



INCIDENT AND EMERGENCY PROCEDURE

WasteCare Ltd.

Unit 1

Colthrop Business Park

Colthrop Lane

Thatcham

Berkshire

RG19 4NB

SITE LICENCE NO: JB3204MH/V002

DATE: April 2020

ISSUE NUMBER: 1

THIS IS TO FORM PART OF THE MANAGEMENT SYSTEMS OF THE SITE.

IMPORTANT

This section is divided into 7 parts. Turn to Part 3 in the event of an accident. All employees should read Parts 1 and 2 and familiarise themselves with emergency procedures in the areas within which they work.

Part 1 Definitions

Part 2 Resources

Part 3 Action During Incident

Part 4 Assembly Points and Site Plan

Part 5 Telephone Numbers

Part 6 Incident and Emergency Procedures for Contractors

Part 7 Incident and Emergency Procedures for Drivers

PART 1: DEFINITIONS

1.1 The INCIDENTS most likely to arise at the Thatcham site are:

- a. Release of substances – liquids – chemicals
- b. Fire
- c. Collisions from vehicles
- d. Incidents outside the site affecting the site

1.2 An **INCIDENT** is a situation which involves one or more of the following:

- a. Fire or threat of fire of any size or damage to a part of the plant or site or injury to people.
- b. Release of material which could make a section of the site unworkable or which may affect people's health immediately or later.
- c. The mobilisation of incident teams, first aiders, fire or the emergency service.

An **EMERGENCY** is a situation which involves one or more of the following:

- a. The possibility of multiple casualties which may require hospital treatment
- b. Damage or loss on more than one part of the site.
- c. Release of material likely to render untenable a significant proportion of the site.
- d. Release of material likely to cause significant effects on the local environment and areas surrounding the site.

A **DISASTER** is a situation where the emergency resources of the Company are deemed to be inadequate and outside assistance is required.

1.3 The **INCIDENT ZONE** is that part of the site likely to be affected by events and will be defined by the Incident and Emergency Controller after consideration of:

- a. Nature of the work/process involved
- b. Nature of the incident

- c. The proximity and character of other plan buildings
- d. Physical factors, especially wind force and direction

1.4 The INCIDENT PROCEDURE can be summarised as follows:

- a. Attendance to the incident by personnel in the working areas
- b. Attendance by the Incident Controller
- c. Action limited to minor fire fighting or to control of emissions or spillages at source
- d. First aid treatment
- e. Preparation of an incident report and review of procedures and working practices in the light of the incident.

1.5 The EMERGENCY PROCEDURE can be summarised as follows:

- a. Attendance to the incident by personnel in the working area
- b. Escalation of the incident to an emergency because of fire or be decision of the Incident Controller
- c. Establishment of the emergency control centre and callout of the emergency services
- d. Works or office evacuation or both and call out public services
- e. Preparation of reports. Enquiries into caused and methods of future prevention. Revision of procedures.

PART 2: RESOURCES

The EMERGENCY CONTROL CENTRE is established as the office block. This has the telephone points for call out of emergency services if required and will have an emergency kit, this will comprise of:

- 2.1**
 - a. Copies of EMERGENCY PROCEDURE for site
 - b. Site Plan, showing storage area of absorbent for spillage retention and fire extinguisher points
 - c. Current list of all employees for this site

If the office block is not safe for use the assembly point will be used as a control centre and emergency services will be contacted by the use of mobile telephones.

- 2.2** The INCIDENT TEAM shall be as follows:
 - a. The Facility Manager / nominated person
 - b. Chemical Advisor
 - c. First Aider(s)
 - d. Area Supervisor

2.3 ASSEMBLY POINT

This has been designated as the area marked SITE ENTRANCE on the site plan. Supervisors must be responsible for checking all the employees assembled at this point.

2.4 EMERGENCY EQUIPMENT

- a. EXTINGUISHERS & FIXED FIRE FIGHTING EQUIPMENT – Suitable types are distributed throughout the site and employees should familiarise themselves with their position and use.
- b. FIRE HYDRANT – over the railway line approximately 400m away from the facility

PART 3: ACTION DURING AN INCIDENT

3.1 RAISING THE ALARM

3.1.1 DURING WORKING HOURS – ON RELEASE OF A SUBSTANCE

- a. Report the details to the Supervisors or Facility Manager
- b. Take ALL possible action to stop any further spillage or emission, and to contain the release without taking any personal risk.
- c. The Supervisors or Facility Manager will decide whether or not to activate the emergency procedures

