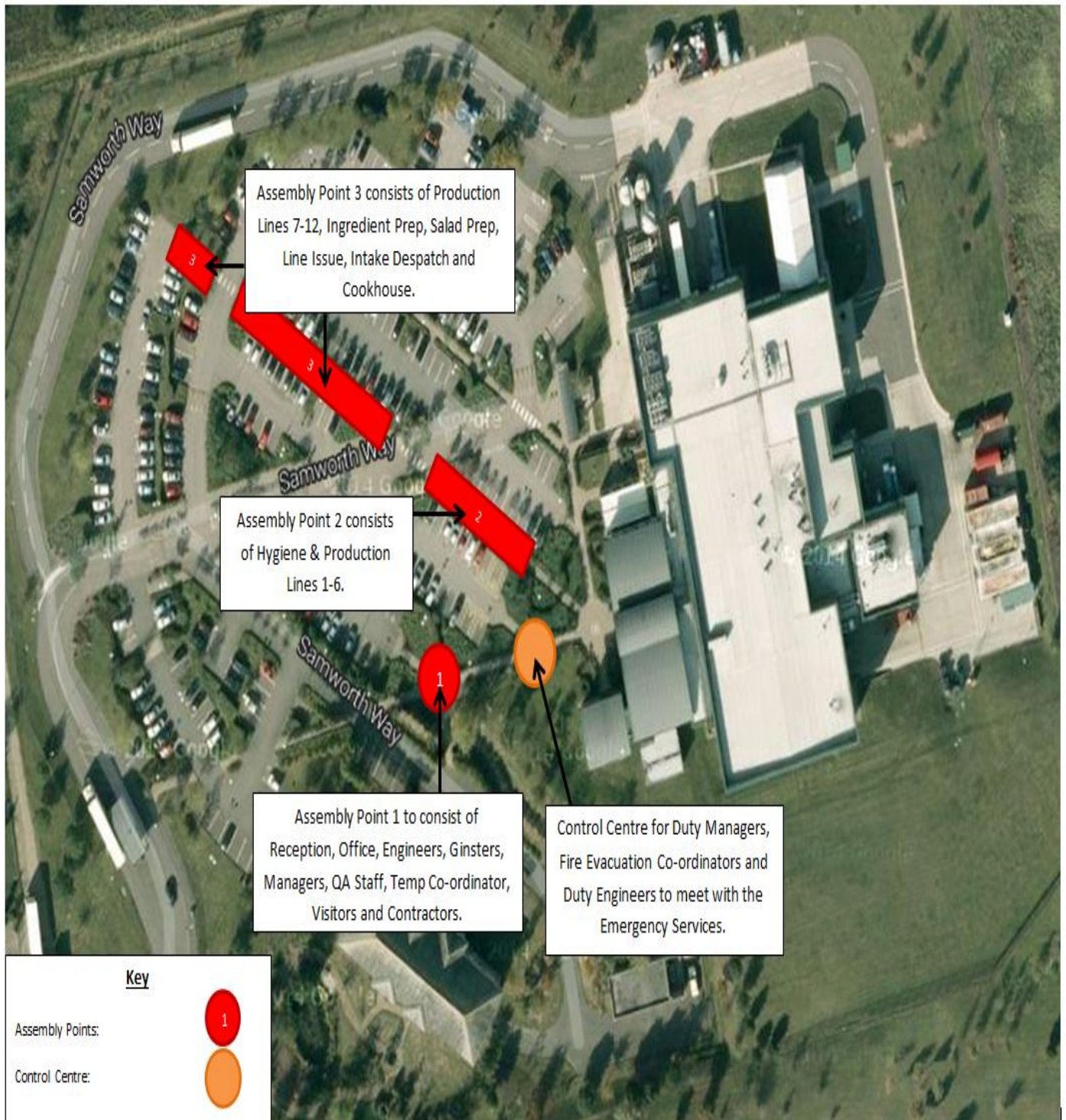
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Appendix 2

Assembly Point Locations



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	01			18
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Appendix 3

