


Foyle Food Group Safe Operating Procedures Job Specific Work Instructions		Task Emergency Response Plan	
Issue No: 5	Department: Site Emergency Response Plan		Page 1 of 7
Date Effective: 06/02/13 Current version: 01/09/2014 Reviewed: 21/12/2021		Approved By: Simon Wilkinson	Authorisation Signature

Emergency Response Plan

It is the objective of Foyle Melton Mowbray to achieve and maintain high standards of fire safety. This means, at a minimum, to conform to the requirements of current legislation, including the Health & Safety at work Act 1978, and the Fire Services Order 1984. This emergency plan has been established as an aid to the management of major emergencies.

Emergency Contact Numbers:

Fire Station: 999

Ambulance: 999

Police: 999 or 101 for non -emergency

Hospital: Leicester Royal Infirmary – 0300 303 1573

Potential Emergencies:


The following potential emergencies have been identified in hazard assessments:

- Fire / Smoke / Explosion
- Flooding
- Hazardous material spills / odors / leaks

Persons included in the plan:

Staff

All staff working on site are required to clock in using the TMS clocking system which allows the Company to compile a list of persons on and off site. The list is printed off each morning at approx. 8.30am and is used in the event of an emergency evacuation to take a roll call. All staff are trained in the Emergency Response Plan at Induction and regular fire drills are carried out. The general manager and/or the HR/H&S Manager will monitor all additional staff that does not use the clocking system (e.g. administration staff/management team).

Foyle Food Group Safe Operating Procedures Job Specific Work Instructions		Task Emergency Response Plan	
Issue No: 5	Department: Site Emergency Response Plan		Page 2 of 7
Date Effective: 06/02/13 Current version: 01/09/2014 Reviewed: 21/12/2021		Approved By: Simon Wilkinson	Authorisation Signature

Visitors

All visitors coming on and off site must sign in and out in the visitors book at reception where they are issued with a visitor's pass which must remain with them at all times during their visit to the site. All visitors must be accompanied by a member of FMM staff at all times who is responsible for their safe exit in the event of an emergency.

Contractors

All contractors must be FBD approved before they commence work onsite. This must be checked by Maintenance Manager prior the arrival on site. They must also complete relevant Contractor documentation and carry a Contractor's pass with them. Relevant permits to work must be signed off before work commences. The Maintenance Manager is responsible for their safe exit in the event of an emergency. In his absence, the Engineering assistant is responsible.

Security

G4S provide out of hours security surveillance from 4pm -8am. In the event of an alarm out of hours, the Security Operative will check the panel in the reception and alert the Fire Brigade if necessary and then the General Manager.

Plant Location to Emergency Services

The plant is located approx. 7 miles from Melton Mowbray or Syston where the nearest Fire Station is located. The average call out time for the local services is 10 minutes with a response time within the town boundary of 15 minutes.


Emergency Response Team / Fire Wardens

The following are members of the emergency response team:

Gareth Driskell

Reception

Responsible for retrieving visitors and contractors signing book and move safely to the assembly point.
To carry out headcount and ensure the plant is safe for return / contacting the fire brigade.

Foyle Food Group Safe Operating Procedures Job Specific Work Instructions		Task Emergency Response Plan	
Issue No: 5	Department: Site Emergency Response Plan		
Date Effective: 06/02/13 Current version: 01/09/2014 Reviewed: 21/12/2021		Approved By: Simon Wilkinson	Authorisation Signature

Kirk O’Hanlon Slaughter Hall Manager

Responsible for ensuring the Production floor is cleared safely to the assembly point including Green Offal and Lairage.

Jessica Speed Upstairs Office

Responsible for retrieving the staff sheets and ensuring office staff safely vacate offices and move to the assembly point. Also responsible for carrying out a sweep of the offices.

Paul Speed Maintenance Manager

Responsible for liaising with HR/H&S Manager to establish location of alarm, carry out checks to provide clearance to re-enter the plant Responsible for ensuring contractors move safely to the emergency assembly point.

Aaron Ward Loading Bay Manager

Responsible for ensuring the fridges/loading bay area is cleared safely to the assembly point.


