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1. Safety

Any person carrying out any of the following instructions shall do so in accordance with United Utilities Ltd. Blue Book and all Generic Risk Assessments (GRAs), details of which are contained in United Utilities Ltd. Health and Safety Policy – Organisations and Arrangements document and available via the UU intranet site.

If in carrying out this instruction, it is not possible to rectify any problem encountered within a reasonable timescale, the Production Manager or senior equivalent person must be contacted.

All other applicable regulatory and statutory requirements shall be observed at all times.

Detailed operating instructions, control philosophies and technical information may be found in the following;

- **Process Loss Contingency Plans**
- **Compliance Action Plans**
- **Environmental Permits**
- **Accident, Incident and Emergency Management Plans**
- **Drainage Plans**
- **Environmental Risk Assessments**
- **O & M Manuals**
- **Control philosophies**


2. Responsibility

All Standard Operating Procedures, Instructions and other documented operational procedures and activities are to be carried out by the Process Controller or other trained person designated by the Production Manager.

If in carrying the instruction it is not possible to rectify any problem encountered within a reasonable timescale the Production Manager or senior equivalent person must be contacted.

Any operational problem that cannot be dealt with by normal operational procedures shall be classed as an INCIDENT and the current issue of UU Incident Management Procedure shall be referred to and SOP (WP/S/001/30/01 Incident Response).

All actions and communications carried out while applying any Standard Operating Procedure, Instruction or other documented operational procedure or activity shall be recorded using form WwP/F/001/31/08 Site Diary Log.

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3. Objective

To safely minimize the business and environmental impact of a flood or spillage affecting this facility and to ensure a return to normal operation as quickly as possible.

These guidelines set out best practice for producing an incident response plan to deal with an environmental incident on your site. Following such a plan will help you to prevent or reduce environmental damage if such an incident occurs.

Within the Environmental Permitting Regulations 2007 reference 3 under these regulations there is a statutory obligation to have an incident response plan in place.


This procedure shall be considered as the Flood Risk and Spillage Plan as required by EP (PPC) permit.

Site Address:	Southport WwTW, Marine Drive, Southport, PR9 9YL
Person in Charge:	Marc Dack
Last Updated:	25/11/2021

4. Spill Plan

This spill plan shall include provision for catastrophic failure of large vessels and containment of accidental spillages.

A site drainage plan shall be maintained by the Production Manager and displayed for permitted sites. This will be kept alongside the inventory of chemicals and products and the incident response plan. Where sensitive surface water drains are identified on site these will have the above ground iron works marked in blue paint and additional precautions regards possible contamination from spills will be taken.

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Spill Kit

Appropriate spill kits shall be located on site. The spill kits should be appropriate for oil spillages and general spillages, including sludge (this may include drain covers or sandbags to divert sludge away from drains. Consideration shall be given to the size of spillage/ spill kit.

An assessment shall be made regarding the appropriateness of chemical spill kits. This shall take into account the type of chemicals held on site, COSHH assessment, adequacy of containment and quantity of potential spillage.


All staff shall be trained on the use of spill kits and shall be made aware of the location of all kits. Arrangements shall be made for appropriate disposal of the used kits and the quick replacement of spill kits, following use. Arrangements shall also be made for the training of staff in the proper emptying and disposal of bunds and blind tanks which contain spillages.

Spill response

- Identify the spill type and assess the risks.
- If a spill occurs, the spillage shall be contained and not allowed to escape and cause harm to the environment.
 - Seal drains within the vicinity of the spillage (if harmful to the wastewater treatment works or controlled waters)
 - Position booms to contain the flow of spillage
 - Use spill pads
- Wear suitable PPE
- Identify and stop source of spillage
- Clean up the spillage using spill kit, wash down the facility. Tanker may be used.
- Dispose of any contaminated material through a licensed operator. Liaise with your Environmental Regulator Advisor (ERA)
- Spills that contain chemicals, diesel or oil should be considered as hazardous waste and must be disposed of in an approved manner. Seek advice from your ERA

If the site is operating under an environmental permit all spillage events shall be recorded. A Schedule 6 EA notification may also be required. Refer to your permit and liaise with your ERA for guidance.