Fire Evacuation Log

(Form to be completed by the Fire Evacuation Co-ordinator)

Fire Evacuation Log

Date:				Time
F.E.C		Alarm Sounded:		
D.M		Emergency Services Called:		
D.E		Emergency Services Arrived:		
NB: FIRE SERVICES MUST BE PHONED AFTER 5 MINUTES OF ALARM ACTIVATION.		Roll Call Complete:		
		All Clear Given:		
		Re-entered Building:		

DEPARTMENT:	ASSEMBLY POINT	TOTAL NO:	ALL STAFF PRESENT:	MISSING:
HYGIENE	2			
HC LINE 1	2			
HC LINE 2	2			
HC LINE 3	2			
HC LINE 4	2			
HC LINE 5	2			
HC LINE 6	2			
HC LINE 7	3			
HC LINE 8	3			
HC LINE 9	3			
HC LINE 10	3			
HC LINE 11	3			
HC LINE 12	3			
INGREDIENT PREP	3			
SALAD PREP	3			
LINE ISSUING	3			
INTAKE	3			
DESPATCH	3			
BAKE HOUSE	3			
SALARIED	1			
RESTAURANT STAFF	1			
FENLAND STAFF	1			
VISITORS/TRAINING	1			
CONTRACTORS/DRIVERS	1			
AGENCY STAFF	2 & 3			
TOTAL:				

Document Reference	36.1	Superseded Date	18.12.15
Issue Number	11	Issue Date	08.02.16
Amended By	J. Pardbuck	Authorised By	N. Traynor
Reasons for Change	Addition of Agency Staff.		

Completed form to be forwarded to MD, ~~Prodn~~ Director, H&S Manager / Co-ordinator

(Form to be completed by the Fire Evacuation Co-ordinator)

Fire Evacuation Log

AREA & CAUSE OF THE ALARM:

SUMMARY:	OBSERVATIONS:	SUGGESTIONS/ACTIONS:
EVACUATION		
ASSEMBLY PROCESS		
VISITOR CONTROL		
FIRE PROCEDURE		

Document Reference	36.1	Superseded Date	18.12.15
Issue Number	11	Issue Date	08.02.16
Amended By	J. Pardbuck	Authorised By	N. Traynor
Reasons for Change	Addition of Agency Staff.		

Completed form to be forwarded to MD, ~~Prodn~~ Director, H&S Manager / Co-ordinator

	01		19
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Reasons for change	New		

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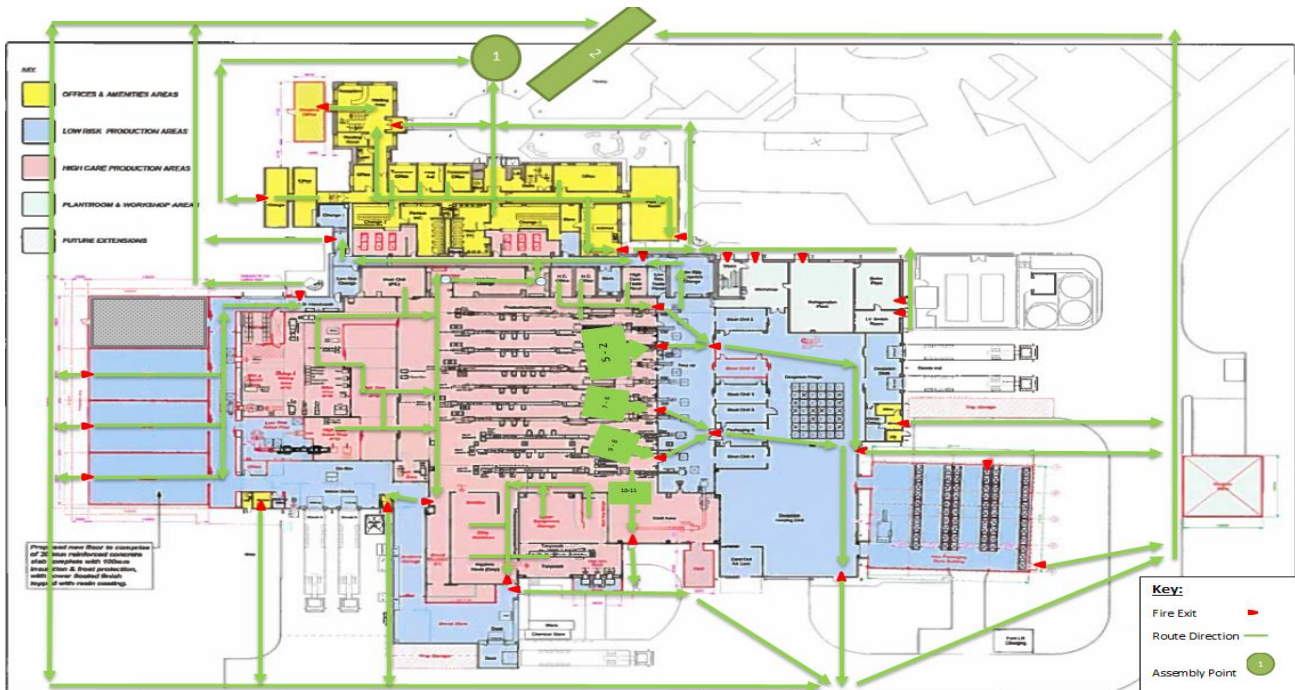
Type C. Fire Emergency Procedure RAH2 Continued