ON DISCOVERY OF A FIRE

- a. RAISE THE ALARM and seek immediate assistance. If possible attack fire with extinguishers and fixed fire fighting equipment without taking any personal risk.
- b. If the fire is not controllable with extinguishers inform the Supervisor or Facility Manager who will assess if external emergency services are required.
- c. The Facility Manager, Supervisor, or when they are not available the individual discovering the fire will call the emergency services
- d. If possible SWITCH OFF ELECTRICAL POWER to any equipment in that area
- e. If external emergency services have been called follow the EVACUATION PROCEDURE (Section 3.2)

3.1.2 OUTSIDE NORMAL WORKING HOURS

- a. In the event of a fire contact Emergency Services
- b. In the event of a release of a substance phone Key Personnel i.e. Facility Manager or Operations Director

3.2 EMERGENCY EVACUATION

On instruction of Supervisor / Facility Manager, evacuation will proceed as follows:

- a. Except for people engaged with the Incident or Emergency, all personnel will evacuate their work area and proceed in an orderly manner to the designated Assembly Points.
- b. No attempt must be made to collect personnel belongings or remove cars from the site unless directed to do so by the Facility Manager/nominated person, Fire Officer or Police
- c. Drivers of commercial vehicles on the site roads must leave their keys in the ignition in case the vehicle requires moving after evacuation
- d. Supervisors will hold a roll call and any discrepancies reported to the Facility Manager/nominated person or Emergency Services
- e. Employees will not leave their Assembly Points unless told to do so by Facility Manager/nominated person or Emergency Services
- f. The work areas will be re-occupied on the instructions of the Facility Manager/nominated person or Emergency Services

3.3. RESPONSIBILITIES OF THE FACILITY MANAGER/NOMINATED PERSON

- a. When notified of the Incident/Emergency and its location, proceed immediately to the scene.
- b. Assess the scale of the Incident, define the Incident Zone and decide if an emergency exists or is likely. On his decision he will activate the Emergency Procedures
- c. Direct all operations within the Incident Zone with the following priorities:
 - a. Secure the safety of the personnel
 - b. Minimise the damage to plant, property and the environment
 - c. Minimise the loss of material
- d. Direct all operations within the Incident Zone
- e. Direct Rescue and Incident Control Operations until the arrival of the Emergency Service
- f. Ensure the Incident Zone is searched for casualties
- g. Ensure non-essential workers are evacuated from the Incident Area

- h. Establish communications by messenger with the Emergency Control Centre
- i. Pending the arrival of the Emergency Services, direct the shutting down and evacuation of the plant and areas threatened by the Emergency

3.4 RESPONSIBILITIES OF FIRST AIDERS

The First Aider(s) will proceed to treat and/or assess any injuries and arrange through Supervisor/Facility Manager if hospital treatment is necessary. He will also be responsible for recording names and nature of the injuries of any casualties.

3.5 RESPONSIBILITIES OF THE CHEMICAL ADVISOR

The Chemical Advisor will work with the Emergency Services to:

- a. Identify chemicals in the incident zone
- b. Identify potential hazards
- c. Advise on safe practice in the incident zone
- d. Make recommendations on neutralising any hazardous substance

3.6 PUBLIC SERVICES

- a. FIRE BRIGADE – The Senior Fire Officer present has total authority. His main aim will be to contain the emergency as rapidly as possible so as to protect life. In practice, the Fire Brigade will certainly make full use of any advice and assistance available on site and will certainly make full use of any advice and assistance available on site and will share our interest in reducing the overall consequences of the emergency. The Fire Brigade will be called to any incident involving FIRE or an EMISSION where the source cannot be isolated to prevent escalation of the incident.
- b. POLICE – The Police have over-riding authority where the public is threatened or where life is lost or where investigation may be necessary. Personnel will be requested to give whatever assistance they can. In other matters (e.g. site security,) the site administrations will liaise with the Police.
- c. ENVIRONMENTAL CONTROL – The Facility Manager/Duty Technician will involve the Environment Agency, Health & Safety Executive and Local Environmental Health Officers

as appropriate. The Environmental Agency & Environmental Health must be informed whenever an emission occurs affecting the general public.

3.7 LOCAL RESIDENTS, MEMBERS OF THE PUBLIC AND THE MEDIA

DO NOT allow them to access the site under any circumstances. Treat them with respect at all times and inform them that statements will be issued in due course. If it is a member of the public that has raised the alarm, take the name, address and contact telephone number and assure them that the Company will contact them as soon as possible. DO NOT SPECULATE AS TO THE CAUSE OF THE EMERGENCY.