For spillages to gravel areas an assessment shall be made if adequate cleaning/ wash down of contaminated gravel can be achieved. i.e. moving gravel to hardstanding area, with suitable drainage back to the head of the works, for cleaning. If this cannot be achieved contaminated gravel shall be removed from site in an appropriate manner and replaced.

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Site chemical, product and waste inventory

An up-to-date inventory of all substances stored on-site, together with an indication of the maximum quantity likely to be stored shall be maintained. Any product data sheets and COSHH assessments for any substances posing a risk to people and/or the environment shall be attached.

For permitted sites a site plan shall be maintained by the Production Manager; this shall indicate all stores, bulk storage vessels, drums or containers that you use for storing oils, chemicals or other potentially polluting materials. Any oils or chemicals regularly stored away from fixed installations or storage areas in any significant quantity shall be indicated on the site plan.


All emergency responders shall have access to this inventory and, if possible, it shall be distributed as part of your emergency planning process.

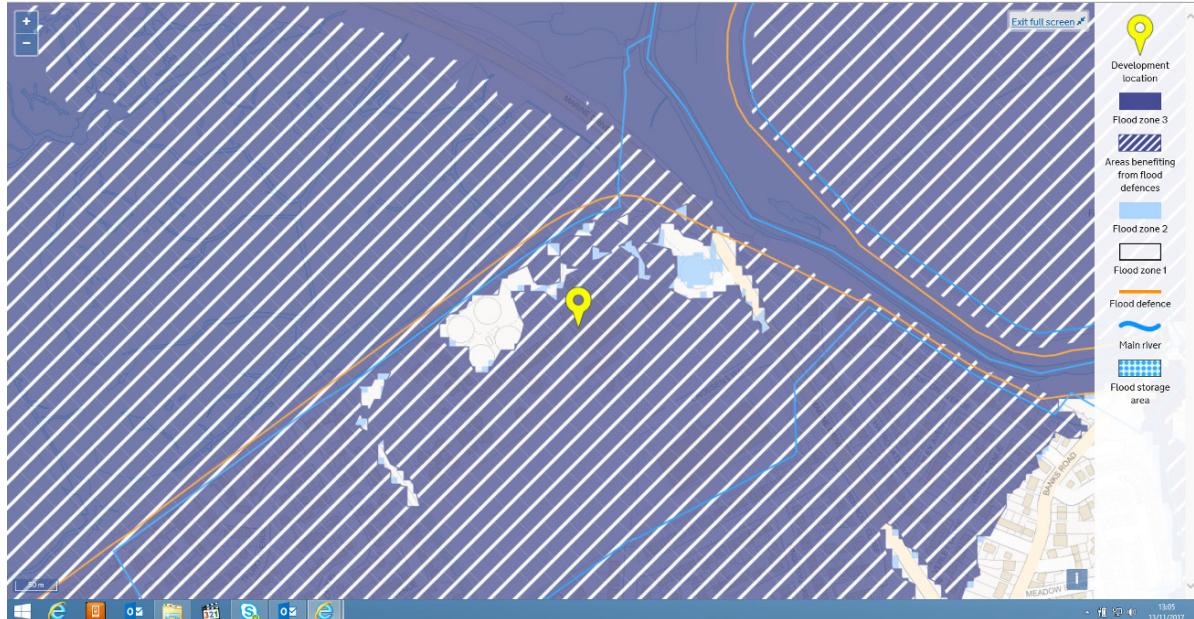
Records shall be maintained of the spill kit equipment and materials, their inspection and use held on site to deal with pollution incidents. For example:

- Absorbents and granules
- Drain mats/covers
- Pipe blockers and temporary bungs
- Booms
- Pumps
- Sandbags

5. Flood Plan

The flood plan is required to minimize the impact of flooding from river or watercourse or other localised surface water flooding from off site. If site has an Environmental Permit (for PPC purposes), the fluvial flood risk assessment, contained within the Flood Risk and Spill Plan shall be considered. The following action shall be completed and tested on site. This covers notification of EA Flood Watch Warning to post flood operations;

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Action Plan

Phase: Flood Watch advised by Environment Agency

Action	Responsibility	Mobile Phone Number
1. Notify the Person in Charge.	Simon Holding (Area Business Manager)	077650 03151
2. Notify Department Managers.	Marc Dack (Production Manager)	077989 24630
3. Hourly / half-hourly flood watch patrol to monitor and report river level to FERP Team.	Ian Ormond Jamie Holmes (Process Controllers)	07775 521682 07768 178221

Phase: Flood Warning / Sever Flood Warning advised by Environment Agency or river levels visibly rising / impinging on the site.

