

**Accident Management Plan**

**Dalton Mill**

**Issued by: Operations Manager**

**Version 1**

**Issue Date February 2023**

**Review Date December 2023**

Site Address	Dalton Mill, Waterloo House Wellington Way Dalton Airfield Industrial Estate Dalton Thirsk North Yorkshire YO7 3SS
Phone Number	
Grid Reference of Site	441810, 476290
Nature of Business	Animal Feed Manufacture
Operations Manager	Ged Hall

EXTERNAL DISTRIBUTION	Copies To	Date Sent:
Environment Agency		
Fire Authority		

Up to date copies of electrical drawings and Drainage plans are stored in Mill & Office.

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<b>EMERGENCY CONTACT DETAILS:</b>	
Emergency Services	999 or 112
Local Police	0845 6060247
Local Fire Station (Non Emergency)	01609 780150
Hospital (Friarage Northallerton)	01609 779911
Environment Agency Hotline Local Office (Darlington)	0800 80 70 60 01325 376136

	<u>Office Hours</u>	<u>Out of Hours</u>
Electricity Supplier (Drax)	01473 851896	
Electricity Network Northern Powergrid	0800 375675	0800 375675
Gas Supplier (Total)	01737 275500	
Local Authority (Hambleton District Council)	01609 779977	01609 779977
Mill IT support Inteqnion	031 543 494466	

<b>COMPANY CONTACTS (Out of Hours)</b>			
		Mobile	Home
Operations Manager	Ged Hall	07710 126503	01609 774162
Production Manager	Brian Hobbins	07711 446680	01845 578028
Chairman	Chris I'Anson	07711 912029	01765 635081

An up to date list of all site personnel contact details is held by Operations Manager.



The Accident Management Site Plans include information of relevance for dealing with accidents that may pose a risk of environmental pollution and pin points the location of key equipment.

This includes:

- Site drainage details
- Mains water stop tap
- Main electrical supply isolator
- Location of Fire Extinguishers
- Storage areas e.g. bulk liquids, chemicals, fuel
- Spill kits
- Emergency Isolation points for Drains/Sewers

**HAZARDS ON SITE**

Refer to COSHH Data Sheets

<u>HAZARD</u>	<u>LOCATION(S)</u>
Vegetable Oils	Storage Tank indoors
Molasses	Storage Tank indoors
Water Treatment Chemicals (Boiler)	Boiler House
AdBlue	Vehicle Wash
Lubricating Oils and Grease	Vehicle Wash store
Waste oil	Vehicle wash store
Power Substations	

## INVENTORY OF TANKS AND STORAGE

<u>Location</u>	<u>No, of Tanks or Stores</u>	<u>Size of Tanks</u>	<u>Total Storage Capacity</u>
Tank farm Inside Mill	1 x Molasess	60000 litre	60000 litres
Ditto (2)	1 x Molasses	60000 litre	60000 litres
Ditto (3)	Ruminant Fat	60000 litre	60000 litres
Ditto (4)	Monogastric fat	60000 litre	60000 litres
Ditto (5)	1 X Soya Oil	60000 litre	60000 litres
Vehicle Wash area	1 X AdBlue	2,500 Litres	2,500 Litres
Ditto (4)	Waste oil	1,000 Litres	1,000 Litres
Boiler house	15 - 20 x containers water treatment chemicals	25 Litres	500 Litres
In mill block Raw Material Bins	Blending Bins 7 – 40  Carousels 1 & 2	4 x 35, 20 x 70, 2 x 100 & 8 x 140 m3  10 x 2 x 2 m3	3280 m3  40 m3
In mill block	Mineral Bins 6	70 m3	420 m3
Bulk out-loading bins	Finished products	2 X 36 X 40 m3 2 X 18 X 55 m3	2,880 m3 1,980 m3
Warehouse	Bagged raw materials Stored on racking, pallets & tote/IBC units		Approx 200 Tonnes