Appendix 4

Driver's Hand-out – Security

Appendix 5

Fire Evacuation Plan



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	01			20
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Reasons for change	New			

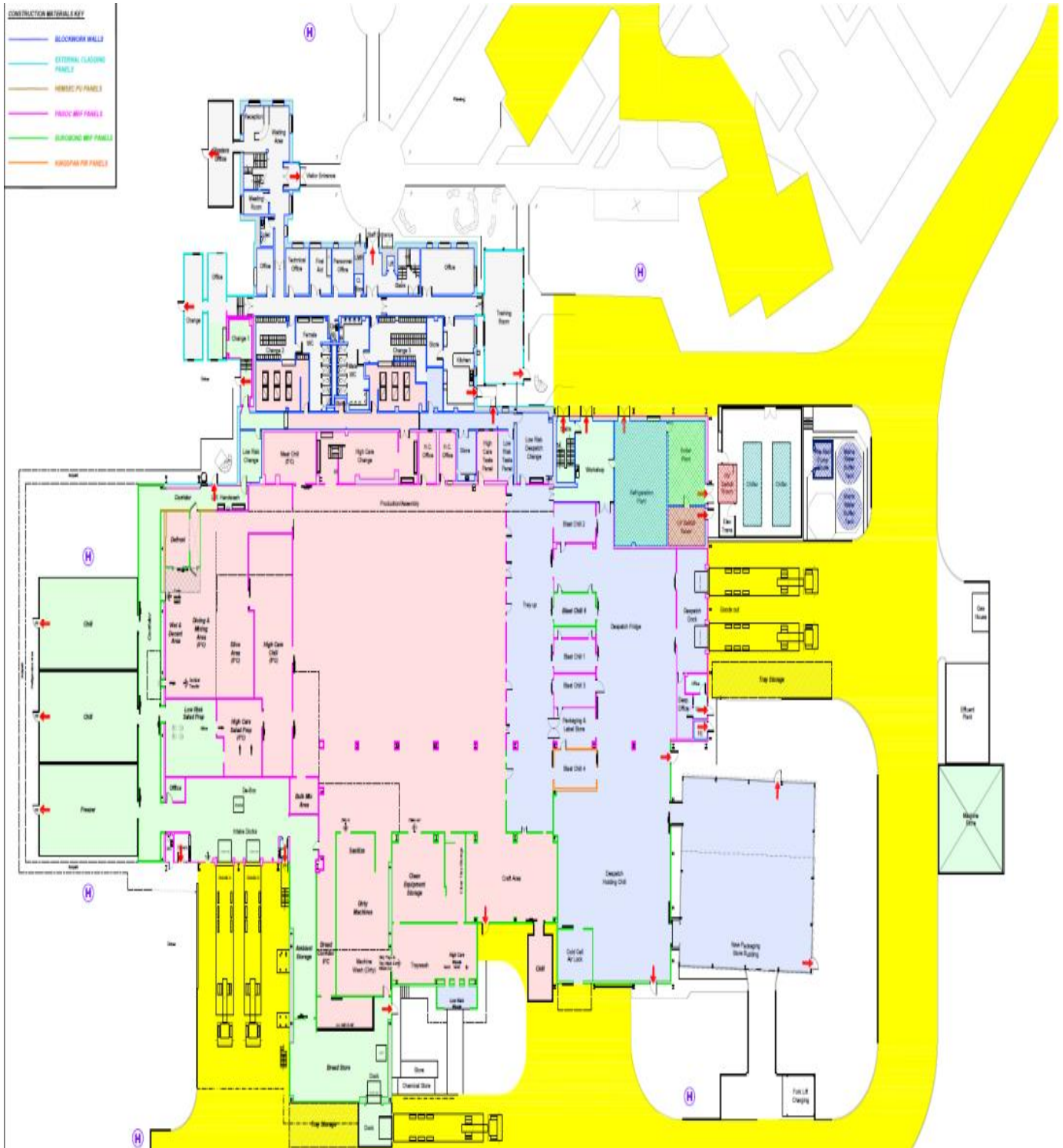
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Type C. Fire Emergency Procedure RAH2 Continued

