****

**Emergency Management Plan**

**FCC Environment**

**Dix Pit HWRC / Transfer Station / Landfill**

**Linch Hill**

**Stanton Harcourt**

**Oxon OX29 5BB**

**Veriosn 6**

Reviewed on: 26-07-2022

|  |  |  |  |
| --- | --- | --- | --- |
| Approved by: | Jamie Lister |  | Site Manager |

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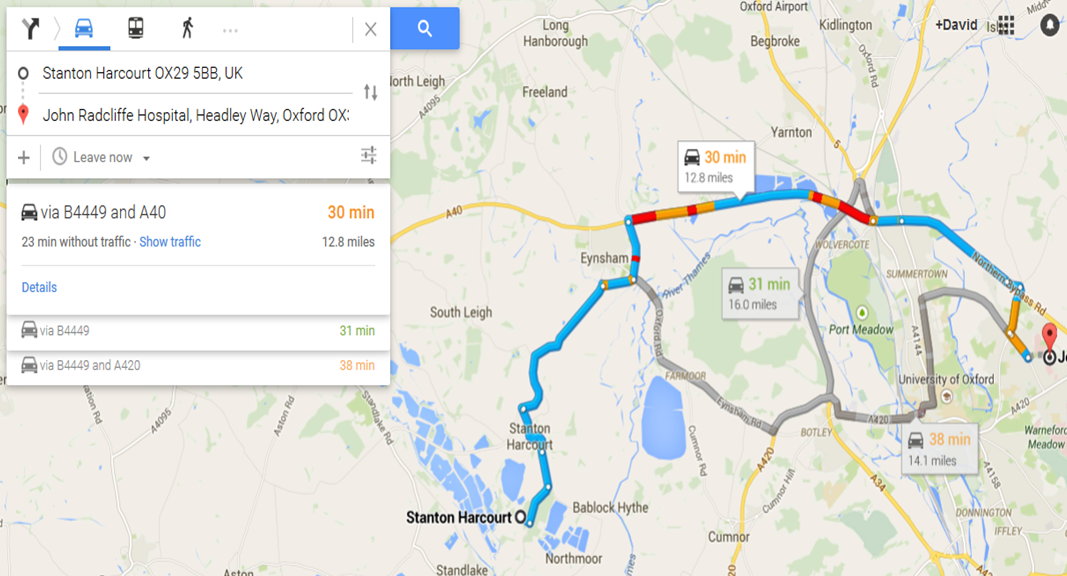
**Ref Gas Installation and Monitoring Points**