<b>RAW MATERIALS AND THEIR DESCRIPTION</b>	
<b>Raw Material</b>	<b>Chemical Nature / Composition</b>
Cereal grains	Natural product: Cereal grains
Oil seed products and by-products	Natural product: Oil seed products and by-products
Cereal grain products and by-products	Natural product: Cereal grain products and by-products
Minerals	Minerals (e.g. key materials being limestone and di-calcium phosphate with smaller quantities of other minerals such as sodium chloride, calcium magnesite, sodium bicarbonate )
Products and by-products of sugar production	Products and by-products of sugar production such as Molasses
Oil and fats	Natural product: Saturated and unsaturated vegetable oils
Products and by-products of legume seeds	Natural product: Products and by-products of legume seeds (Peas, Beans, Soya)
Premixtures of Vitamins and Trace Elements	Mixtures of vitamins (A, D3, E, K and B group) trace elements such as copper and palatability enhancers.
Probiotics and Natural Extracts	Complexes of natural plant materials and extracts.
Amino acid	Amino Green
<b>Ancillary Materials</b>	
Mineral oils, greases and lubricants	Food grade complex hydrocarbons with additives
Solvent cleaners	Petroleum distillates
Detergent cleaning chemicals	Disinfectants approved by DEFRA for the purposes of the Diseases of Animals (Approved Disinfectants) Order 1978 (as amended) specifying the dilutions at which they are respectively approved.  Composition: Aqueous solutions of alcohol ethoxylate, Sodium hydroxide, tri-sodium nitrotriacetate and tetrasodium ethylene-diamine acetate.
Boiler water treatment chemicals	Aqueous solutions of sodium hydroxide, sodium bisulphite, sodium polyphosphate, sodium boroheptonate.

## EMERGENCY PROCEDURES

These are detailed as follows:

### 1. Immediate Actions

Actions to be taken by the person first at the scene. These procedures should be posted and trained into all employees.

### 2. Secondary Actions – following on from the above

A detailed list of accident types with their consequences and the actions to be followed depending on the type of incident/accident.

### 3. Business Recovery – Senior Management Responsibilities

The actions to be taken in the event of a major incident/accident leading to a serious disruption to business are contained in the Business Recovery Plan held on the Computer system: Business Recovery & Emergency Plans.

## IMMEDIATE ACTIONS

### IF YOU DISCOVER A FIRE

Shout 'FIRE' to alert personnel in vicinity

- a) Sound the FIRE ALARM by activating the nearest emergency call point
- b) Dial '999' and ask for the FIRE SERVICE, wait to be connected.
- c) If safe to do so, go to the Fire Assembly Point and await the Fire Service and Incident Officer.  
They will appoint a Deputy to deploy to fire evacuation area and undertake a roll call.
- d) Advise the Fire or Incident Officer of the status of the emergency.
- e) Take instructions from the Fire or Incident Officer as necessary.

### IF YOU DISCOVER AN ACCIDENT

1. Summon first aid. The First Aiders are TBC

Name	Location	Telephone Number
TBC		

2. Summon an ambulance, as needed.
3. Inform your Manager or supervisor.

#### **IF YOU DISCOVER A MAJOR SPILLAGE**

1. Raise the alarm for assistance.
2. Help the injured if it is safe to do so.
3. Identify product and in all cases wear and use appropriate Personal Protective Equipment.
4. Stop the source of the leak/spill if possible.
5. Try to prevent the spillage reaching the drains using Spill Kits located at key areas of the site. (Marked on the site plan)
6. If necessary isolate site surface drainage system by inflating a drain bung at the exit point. These are incorporated with the spill kits.
7. Any liquids running to drains or the main weighbridge **MUST** be stopped.
8. Notify your line manager or supervisor and the appropriate authorities if required – see Emergency Contact Details above.
9. Store and dispose of waste arising as a result of the spill response correctly and in accordance with legal controls.
10. Do not enter tanks or confined spaces unless trained in correct procedures and not before all procedures have been satisfied.