3.8 INCIDENT REPORTS

Apart from any reports required by outside bodies (e.g. HSE) a brief report of all incidents has to be submitted to the Safety Manager as soon as reasonably possibly after the event.

PART 5 TELEPHONE NUMBERS

<i>Function</i>	<i>Name</i>	<i>Home/Night Tel. No</i>
Site Manager	Mr Matthew Marshall	075877775653
Operational Support Manager	Mr Neil Durdan	0779 540 0058
Operations Director	Mr Graeme Parkin	07501 494496
Health & Safety Manager	Ms Samantha Booker	07552 120791
Group Compliance Manager and DGSA	Mrs Helen Kellett	07795 400071

Environment Agency	National Number	0800 807060
Thames Water		0800 316 9800
Fire Station		999
Police		999 or 101

Out of Hours Contact Details

Telephone any of the above numbers for information regarding the site.

The site has 24/7 CCTV and alarm system monitoring, the contact details are:

4 Site Security Services Ltd

Bank House,
Parkfield Street,
Leeds,
LS11 5PH

www.4sitesecurity.co.uk

Telephone: 0113 200 2060

4 Site Security Services holds an up to date list of key holders for the site, along with contact names and numbers. IPM can also remotely access the site; this would allow emergency services onto site without the need for a key, key holder or security access fob.

PART 6 INCIDENT AND EMERGENCY PROCEDURES FOR CONTRACTORS

6.1

- a. On arrival at site, contractors must report to the Facility Manager. Contractors working in offices must ensure that the switchboard operator or other responsible person is aware of their presence
- b. Contractors must receive a copy of these procedures on arrival on site
- c. Whilst it is the contractors' responsibility to ensure their work methods are safe, the Company has the power and legal obligation to ensure that ANYONE working on the Company's premises does so in compliance with the law and safe practices. You must therefore observe any reasonable instructions given by a company employee with regard to safety.
- d. No hot work or confined space work may commence without a signed Work Permit which is obtained from the Facility Manager.
- e. Contractors and their employees must familiarise themselves with the location of the nearest fire fighting equipment to their work.
- f. The following section lay down the procedure in case of an emergency.

ON DISCOVERY OF A FIRE DURING WORKING HOURS

- a. RAISE THE ALARM and seek immediate assistance and if possible attack the fire with the fire fighting equipment without taking any personal risks.
- b. If the fire is controllable, inform a Supervisor or the Facility Manager.
- c. If possible, switch off electrical power to anything affected or threatened by the fire.
- d. If the alarm has been sounded, follow the evacuation procedure.

ON RELEASE OF A SUBSTANCE DURING WORKING HOURS

- a. Report the details to nearest company employee
- b. Take all possible action to prevent further spillage or emission and contain the release without taking any personal risk.
- c. The Facility Manager/nominated person will decide whether or not to activate the alarm and evacuation will proceed

PART 7 INCIDENT AND EMERGENCY PROCEDURES FOR DRIVERS

7.1

- a. The site is open for deliveries between 0600hrs and 1800hrs. Deliveries after normal hours must be notified beforehand to ensure offloading personnel are available.
- b. Drivers must receive a copy of this procedure
- c. Whilst it is the drivers' responsibility to ensure their work methods are safe, the company has the power and legal obligation to ensure that ANYONE working on the Company's premises does so in compliance with the law and safe practices. You must therefore observe any reasonable instructions given by Company employee with regard to safety.
- d. On arrival on site, all vehicles must report to the Supervisor to receive instructions. They will need to be directed to the loading/unloading points where they must report to the Facility Manager/Supervisor
- e. Drivers must familiarise themselves with the location of the nearest Fire Fighting equipment to their work.
- f. The following sections lay down the procedure in case of an Emergency:

ON DISCOVERY OF A FIRE DURING WORKING HOURS

- a. RAISE THE ALARM and seek immediate assistance. If possible attack the fire with the sites fire fighting equipment without taking any personal risks.
- b. If the fire is controllable, inform a Supervisor or the Facility Manager
- c. If possible, switch off electrical power to anything affected or threatened by the fire
- d. If the alarm has been sounded, follow the evacuation procedure

ON RELEASE OF A SUBSTANCE DURING WORKING HOURS

- a. Report the details to nearest company employee
- b. Take all responsible action to prevent further spillage or emission and contain the release without taking any personal risk
- c. The Facility Manager/nominated person will decide whether or not to activate the Emergency Procedure.
- d. If the incident justifies Emergency Evacuation, the Facility Manager/nominated person will activate the alarm and evacuation will proceed.

7.7/2 THM

- e. If evacuation is necessary then keys must be left in the ignition of all vehicles.