**Ref Site Storage Plan detailing;**

* + - **Inventory & location of hazardous material storage**
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* **Site Address Dix Pit, Linch Hill, Stanton Harcourt, Oxon, OX29 5BB**
* **Operational Hours WTS & Landfill 07:00 to 16:00 Mon to Fri. 07:00 to 12:00 Sat,**
* **Operational Hours HWRC 08:00 to 17;00 Mon to Sun**
* **Important Contacts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Telephone** | **Response Time** | **Contacted**  **[✓] [Time]** |
| **Emergency Services Numbers** | | | | |
| Emergency Services |  | 999 |  |  |
| Police |  | 999/101 |  |  |
| Ambulance |  | 999 |  |  |
| General Hospital | John Radcliffe | 01865 741166 |  |  |
| Fire Station Direct | Witney | 01993 209456 |  |  |
| **FCC Site Office Numbers** | | | | |
| Reception |  | 01865 880782 |  |  |
| Weighbridge |  | 01865 880782 |  |  |
| Fax |  |  |  |  |
| **FCC Site Management HWRC/Transfer Station** | | | | |
| Rob Harris | Site Manager | 07711 347634 |  |  |
| Simon Smith | Site Supervisor | 07540 151272 |  |  |
| Adrian Clarke | General Manager RE3 | 07876 132068 |  |  |
| **FCC Site Management Landfill** | | | | |
| Jamie Lister | Site Manager | 07766 785305 | 60mins |  |
| Gary Axtell | Site Supervisor | 07860 816181 | 60mins |  |
| Mark Cheetham | Area Manager | 07966 127031 | 60mins |  |
| **FCC SHEQ Team** | | | | |
| Paul Stokes | Head of SHEQ | 01302 303010 / 07833 176978 |  |  |
| Mitch Gibson | H&S Manager Landfill | 077665 866309 |  |  |
| Alan Cork | H&S Manager Recycling | 07881 855510 |  |  |
| Paul Burns | H&S Advisor Landfill | 07554 907514 |  |  |
| Matt Williams | H&S Advisor Recycling | 07725 904321 |  |  |
| David Grant | Compliance Advisor | 07917 426127 |  |  |
| Martin Greaves | Regional Environment Manager | 07787 577007 |  |  |
| **FCC Site Administration** | | | | |
|  | Administrator |  |  |  |
| **FCC Site Machine Operators** | | | | |
| Trevor Bird | Plant Operator | 01865 880782 |  |  |
|  | Plant Operator | 01865 880782 |  |  |
| Simon Smith | Plant Operator | 07540 151272 |  |  |
|  |  |  |  |  |
| **Regulatory Authorities** | | | | |
| Environment  Agency | Emergency Call Out Number | 08708 506506 |  |  |
|  | Environment Agency PPC Officer | 01491 828317 |  |  |
|  | HSE | 0845 345 0055 |  |  |
|  | Local Authority |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Telephone** | **Response Time** | **Contacted**  **[✓] [Time]** |
| **Other FCC Contacts** | | | | |
| FCC | 24 Hour Emergency Number | 01302 553461 |  |  |
| FCC Head Office | Northampton | 01604 826200 |  |  |
| FCC Head Office | Doncaster | 01302 303030 |  |  |
| Julie Fourcade | General Manager External Affairs | 07980 780765 / 01604826242 |  |  |
|  | Director of Communications and Marketing |  |  |  |
| Carol Nunn | Company Secretary | 01604 826264 |  |  |
| Dave Molland | Head of Estates | 01302 303030 |  |  |
|  | FCC Sales | 07789 944381 |  |  |
|  | FCC Leachate Dept | 07771 954893 |  |  |
|  | PR Company |  |  |  |
| **Contractors** | | | | |
| Infinis | 24Hrs Emergency Contact | 01604 662420 |  |  |
|  | Infinis Gas Engineer |  |  |  |
| Mark Axtell | Infinis Gas Field Technician | 07917 625933 |  |  |
| William Gilder | Leachate Contractor | 01242 620677 |  |  |
| William Gilder | Leachate Tankers | 01242 620677 |  |  |
|  | Plant Hire Company |  |  |  |
|  | Security |  |  |  |
|  | Wheel wash |  |  |  |
|  | Cleaner |  |  |  |
| O’Malleys | Contractor |  |  |  |
| ALS | Agency Contractor | 07538 760520 |  |  |
| **Site Landlord (Hanson)** | | | | |
| Dave Norminton |  | 01622 774312 |  |  |
|  |  |  |  |  |
| **Local Liaison Contacts** | | | | |
| **Parish Councils** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **Oxfordshire County Council** | | | | |
| Teresa Mitchell | Oxfordshire County Council | 07766 992476 |  |  |
| Steve Burdis (HWRC) | Oxfordshire County Council | 07741 607829 |  |  |
| Frankie Upton (WTS) | Oxfordshire County Council | 07776 997358 |  |  |
| Charlie Stearn (Landfill) | Oxfordshire County Council | 07551 680597 |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Residents** | | | | |
|  |  |  |  |  |
| **Neighbours/Shared Occupancy Contacts** | | | | |
|  |  |  |  |  |
| **Utility Companies** | | | | |
| [Water] |  |  |  |  |
| [Electric] |  |  |  |  |
| [Telephone] |  |  |  |  |
| **Customer Contacts** | | | | |
| Ubico (WestOx) | WTS Deliveries | 01993 861734 |  |  |
| Sherwood Transport | WTS Collections | 01509 509020 |  |  |
| O’Malleys |  |  |  |  |
|  |  |  |  |  |

**HOSPITAL DIRECTIONS [MAP]**

**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 Controllers and/or Fire Wardens have undertaken an FCC training course
* All Incident Controllers and/or Fire Wardens 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 Incident Controller 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 Incident Controller who was first made aware of the event will always take the control of any major incident.

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

In the event of a fire the incident controllerand/or Fire Wardens has the following roles / responsibilities;

* To assist with the evacuation process by checking a specific area, if safe to do so
* No Incident Controller 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 Incident Controller 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; 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.

**All accidents and near misses must be reported no matter how trivial as per the**

**Accident/Incident Procedure IMS-PRO-013**

**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 fire fighting, 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.

In the event of communication is required between external parties such as members of public, members of the press, the external communications managers should be contacted (Julie Sourcade) and all communications dealt with by her or her deputy and not at a site level

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: (delete as appropriate)

* Flooding
* Subsidence
* Landslides
* Minor / Major Fire
* Surface Fire (Operational Area)
* Fire in Operational Area/Hoppers
* Sub Surface Fire
* Plant / Vehicle Accident
* Vehicle Collision with Storage Tank
* Vehicle Accident with Landfill Gas Flare and/or Compound
* Explosion
* Major Breach of Installation Liner
* Exposure to Unknown Substances
* Major injury / 1ST Aid Injury
* Gas Leak
* Bomb Threats & Discovery of Suspicious Package
* Protests / Direct Action
* External Incidents that Effect Site
* Pandemics/Epidemics
* Total Site Evacuation
* Spillage and Leakage
* Adverse Weather Conditions

The procedures for each event identified above are defined in Appendix One.

The emergency services pack is provided in Appendix Two.

The emergency plan is kept in a waterproof box in the following locations;

BY THE PEDESTRIAN GATE TO HWRC

The Key for the Penstock valve is located at the rear fire exit.