**Any incident or near miss including those involving a contractor must be reported to the Operations Manager.**

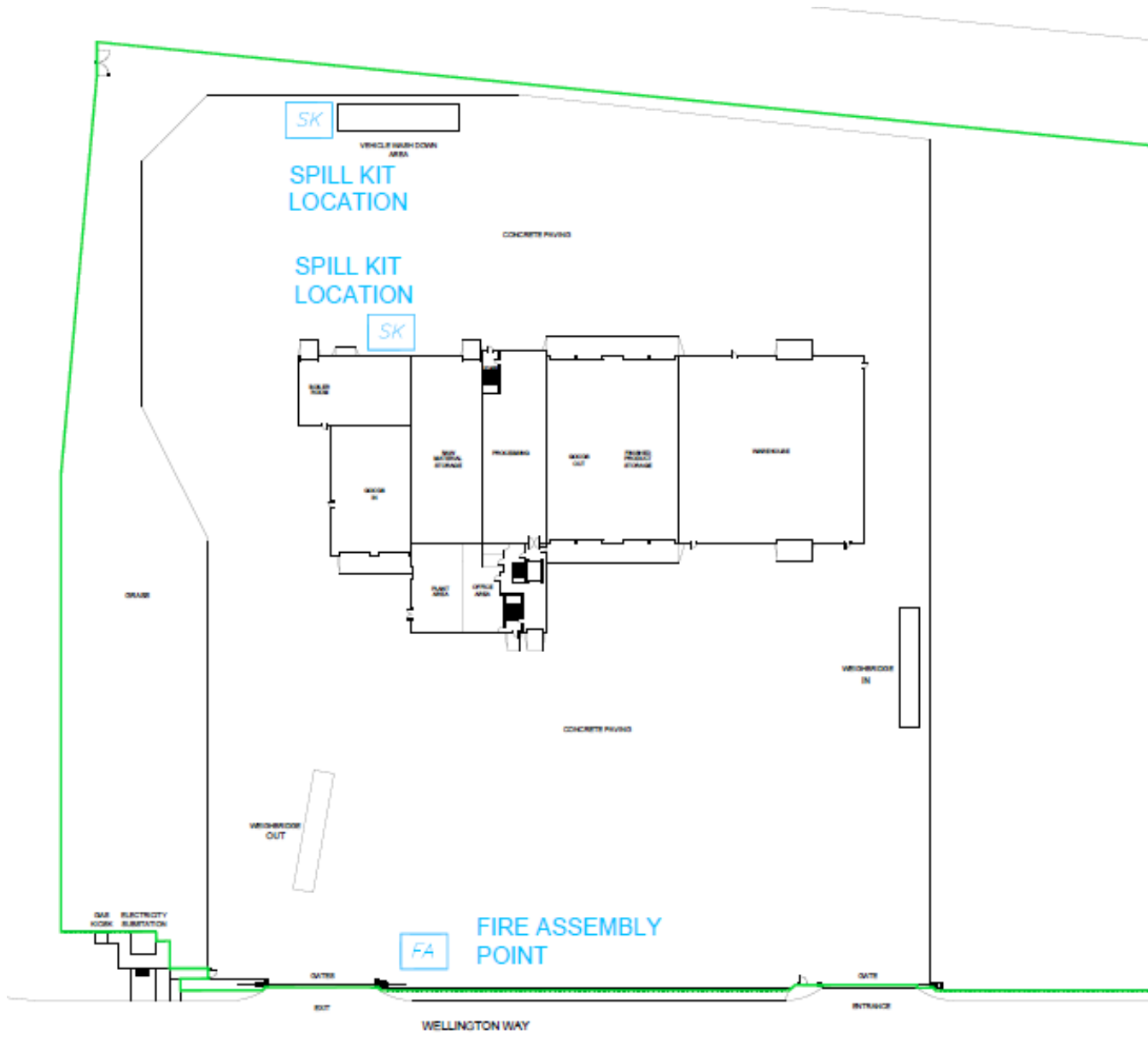
**SECONDARY ACTIONS** – Follow appropriate procedures for type of accident as described in the following tables.