Action – if appropriate	Responsibility	Resources
1. Person in Charge initiates the plan.	Marc Dack	I Ormond / J Holmes
2. Relocate key equipment.	I Ormond / J Holmes	Use staff from Southport area FSE's & Ops
3. Power down electrical units.	P Sutter (Elec FSE)	Use staff from Southport area FSE's & Ops

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4. Protect sensitive areas with flood protection e.g. sand bags.	I Ormond / J Holmes	Use staff from Southport area FSE's & Ops
5. Secure objects that could float in floodwater. Skips, Gas bottles, etc.	I Ormond / J Holmes	Use staff from Southport area FSE's & Ops
6. Relocate vehicles	I Ormond / J Holmes	Use staff from Southport area FSE's & Ops
7. Check floor drains to ensure they are clear and continue to monitor.	I Ormond / J Holmes	Use staff from Southport area FSE's & Ops
8. Shutdown and drain flammable liquid piping.	N/A	
9. Isolate gas supplies.	I Ormond / J Holmes	Use staff from Southport area FSE's & Ops

Phase: During Flood

Action	Responsibility	Resources
1. If safe to do so have personnel remain on site to prevent unauthorised access.	I Ormond / J Holmes	Use staff from Southport area FSE's & Ops
2. Hire pumps to remove water from buildings / site areas	I Ormond / J Holmes	Use staff from Southport area FSE's & Ops
3. Notify the FM Global Customer Service Desk.	Marc Dack / TO	I Ormond / J Holmes

Phase: Post flood

Action	Responsibility	Resources
1. Check flooded buildings for structural stability and safety before starting clean-up inside.	Stuart Smith (Area Engineering Manager Wastewater)	I Ormond / J Holmes
2. Check for spilled contaminants and eliminate before other work begins.	I Ormond / J Holmes	Use staff from Southport area FSE's & Ops
3. Clean and dry equipment, prioritizing vital or susceptible equipment.	I Ormond / J Holmes	Use staff from Southport area FSE's & Ops
4. Remove standing water from the facility.	I Ormond / J Holmes	Use staff from Southport area FSE's & Ops

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5. Check, clean and test all electrical distribution equipment and components exposed to flooding or humidity.	P Sutter (Electrical FSE)	I Ormond / J Holmes
6. Dehumidify damp areas and dry wet insulation and building materials.	I Ormond / J Holmes	Use staff from Southport area FSE's & Ops
7. Remove flood debris.	I Ormond / J Holmes	Use staff from Southport area FSE's & Ops
8. Return and keep fire protection systems in service (clean-up can result in large piles of combustible materials).	P Sutter (Electrical FSE)	I Ormond / J Holmes
9. Check on-site and local bridges, culverts, drains etc. to ensure they are free of debris.	I Ormond / J Holmes	Use staff from Southport area FSE's & Ops
10. Implement plan to resurrect process / part of process impacted by flood	I Ormond / J Holmes	Use staff from Southport area FSE's & Ops
11. Debrief all key personnel and update / modify the FERP where appropriate.	Simon Holding / Marc Dack	I Ormond / J Holmes


6. History


Common problems and their solutions

Problem	Solution
No information supplied.	