**7.0 HAZARDOUS MATERIALS (as identified by COSHH assessments)**

There are minimal quantities of hazardous materials stored for use on site: (complete below chart)

|  |  |
| --- | --- |
| *Substance or Product Name* | *Location and approximate quantity of Storage* |
| Detergent 10 x 1 litre | Kitchen & Store room |
| Hand soap 5 litre | Kitchen & Store room |
| Cream Cleaner 750 mil | Kitchen & Store room |
| Diesel | On site Store |
| Hydraulic Oil | On site Store |
| Engine Oil | On site Store |
| Grease | On Site Store |
| Antifreeze | On Site Store |
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| --- | --- | --- | --- |
| Approved by: | ………………………………. |  | Site Manager |

APPENDIX ONE

**INCIDENT CONTROLLER PROCEDURES**

FLOODING

Risk

Based on a review of the Environment Agency’s indicative Flood Plain maps, the installation is not located within a flood plain area. It is therefore considered that the likelihood of the installation flooding is low.

Not withstanding this, if appropriate, perimeter ditches will be installed around the perimeter of the installation to intercept water from surrounding higher land, and divert it away from the installation.

Action Plan

|  |  |  |
| --- | --- | --- |
| 1 | Appoint Incident Controller (Personnel will follow instructions issued by Incident Controller). |  |
| 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 |  |
|  | Leachate collection system |  |
|  | Plant  Site drainage system via Penstock valve if needed |  |
| 4 | If spillage has occurred refer to “Spillage & Leakage” Procedure |  |
| 5 | Consideration should be given to the segregation of “clean” and “dirty” water. |  |
| 6 | Consideration should be given to a pumping regime. |  |
| 7 | Following remedial action to clear the floodwater, an approved contractor will check all affected electrical supplies. |  |
| 8 | Inform the Environment Agency. |  |

SUBSIDENCE

Risk

The underlying geology on the site is ………………………

.Therefore the risk of subsidence is ……………………….

Further to the above the permit does not require existing sites to consider subsidence within the emergency management plan.

Action Plan

|  |  |  |
| --- | --- | --- |
| 1 | Appoint Incident Controller (Personnel will follow instructions issued by Incident Controller). |  |
| 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. |  |

**LANDSLIDES**

Risk

The site has not had a historical failure within the geology of the site.

Controls in place to mitigate the risks are:

Site Stability Risk Assessment (PPC)

Design of individual slope angles prior to construction, and

Monitoring for the presence of any tension cracks or evidence of movement.

NB: The permit does not require existing sites to consider landslides within the emergency management plan.

Action Plan

|  |  |  |
| --- | --- | --- |
| 1 | Appoint Incident Controller (Personnel will follow instructions issued by Incident Controller). |  |
| 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. |  |

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,

Fire fighting equipment,

No smoking policy,

Permit to work for hot works

Provision of trained Incident Controllers, and

Regular disposal of combustible office waste.

Based on the control measures that exist and the operational history 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

|  |  |  |  |
| --- | --- | --- | --- |
| Minor | 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, FURNITURE | WATER | RED |
| LIQUID | OIL, PETROL, SOLVENTS, CHEMICALS | FOAM / POWDER | RED WITH CREAM / RED WITH BLUE |
| ELECTRICAL | COMPUTERS | CO2 | RED WITH BLACK |

NB: Do not attempt to tackle gas fires.

|  |  |  |  |
| --- | --- | --- | --- |
| Major | 1 | Take the emergency plan folder and visitors book, located in the weighbridge and , 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 INCIDENT CONTROLLER should arrange for the control of traffic and meeting EMERGENCY SERVICES. |  |
| 5 | The INCIDENT CONTROLLER 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. by closing the Penstock valve as soon as possible and deploying the Flood-sax at the rear of site as per the Emergency Plan drawing (waiting on EA approval of FPP and use of Flood-sax). |  |
| 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, SWP and procedures |  |

**INCIDENT CONTROLLERS**

|  |  |
| --- | --- |
| Location | Name |
| Site Office | Rob Harris |
| Site Office | Gary Axtell |
| Site Office | Simon Smith |
|  |  |
|  |  |
|  |  |

FIRES – SURFACE FIRE (OPERATIONAL AREA)

Risk

Many waste materials that are delivered to the installation will support combustion. Some loads are liable to be delivered in a “hot” condition.

Controls in place to mitigate the risk are:

Fire fighting equipment,

Waste approval system

Waste inspection

No smoking policy,

Permit to work for hot works, and

Provision of trained Incident Controllers.

Based on the control measures that exist and the operational history 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.

Underground fires, due to smouldering loads or spontaneous combustion have been known to occur at landfill installations. It should be noted that if a subsurface fire is identified then the specific procedure should be followed – this is not classed as an emergency.

