



Accident Management Plan

1. Overall Responsibility

It is the responsibility of the Technically Competent Manager (TCM) to ensure:

- Site staff are adequately trained in the Accident Management Plan and related procedures; and
- That suitable testing of emergency procedures takes place.

To cover for annual leave, sickness, and unavailability of the TCM there will be a requirement to temporarily delegate the duties to other members of staff to cover. They will be known as the, Nominated Competent Person (**NCP**). All necessary details for this exchange will be

- Identified at the daily pre-shift meetings and
- Shown on the in/out board located on the wall of the site office

If an accident does happen and it may cause an adverse environmental impact, the TCM or NCP is responsible for:

1. Following the correct procedure within the Accident Management Plan;
2. Doing whatever else is necessary to minimise the environmental consequences;
3. Taking all precautions to ensure the health and safety of both employees and external people is not compromised;
4. Notifying the Environment Agency and / or Fire Service as appropriate;
5. Finding out why the accident happened and stop it happening again;
6. Making a record of the accident and the subsequent investigation using Incident and Accident Report Form (**LRBE-FT-04**), filing the completed form on the S drive where it will be kept for a minimum of six years.
7. Reviewing the Accident Management Plan and associated procedures as necessary

The key events that could lead to a failure in the risk management systems in place are listed in the Environmental Risk Assessment (**LRBE-OD-16**).

In the event of human risk contact emergency services immediately.



2. Reporting of Accidents & Incidents

2.1 Key Emergency Contacts

To aid reporting of accidents and incidents a list of Key Emergency Contacts and Key Site Information will be clearly displayed in the site office, Technical Building, and Weighbridge Office.

2.2 Site Notice Board

To aid reporting of accidents and incidents a notice board will be displayed near the site entrance including the following details:

Lower Reule Bioenergy Limited
Brookfields Anaerobic Digestion Plant
Brookfields Farm, Lower Reule, Church Eaton, Stafford, Staffordshire, ST20 0BG
Duty Site Manager contact details
Permitted by the Environment Agency Permit number EPR/FP3093VJ
Environment Agency: 24-hr hotline 0800 807060

2.3 Incident Reporting & Recording

2.3.1 Responsibility

In the event of an incident, the TCM or NCP is responsible for ensuring that the details of the incident are reported in the appropriate manner, to the identified persons/ regulators (as appropriate) and within the required timescales identified in each procedure.

Following the incident, the TCM or NCP will conduct an investigation using the Accident and Incident Record Form (LRBE-FT-04) for incidents with an impact on the environment and / or Accident Investigation Form (LRBE-FT-XX) for health and safety incidents.

The Accident and Incident Record Form will be used to record the details of the incident, the consequences (injury/ pollution/ damage/ breaches etc.), people involved, immediate response activities that were carried out, causes of the incident and corrective action identified where relevant.

On completion of the corrective actions (where identified), the form will be updated with completion dates and the form filed for future reference.

The TCM will ensure that a regular review of outstanding actions is undertaken, to ensure that the corrective actions are followed through to completion.

2.3.2 Reporting incidents to the Environment Agency:

The TCM or NCP is responsible for reporting the following to the Environment Agency incident hotline



as soon as practicably possible and in all cases within 12 hours of the incident or breach of permit to include:

- Damage or danger to the natural environment;
- Pollution to water or land;
- Any incident which is causing **or may cause** significant pollution including breakdowns or failure of equipment or techniques and accidents.

2.3.3 Reporting incidents to the Health & Safety Executive:

The TCM or NCP is responsible for reporting the following to the Health and Safety Executive (HSE):

- Death or specified injury; the list of reportable specified injuries includes:
 - A fracture other than to fingers, thumbs, or toes;
 - Amputation of an arm, hand, finger, thumb, leg, foot, or toe;
 - Permanent loss of sight or reduction of sight;
 - Crush injuries leading to internal organ damage;
 - Serious burns (covering more than 10% of the body or damaging the eyes, respiratory system, or other vital organs);
 - Scalping (separation of skin from the head) which require hospital treatment;
 - Unconsciousness caused by head injury or asphyxia;
 - Any other injury arising from working in an enclosed space, which leads to hypothermia, head-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- Over seven-day injury;
- Reportable occupational diseases;
- Dangerous occurrence.

Note: The full list can be found on the HSE website: www.hse.gov.uk/riddor

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30am to 5.00pm).

The types of circumstances where HSE may need to respond out of hours are:

- Following a work-related death
- Following a serious incident where there have been multiple casualties
- Following an incident which has caused major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital etc.

If the incident fits these descriptions ring the duty officer on 0151 922 9235.



3. Accident Management Plan Procedures

There are individual procedures in place relevant to various abnormal operating scenarios. Please refer to:

- LRBE-SOP-11 Safe Shut Down Procedure
- LRBE-SOP-14 Spill Procedure
- LRBE-SOP-20 Accident Reporting Procedure
- LRBE-SOP-25 Call out Fire Alarm Procedure
- LRBE-SOP-26 Fire Alarm Procedure
- LRBE-SOP-27 Call out gas alarm Procedure
- LRBE-SOP-28 Gas Alarm Procedure
- LRBE-SOP-29 General Emergency Alarm Procedure



Appendix A – Chemical Inventory

Chemical name	Storage quantity (max)	Storage place	Quantity per year
Shell Mysella S5 540	1,000 litres	Engine Room	5 tonnes
JACARB L-12	1 tonne	Stored on site	5 tonnes
Sodium Bicarbonate	1 tonne	Container	1 tonne
Trace element solution 10g/L MO	200 litres	Container	1 tonne
Conficlean 2 disinfectant	2 litres	Container	10 litres
Sodium Hypochlorite 10-15%	6 litres	Container	30 litres
Diesel	5,000 litres	Diesel tank just inside the gate	50 tonnes
Formula B rat poison	200 kg	Container	50 kg
Round up	5 litres	Container	5 litres
Sulphuric Acid	5 litres	Container	5 litres
Engine Coolant	200 litres	Engine Room	200 litres
Thio B	258 kg	Outside	200 kgs
Ferric Chloride	1 tonne	Container	1 tonne
Gas Oil	2,000 litres	Tank in AD Plant area	10 tonne
Grease Cartridges	2x boxes 24	container	25kgs
AD Blue	1,000 litres	Stored in AD Plant area	4 tonne
Hydraulic oil for Mobile Plant	205 litres	container	250 kgs
Mobile plant Engine oil	205 litres	Container	250 kgs