



BUSINESS CONTINUITY PLAN
European Metal Recycling Ltd

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Introduction

This plan sets out how EMR will ensure service levels can be restored as quickly as possible following a major incident.

The steps following a major incident can be broken down as follows;

- Assess the likely impact of significant events that may affect our business surviving an event.
- Plan the correct response to an event.
- Train our staff to respond to an event.
- Test the plan and revise where needed.
- Ensure all communications are made with the emergency services, our suppliers, our management team and employees.
- Ensure the correct investment is in place to manage any associated risk.
- Ensure that all monitoring equipment is serviced and in good working order eg Fire alarm, CCTV, fire extinguishers.

EMR have implemented 2 critical measures:

- Monitoring and prevention plan in place to reduce risk of disaster.
- Site contingency planning in place.

Disaster Recovery Team

In the event of a disastrous incident, the Disaster Recover Team will meet regularly to manage the response.

Site Members

Site Manager

Production and Maintenance Manager

Logistics Manager

Finance Manager

Facilities and Compliance Manager

Production Supervisor

Plant overview

The site is designed to process 35,000 tons of feedstock per annum of mainly copper, non ferrous metals, plastics etc.

There are 4 final products made, granulated copper, aluminium, other metals and plastics.

The process involves shredding, material separation and packaging / storage of final products.

The site has appropriate, sufficient storage on site for feedstock and end products.

Contingency for loss of production or business recovery planning.

In the event that the process cannot run, a full assessment will be undertaken to identify relevant timescales. The incident will also be investigated to find the root cause so that similar events can be avoided in the future.

Where the plant can be run with a safe temporary solution, the solution will be risk assessed and implemented whilst awaiting further actions for a full solution.

Suppliers and customers will be notified and kept informed of the situation.

Testing and Maintenance

EMR ensure that they are prepared to enact this plan through staff training and regular testing of relevant parts of the plan. The following objectives are key elements of this preparation:

- The plan is reviewed on annually / when there is a significant change. Any amendments / changes are clearly communicated to those they affect.
- Where possible, review similar plants to gauge the effectiveness of differing approaches taken and look to see if improvements can be made.
- Ensure that site personnel are allocated the time and resources needed to become proficient in emergency and recovery procedures.
- New operational procedures are taken into account and any necessary changes are made.
- A current list of contacts is available, maintained and updated.
- When changes to the plan are made, the plan is retested to ensure that the changes are understood by the team.

Documentation

Both a computerised and hard copy of the plan should be maintained and available to the staff on-site for regular review
Ensure current copies of building and site plans are attached to this document showing:

- Fire extinguisher and hydrant placements.
- Fire exits.
- Static plant placement and access points.
- Gas, electric and water mains including shut off switches and valves.
- Emergency equipment placement.

CRITICAL FUNCTION OF FACILITY:	Receipt of non-hazardous metals for processing.			
HAZARD	IMPACT	MITIGATION	CONTACT	RISK SCORE*
Plant Breakdown	<ul style="list-style-type: none"> • Restricted input.. • Restricted output. • Reduced income. • Reduced energy usage. • Possibility of oil spills. 	<ul style="list-style-type: none"> • Waste acceptance procedure. • Effective routine plant maintenance. • Effective repairs. • Critical spares inventory. • Feedstock levels managed. • Customer and supplier contact list maintained, • Service contracts in place. • Emergency equipment in place. 	Site Management Team	B
Loss of Power	<ul style="list-style-type: none"> • As above. • Lighting switched off • Plant inoperable. • Compressor inoperative • IT inoperative • Weighbridge inoperative 	<ul style="list-style-type: none"> • As above. • Emergency lighting in place and serviceable. • Key personnel are issued with mobile phones and laptops. 	Site Management Team	B
Fire	<ul style="list-style-type: none"> • Risk of injury / death. • Plant inoperable. • Loss of equipment. • Risk of pollution. • Fire water produced. 	<ul style="list-style-type: none"> • FPP adhered to. • Wastes stored by type in limited quantities. • Waste acceptance and hazard checks upon arrival. • Staff trained and practiced. • Firefighting equipment available and servicable. • Fire Marshall trained personnel on site. 	Site Management Team	B

Flood	<ul style="list-style-type: none"> • Plant and equipment damage. • Fire from electrical equipment short circuits. 	<ul style="list-style-type: none"> • Main building is at a higher level than the external surfaces. • All relevant electrical connections rated to IP65. • Circuits are protected by suitable circuit breakers. • Electrical panels are mounted above ground level. • Electrical connections are above ground level. • Option to transfer waste off site. 	Site Management Team	D
IT Failure	<ul style="list-style-type: none"> • Interruption of communication. • IT systems inoperable. 	<ul style="list-style-type: none"> • Systems backed up off site • Backup Paper copy WTN available 	Site Management Team	D
Staff Illness	<ul style="list-style-type: none"> • Reduced manning. • Risk to Plant from foreign objects (eg steel). • Spread of infection. 	<ul style="list-style-type: none"> • Maintain ability to hire agency staff. • Option to run process in stages (reduced capacity). • Sickness procedure in place. • Health insurance is part of the employment package. 	Site Management Team	D
Trespass and vandalism	<ul style="list-style-type: none"> • Damage to Plant, equipment and / or infrastructure. • Fires • Pollution 	<ul style="list-style-type: none"> • 24hr, 7 day personnel presence on site. • Site wide CCTV in place and advertised. • Suitably qualified and competent persons available to make repairs. • Site is gated and fenced. 	Site Management Team	B

Available Waste Disposal Sites for contaminated waste

Company Name	Phone Number	Address	Facility Type	Permit Number
J&B Recycling	01429 241002	Tomlinson Rd, Hartlepool TS25 1NS	Waste Treatment	KP3896ZU
Niramax	01429 276961	Tomlinson Rd, Hartlepool TS25 1NS	Waste Treatment	GP3399LG
Biffa Waste Services	0121 502 5500	Potters Lane, Wednesbury, WS10 7NR	Caustic Treatment	TP3696FN

Site Plant Contractor Details for recovery of impacted machinery

Company Name	Phone Number(s)	Address	Equipment
Hanlon Machine Hire	01462 813301	Highlands, Capton Bedfordshire SG17 5NZ	Case Loading Shovel
Eldan	+4563612445		All fixed plant
Advanced Material Handling LTD	01642 459545	Advanced Material Handling Ltd, 2 Startforth Road, Riverside Park Industrial Estate, Middlesbrough, Cleveland TS2 1PT	Fork Trucks
Millennium Conveyors	0191 4565700	Unit 1 Kings Court, Potters Street Jarrow Tyne & Wear	Conveyors

Emergency Services

Name	Phone Number(s)	Address	Service
Middlesbrough Fire Station	016420811640	115 Park Rd	Fire & Rescue
Tees Valley Hospital	01642 087333	Church Lane	Emergency Service