Action Plan

|  |  |  |
| --- | --- | --- |
| 1 | Raise the alarm and evacuate the area of all unnecessary personnel and vehicles to the nearest mobile assembly point. |  |
| 2 | Suspend all tipping operations. |  |
| 3 | Contact the site’s gas contractor to ensure optimum performance of Gas Extraction |  |
| 4 | Using available mobile plant with a bucket or blade the fire will be smothered using inert material working from the outside edge towards the centre of the fire. (Under no circumstances will the machine be driven into the centre of the fire). |  |
| 5 | A second machine and operator will be available on standby. |  |
| 6 | If the fire continues to burn beneath the surface the burning material will be isolated by digging it out and spreading it on top of inert material after which it will again be smothered. |  |
| 7 | Water may be used from the water bowser if this is compatible to the fire type. |  |
| 8 | A roll call of all visitors, contractors and staff will be carried out. |  |
| 9 | If the fire appears to have been extinguished the surface of the landfill area should be monitored for the following 24 hours. |  |
| 10 | If the fire does not go out contact the EMERGENCY SERVICES. Give as much information as possible about the circumstances and location. |  |
| 11 | Ensure the gas wells in the path of the fire are protected with clay barriers. |  |
| 12 | A clay barrier should be built ahead of the fire to prevent spread. |  |
| 13 | The INCIDENT CONTROLLER should arrange for the control of traffic and meeting EMERGENCY SERVICES. |  |
| 14 | The INCIDENT CONTROLLER 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. |  |
| 15 | Any water used to control the fire should be contained within the site and disposed of safely. |  |
| 16 | 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. |  |
| 17 | Records of any fires will be kept on a fire report form. Copies of the fire report forms are forwarded to the Environment Agency. |  |
| 18 | Review and update any appropriate RA, SWP, and procedures |  |

FIRE IN OPERATIONAL AREA/HOPPERS

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 tipping 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 | Suspend all tipping operations. |  |
| 3 | Remove any vehicles in the vicinity of the fire if it is safe to do so |  |
| 4 | Use the fire cannons (or equivalent) provided to douse the area |  |
| 5 | If the fire is not completely extinguished and continues to burn below the surface, then the burning material should be isolated by digging out and spraying again with the water cannon. |  |
| 6 | If the fire does not go out contact the EMERGENCY SERVICES. Give as much information as possible about the circumstances and location. |  |
| 7 | The INCIDENT CONTROLLER should arrange for the control of traffic and meeting EMERGENCY SERVICES. |  |
| 8 | The INCIDENT CONTROLLER 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. |  |
| 9 | Any water used to control the fire should be contained within the site and disposed of safely. |  |
| 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 | Records of any fires will be kept on a fire report form. Copies of the fire report forms are forwarded to the Environment Agency. |  |
| 12 | Review and update any appropriate RA, SWP, and procedures |  |

**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 Visitors 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 | Incident Controllers 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 Incident controller will check in each incident controller 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 Incident Controller will direct a Fire Marshall to meet the emergency services on arrival and escort them to the alarm activation point. |  |
| 8 | At the Fire Control Point the Incident Controller 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 to reset the fire alarm panel. |  |
| 10 | Once emergency services have departed the Incident Controller will give the instruction to re-enter the building. |  |
| 11 | The Incident Controller 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, SWP, 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 | Any member of staff or visitor with mobility impairment who is located on the upper floor should make their way to the lift area Refuge Point or fire escape route and refuge point arrangements will then be made by Incident Controllers to evacuate via the lift only if it is safe to do so. If it is not safe to use the lift then trained staff will evacuate using an evacuation chair |  |
| 3 | If there is any obvious danger in the corridor and they cannot access the lift area, mobility impaired persons should make their way to the alternative Fire Escape located ………… |  |
| 4 | On safe evacuation persons should be escorted to the Fire Assembly point and report to the Incident Controller. |  |

**Visually Impaired**

|  |  |  |
| --- | --- | --- |
| 1 | Blind/visually impaired persons will be advised and a Incident Controller 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 Incident Controller 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 Incident Controller 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 Incident Controller

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 | Take care on the stairs, do not rush the children, which may result in accidents, provide reassurance and do not use the lift. |  |
| 4 | Once reaching the foot of the stairs escort the children to the fire assembly point at the main gate entrance. (If children have arrived by coach escort them onto the coach) and take the register. |  |
| 5 | Report any missing children to your appointed Incident Controller do not return to the building in the event of reported missing children. |  |
| 6 | Ask other children as to there last known location, report to Incident Controller any information. |  |
| 7 | The incident controller 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 Incident Controller in charge may only instruct an Incident Controller accompanied by another to re-enter the building if there is;

NO INDICATION OF FIRE.