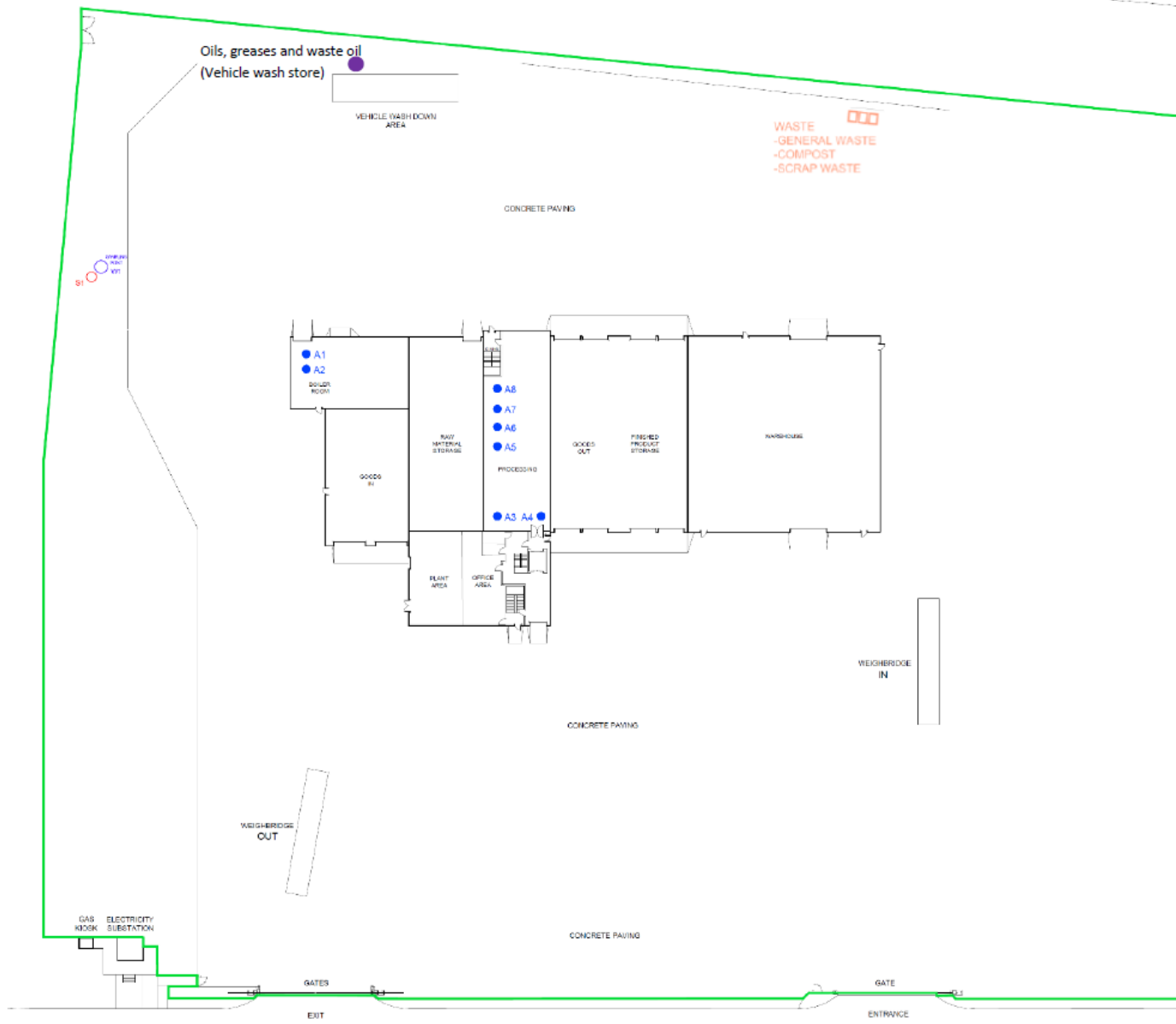
Accident Type	Anticipated consequences	Action to be taken (Prioritised)
<p><b>Spillages</b></p> <p>Overflow or failure of:</p> <ul style="list-style-type: none"> <li>• Bulk raw material liquid storage tanks</li> <li>• Bund failure</li> </ul> <p>Failure of automatic liquid level control devices</p> <p>Chemical spillage</p> <p>Surface water flooding</p> <p>Off site pollution at risk of entering site</p> <p>Contaminated surface water from fire fighting or other emergency activity.</p> <p>Power Failure – leading to Failure of automatic liquid level controls and shut off valves leading to overflow of storage facilities.</p> <p>Solid food grade raw material/finished product spillage during unloading and internal conveying.</p>	<ul style="list-style-type: none"> <li>• Soil contamination</li> <li>• Effect on sewage treatment works</li> <li>• Potential effect on human health</li> </ul>	<ul style="list-style-type: none"> <li>• If possible quickly stem the source</li> <li>• Refer to Emergency Spill Procedures to minimise pollution <ul style="list-style-type: none"> <li>○ Use Emergency spill kits, pigs and matting, to contain spillage and prevent further spread.</li> <li>○ If the spillage cannot be prevented from entering the surface water drain, then isolate drainage system at isolation point using the inflatable bung.</li> </ul> </li> <li>• Contact Operations Manager or deputy.</li> <li>• Refer to COSHH data sheets if appropriate</li> <li>• If necessary contact Environment Agency</li> <li>• Reduce tank contents to a safe level</li> <li>• Make temporary repairs if appropriate</li> <li>• Arrange for the clean up and removal, of all spilled liquid, with an approved waste disposal contractor.</li> <li>• All drains should be jet washed clean before removal of isolation bung.</li> <li>• Dispose of contaminated materials safely</li> <li>• Assess cause and take preventative action</li> <li>• Record incident using NCIR form.</li> </ul>