In the event of persons missing during the roll call these persons are the only people authorized to search the plant if it is deemed safe by the HR/ H&S Manager. In the event of a real fire – Fire personnel only are permitted to re-enter the building

Trained and Certified Fire Wardens *(trained in the use of emergency equipment)*

Paul Speed	Kirk O Hanalon	
Gareth Driskell	David Carter	
Piotr Kociuba	Bartłomiej Los	

Trained First Aiders

Charlotte Davies (Offices)
Kirk O’Hanlon (Slaughter Hall)
Gareth Driskell (Reception)
Aaron Ward (Loading Bay)

Foyle Food Group Safe Operating Procedures Job Specific Work Instructions		Task Emergency Response Plan	
Issue No: 5	Department: Site Emergency Response Plan		Page 4 of 7
Date Effective: 06/02/13 Current version: 01/09/2014 Reviewed: 21/12/2021		Approved By: Simon Wilkinson	Authorisation Signature


Location of First Aid Kits:
 Kitchen/Loading Bay office

Reception/ Lairage Office / Maintenance Workshop/ Upstairs

Location of Fire Fighting Equipment:

Administration Block	Entrance to Reception Area Side entrance to the Admin Office	Type A & Type B Type A & Type B
At the top of the stairs in admin block Type A & Type B		
Boiler House	On the outside wall of the boiler house	Powder
Canteen / Locker Areas	Entrance to Canteen Area	Type A & Type B
Store	Directly Outside the storeroom door	Type A & Type B
Lairage Office	Outside the lairage office	Type A & Type B
Slaughter Hall	by Products Door	Type A & Type B
Compressor Room	upstairs above gut room	Type B
Loft/Attic	above the loading bay	Type B
Loading Bay	Through the chiller door in HR/FSA Office	Type A & Type B
Maintenance Office	In the office	Type A & Type B
Chemical Storage	Outside maintenance workshop	Powder
Diesel Tank	Outside	Powder

Fire Fighting Equipment Supplies / Certificate of Inspection

Foyle Food Group Safe Operating Procedures Job Specific Work Instructions		Task Emergency Response Plan	
Issue No: 5	Department: Site Emergency Response Plan		Page 5 of 7
Date Effective: 06/02/13 Current version: 01/09/2014 Reviewed: 21/12/2021		Approved By: Simon Wilkinson	Authorisation Signature

All Fire Fighting Equipment is sourced from: SK Fire Safety Supplies
 3B Acklands Lane, Long Bennington, Nottinghamshire
 Steve Simpson, 08453 888 999

Firefighting equipment is checked annually. The certificate of inspection is held in the Fire Safety Manual in the Health and Safety Office.

Training

Fire Security Services supplied training on fire fighting and fire extinguisher use for the Company, training is carried out on site using all types of extinguishers, and refresher training is carried out every three years.

Fire Drills

The Company conducts a fire drill every 6 months at the Safety Manager's discretion in conjunction with the General Manager. The fire alarm will be sounded under the supervision of the Maintenance Manager.

The fire alarm system will be checked every Tuesday at 12.30pm by the Maintenance Manager and the Health and Safety Manager. Details of all checks are logged in the Fire Safety Manual.


All emergency lighting systems are checked by the Maintenance Manager on an annual basis. Details of these checks are held in the Maintenance workshop and copies are held in the Health and Safety Office.

Fire Exits will be visually checked by Management and Supervision staff on a daily basis ensuring all exits remains clear and employees are aware of the importance of keeping them clear.

Emergency Response Procedure – Spills

Taken from the Quality Management Manual – GQP 14 Management of Incidents, Product withdrawal and recall


- Staff are trained in food safety and site promotes food security awareness to encourage staff to be alert.
- There is always an appropriate level of supervision of staff so that a manager/supervisor can be informed immediately.
- Staff that are handling any chemical have sufficient training on chemical safety and chemical handling.

Foyle Food Group Safe Operating Procedures Job Specific Work Instructions		Task Emergency Response Plan	
Issue No: 5	Department: Site Emergency Response Plan		Page 6 of 7
Date Effective: 06/02/13 Current version: 01/09/2014 Reviewed: 21/12/2021		Approved By: Simon Wilkinson	Authorisation Signature

- Should a spill occur, management are to be informed immediately, the data sheets found in both the technical office and chemical store are to be consulted and a spill kit is to be used to ensure the chemical does not leak into the drains and is cleaned up safely.
- Any employees who come into contact with the chemical are to wash off the chemical immediately with clear water in the wash room. They are to seek help from the nearest first aider

FIRE ALARM ZONES

ZONE 1 - Office Area including
ZONE 2 - Roof Void above office
ZONE 3 - The Production Area and Lairage Office
Zone 4 - Loading Bay
Zone 5 - Maintenance Workshop

Foyle Food Group Safe Operating Procedures Job Specific Work Instructions		Task Emergency Response Plan	
Issue No: 5	Department: Site Emergency Response Plan		Page 7 of 7
Date Effective: 06/02/13 Current version: 01/09/2014 Reviewed: 21/12/2021		Approved By: Simon Wilkinson	Authorisation Signature

Sequence of Events in the Event of a Fire Drill or an Emergency