|  |  |  |
| --- | --- | --- |
| 1 | The Incident Controller in charge verifies that no reported signs of fire have been made |  |
| 2 | The Incident Controller in charge checks the alarm panel to identify which sensor or call point has been activated. |  |
| 3 | An Incident Controller and another (not the Incident Controller in charge) 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 en route. |  |
| 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 Incident Controller in charge requesting the attendance of the Fire and Rescue Service. |  |
| 5 | On reaching the activated sensor or Zone the Incident Controller takes note of any reason for alarm activation. |  |
| 6 | The Incident Controller and another leave the building and report their findings back to Fire Control Point |  |
| 7 | The Incident Controller will then if need be, summon the emergency services dialling 999. |  |
| 8 | Give the operator your telephone number 01865 880782 and ask for "Fire Brigade", when the fire brigade replies give the site address and any details known  Do not assume that the call has been received until it has been acknowledged by the fire brigade. |  |

**FIRES - SUB SURFACE FIRE**

Underground fires normally do not require the assistance of external emergency services, or evacuation of the site, however, each underground fire is unique, with the risks posed depending on:

* Depth and intensity of the fire
* Type of waste in close proximity to the fire (especially if hazardous)
* Intensity of smoke (and fume) emissions and whether these are transported off the site
* Amount of surface settlement it is causing (breaking seals with wells, or even creating potentially lethal cavities)

|  |  |  |
| --- | --- | --- |
| 1 | On discovering a fire (signs include smoke, drying and cracking of cap and slumping), the most senior FCC supervisor or manager on site should be contacted immediately, this person will take on the role of “Incident Controller”. |  |
| 2 | If the fire is discovered outside site operating times, the site Emergency Management Plan should be consulted for appropriate contact numbers. |  |
| 3 | Incident Controller will go to the scene of the fire to assess the situation, taking care not to put themselves in a position of danger Dangers are posed by adverse ground conditions (potential underground cavities), wind direction (stay out of the smoke), smoke and fumes (Personal monitors required) and proximity to the source of the fire. |  |
| 4 | Unprotected people in the immediate vicinity should be moved to a safe position away from the fire. The area should be secured to prevent any unauthorised access |  |
| 5 | If the smoke is of such severity that it could affect people off-site (e.g. smoke going towards nearby housing or across roads affecting visibility), call 999 and advise the fire service and police. |  |
| 6 | Incident Controller will contact any site support service personnel to advise them about the location and nature of the fire (contact details available at the front of this Emergency Procedures folder) they will then carry out any work required to help prevent its spread to other areas and assist in some cases with connecting pipelines to run liquid into the area. |  |
| 7 | Incident controller to inform the following departments of actions that we might need them to do.   * Infinis Gas Supervisor – request that suction is taken off adjacent wells to prevent the spread of the fire * Leachate Supervisor – wells and leachate pipe-work could be affected * Environment Officer – to advise of any potential impacts in accordance with the PPC * Site Manager – so that they can communicate with other FCC staff as necessary * Environment Agency – if EO has not done so |  |
| 8 | Note – there is no generic solution to managing subsurface fires. If in doubt the Incident Controller should consult with other members of FCC and Infinis staff. |  |
| 9 | Incident Controller shall contact site plant operators as necessary to attend to the fire location.  Depending upon how the fire is going to be controlled, this may require:   * Tractor and water bowser – if the fire is to be managed with clean water, discharged into the fire from the surface * Excavator – if fire thought to be very near to the surface and possible to be dug out, or if clay needs to be moved/loaded * Dumper – if clay is needed for sealing the surface * Dozer –to blade clay over the area to cover cracks and seal against the ingress of air |  |
| 10 | The incident controller will remain at the scene until the fire is under control, or if this is not possible,  should hand over to another responsible person |  |
| 11 | Once the fire is under control or extinguished, the Incident controller should fill in the first stage of an accident/incident investigation report, and note the incident in the site Environmental Log/ Installation Log |  |
| 12 | To identify further combustion, the gas contractor (e.g. Infinis) shall monitor all nearby gas wells for CO (>60ppm) and any other appropriate variables at a minimum of weekly intervals for 4 weeks, or it is confirmed that the fire has been contained |  |
| 13 | Once monitoring is complete, a closeout report summarising the monitoring findings should be provided by the gas contractor to site. |  |
| 14 | 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 |  |

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 | Appoint Incident Controller (Personnel will follow instructions issued by Incident Controller). |  |
| 3 | Suspend all tipping operations [if applicable] |  |
| 4 | Check for casualties. |  |
| 5 | If there are any casualties the First Aider must be summoned and the emergency services called. |  |
| 6 | The INCIDENT CONTROLLER should arrange for the control of traffic and meeting EMERGENCY SERVICES. |  |
| 7 | Check for immediate danger and give first aid. |  |
| 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 | The site manager should carry out an investigation in the appropriate forms and initiate any corrective action. |  |
| 11 | In the event of the plant being considered at critical plant, as outlined in the site’s PPC, the environment agency should be informed |  |
| 12 | In the event that it is an accident involving vehicles on site, contact the insurance company |  |
| 13 | 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. |  |
| 14 | Review and update the site traffic management plan and traffic management RA as appropriate |  |

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.