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Incident Response Plan


 Flood and Spillage - Incident Response Plan	
Name, address and location of site:	Southport WwTW. Marine Drive, Southport, PR9 9YL
Overview of the spill risk activities on site:	Southport WwTW has no history of flooding due to the site being raised. In the unlikely event of the banks bursting the EA would inform UU emergency helpline which would generate a call out alarm for UU operations staff to investigate the event and implement the FASP procedure if required.
Source of potential flood and risk of flood:	Banks - Crossens pool
Description of surrounding area (hardstanding areas, permeable areas, etc.)	Marshland and council playing field.
Date and version of the Plan:	30/11/2021 (v8)
Name of person responsible for compiling the Plan	Ian Ormond / Jamie Holmes
Next review date:	30/11/2022
Date of next Incident Response Exercise:	30/01/2022
Detail location of Site Plan and Chemical Inventory, held on site:	See Quality Assurance Documentation

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External Contacts		
Organisation	Contact Person	Phone Number
Environment Agency	Lee Quibell	07766 102138
FM Global (Insurer)	Keith Davies	01753 750266
FM Global Customer Service Desk	Help Desk	01753 750360
Police	Southport Police Station	999 ask for police or 01704 561337
Fire Brigade	Southport Fire Station	999 ask for fire
Ambulance	Service Desk Contact	999 ask for Ambulance
Electrical contact	Scottish Power	0800 001 5400
Gas supply contractor		
Plant hire (dehumidifiers, emergency generators, etc.)	Hartley Hire (Dehumidifiers) Selwoods (Pump Hire) Generator Power (Generator Hire) Plant Desk	01524 67766 0845 0733835 (Framework) 0845 601 2187 (Framework) 08450 51 1103 (Option 5)
Key equipment manufactures	Selwoods (Pump Hire) JK Ross (PPE)	0845 0733835 01925 645645
Equipment repair companies	Central Elec	0151 5466000
Internal Contacts (Emergency Response Team)		
Role	Employee	Contact No:
Person in Charge	Ian Ormond / Jamie Holmes	07775 521682 / 07768 178221
Production Manager	Marc Dack	07798 924630
Area Production Manager	Lisa Turner	07825 379397
Area Business Manager	Simon Holding	07765 003151
Health and Safety Advisor	Karen Harris	07824 537197
On site response team: (list names)	Keith Freeman (PC)	07771 910688
	Scheduling Co-Ordinators (FSE'S)	0345 026 7663
	RMC East desk (Standby Cover)	0345 072 6097
	Stephen Gilday (TO)	077172 00766
Others:		

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Annual Review of Incident Plan	
It is a legal requirement to regularly test the plan This is to validate the whole plan, to ensure it works and to develop competencies of staff involved in emergency response. The date of all Incident Plan tests shall be recorded.	
Date Completed:	30/11/2021
Completed by:	Jamie Holmes
<p>Requirements of Annual Review/ Test:</p> <ul style="list-style-type: none"> • Involve all key personnel, review the flood plan and update if needed. • Check site is on Environment Agency Flood Register and details are correct. • Review and if necessary update contents of sites Accident Management Plan, Emergency Plan, site chemical inventory plan and Drainage plans • Conduct training for emergency risk team (ERT) and ensure members have a copy of the plan. • Conduct a test of the plan to determine how long each step will take. • Ensure the plan covers all shifts and weekends. • Define the point at which the plan will be activated, leaving enough time to carry out each step. • Make sure ERT members know how to properly construct sandbag walls and drain stoppers. • Review possible exposures that could affect the facility during flood i.e. neighbouring facilities yard storage, service interruptions, potential access problems. • Survey the facility to identify key equipment that should be relocated, and manufacturer / repair contact details recorded. • Survey the facility to identify any equipment that will float in a flood and how they can be anchored down. • Check culverts, bridges, and drains to ensure they are not blocked and are properly maintained. • Check non-return valves on drain and sewer outlets are in working order (prevents water from entering the site from back-up). • Check that flood materials i.e. sandbags and clean-up equipment are on-site. • Check the condition and location of floor doors and shields to make sure they are assessable and ready to install. • Ensure electrical and gas utility shutdown procedures are current and posted. • Test and confirm sump pumps are operational. • For spillages caused by catastrophic failure please refer to Process Loss Contingency Plan • Ensure spillage site plan and chemical inventory are up to date and available • Ensure all spill kits are available and fit for purpose 	

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Lessons learned:	