Appendix 6

Hydrant Points



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	01			21
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Environmental Accident Management Plan

Related Documents:

- Fire Emergency Plan
- Fire Evacuation Log
- Melton Security Handout - Site Rules v3
- Emergency Response Prompt Sheet – Security, Fire Evacuation Co-ordinator & Duty Manager
- Duty Manager Contact List
- Fire Exits and Fire Assembly Points
- Fire Alarm Panel Procedure
- Fire Alarm Panel Fault Report
- 36.1a Hydrant Procedure

Document Control:

Iss. No.	Date	Originator	Amendments
1	17.11.05	P. Gregory	This procedure supersedes S.O.P's 18.2 and 18.3 and is revised to clarify individual responsibilities improving the effectiveness of Fire Evacuations.
2	08.02.06	P. Gregory	Included: Fire Evacuation Coordinator to undertake Staff roll Call after Reception hours Prod. Director to be immediately informed of Fire or Hospitalisation Approval required to mask Alarm Point / zone
3	01.11.06	P. Gregory	Amended to cater for the management of personnel unable to egress the building unassisted.
4	05.08.08	S. Webster	General amendments, updating job titles, review periods, Calling Fire Service process changed in line with Leicestershire Fire Service Policy.
5	20.01.11	C. Wright	General amendments
6	24.09.12	B. Copestake	Updates to Duty Manager Contact List
7	10.05.13	G. Barlow	General amendments, simplifying responsibilities and procedures and removing repetitive information. Updating contact list.
8	22.05.14	J. Pardbuck & G. Barlow	Full Amendments to Fire Evacuation Procedure.
8b	02.09.14	J. Pardbuck & R. Midgley	Inclusion of PPE Control on Re-entry – Re-training not required as procedure is in place but now documented.
9	09.04.15	J. Pardbuck	Inclusion of Fire hydrants & Appendix changes.
10	13.07.15	J. Pardbuck	Changes to Personnel Responsibilities.
11	02.10.15	J. Pardbuck	Changes to Site Rules & Duty Manager Contact List.

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12	09.02.16	J. Pardbuck	Changes to Duty Manager role, Emergency Contact & Appendix changes.
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-  Waste Compound
-  Ammonia Plant
-  Hyg. Chemical Stores
-  Eng. Chemical Store
-  Effluent Plant
-  Storm Drain Interceptor

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	01			24
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