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 | Appoint Incident Controller (Personnel will follow instructions issued by Incident Controller). |  |
| 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 INCIDENT CONTROLLER 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 and traffic management RA as appropriate |  |

VEHICLE ACCIDENT WITH LANDFILL GAS FLARE OR/AND COMPOUND

In the event of an accident involving any item of plant or vehicle, with the gas flare and/or the compound 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 | Contact the gas contractor and switch off all electrical supplies at the main electric distribution and all the gas line valves at the main manifold where applicable |  |
| 3 | Appoint Incident Controller (Personnel will follow instructions issued by Incident Controller). |  |
| 4 | Check for casualties and follow the first aid procedure if applicable |  |
| 5 | Check for fire and follow the procedure if applicable noting that this may lead to site evacuation |  |
| 5 | Inform the site manager of the incident |  |
| 6 | The INCIDENT CONTROLLER should arrange for the control of traffic and wait for the emergency services (if applicable) |  |
| 7 | 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. |  |
| 8 | The accident details should be noted in the site log. |  |
| 9 | The site manager should carry out an investigation in the appropriate forms and initiate any corrective action. |  |
| 10 | Review and update the site traffic management plan and traffic management RA as appropriate |  |

EXPLOSION

Risk

The main risk of explosion at the installation is associated with the gas and leachate collection and extraction systems (for landfills)

The main risk of explosion at the installation is associated with items identified within the DSEAR plan (for other facility types)

There is not a history of explosions at the site. Based on the existing DSEAR control procedures, waste assessment and acceptance procedures, waste and product storage and Company health and safety procedures it is considered that the risk of explosions at the site in the future is low.

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 | Contact Infinis controller to ensure optimum performance of Gas Extraction |  |
| 3 | Appoint INCIDENT CONTROLLER (Personnel will follow instructions issued by Incident Controller). |  |
| 4 | 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). |  |
| 5 | Contact the EMERGENCY SERVICES and give as much information as possible about the circumstances and location. |  |
| 6 | The INCIDENT CONTROLLER should arrange for the control of traffic and meeting EMERGENCY SERVICES. |  |
| 7 | In the event of an explosion the action taken should be the same as that taken in the event of a fire. |  |
| 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 | Review and update any appropriate RA, SWP, and procedures |  |

MAJOR BREACH OF INSTALLATION LINER

Risk

A major breach of the installation liner could be caused by instability of the substrata, or of the engineered lining system.

The stability of both these elements has been assessed in a quantitative manner in the stability risk assessment, and all necessary precautions incorporated within the design of the installation to ensure that the risk of a breach in the lining system as a result of instability in the substrata or the engineered lining system is low.

Controls in place to mitigate the risk are:

Monitoring for the presence of any tension cracks or evidence of movement, and

Monitoring for evidence of differential settlement, or a sudden drop in leachate levels.

Differential settlement of waste may also lead to a breach in the integrity of the capping system.

Action Plan

|  |  |  |  |
| --- | --- | --- | --- |
| Liner Breach | 1 | Leachate levels should be reduced in the affected cell to minimise the risk. |  |
| 2 | The liner should be inspected, by a suitably qualified engineer, to assess the need for remedial action. |  |
| 3 | Any remediation to be carried out should be agreed in advance with the Environment Agency. |  |
| 4 | Revisions to liner design based on the findings should be considered for future cell development. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Instability of Waste Mass | 1 | The area should be inspected, by a suitably qualified engineer, to assess the need for remedial action. |  |
| 2 | Any remediation to be carried out should be agreed in advance with the Environment Agency. |  |
| 3 | Monitor the situation through visual and topographic surveys. |  |
| 4 | Consideration should be given to moving the location of the tipping area for both stability and Health & Safety reasons. |  |
| 5 | Revisions to future waste slope design based on the findings should be considered. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Breach of Capping | 1 | Review the need for localised stripping of cap and the subsequent surcharge with waste or soils to reproduce the correct profile. |  |
| 2 | Replacement of the engineered cap under appropriate CQA procedures. |  |
| 3 | Replacement of any drainage channels to ensure continued surface water drainage. |  |
| 4 | Revision of future designs to accommodate differential settlement by:  Additional thickness of capping materials  Locally strengthening of cap, or  Incorporation of irregular edges and boundaries to compensate |  |

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 Incident Controller (Personnel will follow instructions issued by Incident Controller). |  |
| 3 | Check for casualties. |  |
| 5 | If there are any casualties the First Aider must be summoned and the emergency services called. |  |
| 6 | Check for immediate danger and give first aid. |  |
| 7 | Stop any carriers leaving site and quarantine any areas as necessary |  |
| 8 | The emergency details should be noted in the site log. |  |
| 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, SWP, and procedures |  |

MAJOR INJURY / 1ST AID INJURY

Risk

FCC facilities are potentially dangerous places 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, and 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 | The INCIDENT CONTROLLER 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 | Notify H&S Manager where necessary |  |
| 9 | Review and update any appropriate RA, SWP, and procedures |  |

**FIRST AIDERS (IDENTIFIED BY PHOTO ON SITE NOTICE BOARD)**

|  |  |
| --- | --- |
| Location | Name |
| Site Office | Gary Axtell |
| Site Office | Simon Smith |
| HWRC | Andie Gray |
| HWRC | Martyn Barnes |
|  |  |

GAS LEAK

Risk

The site offices are located on areas of former landfill therefore there is a risk of gas migration into the building.

The risk of this occurring is mitigated by:

Gas alarms installed within the site offices,

The building is constructed on a suspended and vented floor slab, and

Active gas abstraction from beneath the offices.

The site offices use gas as a form of power and/or heat and therefore there is a risk of a gas leak

The risk of this occurring is mitigated by:

Gas alarms installed within the site offices,

Regular inspection of the gas system by and approved engineer

Action Plan

|  |  |  |
| --- | --- | --- |
| 1 | On hearing the alarm evacuate the building, and take the visitors book, located in the in the weighbridge, to the assembly point situated……….. |  |
| 2 | Do not switch on or off electrical devices. |  |
| 3 | Mobile phones should only be used at a safe distance from the gas leak. |  |
| 4 | If safe to do so ventilate the building. |  |
| 5 | Appoint traffic controller to ensure vehicles stay away from the weighbridge. |  |
| 6 | Inform site manager, environmental services and utility provider as applicable as soon as possible. |  |
| 7 | Record the time and circumstances. |  |
| 8 | The site manager should carry out an investigation in the appropriate forms and initiate any corrective action. |  |
| 9 | Review and update any appropriate RA, SWP, and procedures |  |

BOMB THREATS & DISCOVERY OF SUSPICIOUS PACKAGE

Risk

Any threat should be taken a serious.

Action Plan

|  |  |
| --- | --- |
| 1. Do not tamper or interfere with any suspicious package discovered and raise the alarm immediately |  |
| 1. If not already done the EMERGENCY SERVICES should be contacted and provided with as much information as possible about the circumstances and location. |  |
| 1. Follow the advice given by the emergency services |  |
| 1. Evacuate the area and follow the total site evacuation procedure |  |
| 1. Contact Eternal Affairs |  |
| 1. Adhere to the FCC Standard on external communication |  |

Should you ever discover what you may believe to be an explosive devise you must not touch or handle it. Stop all activities, raise the alarm to evacuate the building, premises or area and call the emergency services in the first instance. Then using the chain of command notify all relevant persons. The emergency services will then make the relevant decisions on how to handle the situation.

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 |  |
| 7 | Communication will be made to all parties including External Affairs when a decision has been made to reopen the site |  |

PROTESTS/DIRECT ACTION

EXTERNAL INCIDENTS THAT EFFECT SITE

PANDEMICS / EPIDEMICS

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 | Contact External Affairs for advice |  |
| 3 | Adhere to the FCC Standard on external communication |  |
| 4 | Review the site security RA to ensure that it is suitable |  |
| 5 | Consider employing additional security if required |  |

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 Sales Department and to 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 including External Affairs when a decision has been made to reopen the site |  |

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 BOX NEXT TO HWRC ENTRANCE, as these may be needed. |  |
| 5 | All personnel are to meet at the assembly point unless it is dangerous and then the incident controller 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 INCIDENT CONTROLLER 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, SWP, and procedures |  |

SPILLAGE & LEAKAGE

Risk

Spillage and leakage can occur during refuelling of vehicles, fuel deliveries, vehicle servicing, vehicle breakdowns, accidents and/or damage to tanks and bunds.

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.

Action Plan

|  |  |  |
| --- | --- | --- |
| 1 | Appoint Incident Controller (Personnel will follow instructions issued by Incident Controller). |  |
| 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 coned off with cones placed at a suitable distance from the spillage. |  |
| 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 spoil/clay or by the use of control valves at discharge point. This can be achieved by closing the Penstock valve as soon as possible and deploying the Flood-sax at the rear of site as per the Emergency Plan drawing (waiting on EA approval of FPP and use of Flood-sax). |  |
| 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 | All spillages must be recorded in the environmental log. |  |
| 12 | The site manager should carry out an investigation in the appropriate forms and initiate any corrective action. |  |
| 13 | Review and update any appropriate RA, SWP, 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.
* **Soak up booms:** This may be used to soak up the spill and block off exit routes.
* **Spill sorbs**: This may be used to soak up the spill.
* **Vacuum tanker:** For larger volumes a water bowser is based on site and may be used.

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

**Pollutants:**

**Risk**

The main potential pollutants at Dix Pit are Diesel & Leachate

**Leachate:**

Leachate is water based, it dilutes upon its entrance into the watercourse and it becomes virtually impossible to extract.

|  |  |  |
| --- | --- | --- |
| 1 | Locate source of pollution. |  |
| 2 | Stop and contain the source of contamination. e.g. Insert runoff ditch sluice boards, placement of catchment bunds. |  |
| 3 | Remove and dispose of any contained leachate that could potentially contaminate the area / water course further |  |
| 4 | The Environment Agency may require the water course to be dammed and over-pumped to avoid further contamination. |  |

**Diesel:**

Diesel is oil based and has a specific gravity of that less than water. This causes diesel to float on the surface of the watercourse. If handled correctly diesel can successfully be extracted from the water.

|  |  |  |
| --- | --- | --- |
| 1 | Locate the source of pollution |  |
| 2 | Stop and contain the source of contamination e.g. Insert runoff ditch sluice boards, placement of catchment bunds. |  |
| 3 | Deploy containment measures. |  |
| 4 | Remove and dispose of any contained diesel to avoid any further contamination. |  |

.

**Deployment of containment measures:**

Follow this procedure to best contain the pollution-;

|  |  |  |
| --- | --- | --- |
| 1 | Install the first floating boom at the furthest extent of the contamination downstream |  |
| 2 | To gain the best effectiveness from the floating booms they should be deployed at an angle of 45.  Setting the booms at 45will mean that two booms may have to be connected together because of the greater length needed. The booms must be placed with one over-lapping the other to minimise leakage.  Do not use pre-set stakes to tether the booms as the water level may have fluctuate and this may leave leakage points. |  |
| 3 | Deploy further booms working back upstream  When the booms are in place, place absorbent pads in-front of the booms to absorb the captured diesel. |  |
| 4 | Monitor the effectiveness of the booms with a view to installing more booms if necessary. Granules are solely for the absorption of liquid and are only for use on dry land. |  |

Note : Damming the brook after a diesel spill is not advised as any fluctuation in the level of the watercourse could potentially contaminate the banks further.

**ADVERSE WEATHER CONDITIONS**

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

|  |  |  |
| --- | --- | --- |
| 1 | A decision on whether to close the site in adverse weather conditions will be co-ordinated by the Site Manager or Site Supervisor |  |
| 2 | Weather reports will be monitored daily and in the event of adverse conditions this frequency will be increased |  |
| 3 | Wind speeds will be assessed and monitored at regular intervals dependant on conditions. |  |
| 4 | Primary consideration will be placed on the safety of drivers in relation to opening trailer doors and to banksman and drivers in relation to wind blown debris |  |
| 5 | The assessment will take in to consideration wind direction, wind speed and gust speed. |  |
| 6 | The assessment will take in to consideration tip location, proximity of litter netting and sensitive receptors |  |
| 7 | Site closure or controlled tipping may also be required in the event of heavy fog conditions |  |
| 8 | Where adverse weather conditions are anticipated prior notice will be given to the Sales Department and to customers |  |
| 9 | In the event that the facility has to close due to adverse weather conditions the weighbridge and/or reception will be contacted and drivers and customers will be informed of the decision. |  |
| 10 | Communication will be made with senior management and the appropriate regulatory authority |  |
| 11 | Notification of site closure will be communicated as soon as is reasonably practical |  |
| 12 | Alternative sites will be contacted to determine the availability of tipping facilities where applicable |  |
| 13 | Where possible alternative tipping arrangements will be communicated and made available to customers |  |
| 14 | Regular contact will be maintained with all parties to keep them abreast of conditions on site and the likelihood of site reopening |  |
| 15 | Communication will be made to all parties when a decision has been made to reopen the landfill site |  |
| 16 | Remedial and preventative environmental actions will follow the site’s environmental aspect RA and any PPC requirements |  |

**APPENDIX TWO**

**EMERGENCY SERVICES PACK**

EMERGENCY INCIDENT TEAM AND OUT OF HOURS CONTACTS:

In the event of an emergency contact the people below

|  |  |  |
| --- | --- | --- |
| Name/Position | Telephone | Response Time |
| Rob Harris - Contract Operations Manager Recycling | 07711 347634 | 1 hour |
| Simon Smith – Recycling Supervisor | 07540 151272 | 45 mins |
| Gary Axtell – Closed Site Supervisor Landfill | 07860 816181 | 1 hour |
| Jamie Lister Site Manager Landfill | 07766 785305 | 1 hour |
|  |  |  |

**DRAWINGS**

**Ref Site Layout Plan**

**Ref Fire Prevention Plan (HWRC/Transfer Station Only)**

**Ref Power Station Area Layout Plan**

**Ref Gas Compound Area Layout Plan**

**Ref Site Office Layout Plan**

**Ref Gas Installation and Monitoring Points**

**Ref Site Storage Plan detailing;**

* + - **Inventory & location of hazardous material storage**
    - **Identification and location of monitoring systems for hazardous storage**
    - **Fire detection and suppression systems**
    - **Emergency power sources, evacuation routes and assembly points**

**Location of emergency response equipment etcDocument Training Record**

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| **Number:** | IMS-FRM-068 – Emergency Management Plan |
| **Version:** |  |
| **Site:** |  |

**This table is deemed to be an official training record and must be kept on file.**

**Please ensure that all relevant employees are made aware of the contents of the document indicated above.**

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