<p><b>Fire</b></p> <ul style="list-style-type: none"> <li>• Fuels and oils</li> <li>• Chemicals</li> <li>• Buildings</li> </ul>	<ul style="list-style-type: none"> <li>• Spreading between buildings and stores</li> <li>• Toxic and polluting smoke</li> <li>• Wind dispersion of pollutants</li> <li>• Surface run off from fire fighting water</li> <li>• Surface run off from failed tanks, stores or pipe work</li> <li>• Exploding gas and fuel canisters</li> </ul>	<ul style="list-style-type: none"> <li>• Raise alarm on site</li> <li>• Ensure all persons are evacuated from danger area</li> <li>• If safe to do so, isolate power and fuel sources.</li> <li>• Summon fire brigade</li> <li>• Contact Operations Manager or deputy</li> <li>• If necessary contact Environment Agency</li> <li>• Liaise and follow instructions of emergency services making them aware of risks and hazards. Provide copy of Accident Management Plan</li> <li>• Refer to COSHH data sheets if appropriate</li> <li>• Ensure fire fighting water and other liquids cannot cause pollution – as above.</li> <li>• Make temporary repairs if appropriate</li> <li>• Arrange for the clean up and removal, of all spilled liquid, with an approved waste disposal contractor.</li> <li>• Dispose of contaminated materials safely.</li> <li>• Assess cause and take preventative action</li> <li>• Record incident</li> </ul>
<p><b>Abatement Failure</b></p> <ul style="list-style-type: none"> <li>• Cooler Exhaust</li> <li>• Grinder Exhaust</li> <li>• Local Exhaust Ventilation System</li> </ul>	<ul style="list-style-type: none"> <li>• Dust emissions</li> </ul>	<ul style="list-style-type: none"> <li>• Shut down affected plant immediately</li> <li>• Identify cause of pollution</li> <li>• Make temporary repairs if appropriate</li> <li>• Arrange for the clean up and removal, of all spilled contaminant, with an approved waste disposal contractor.</li> <li>• Dispose of contaminated materials safely.</li> <li>• Assess cause and take preventative action</li> <li>• Record incident using NCIR form</li> </ul>

Site plan showing spill kits and fire assembly point



### Site plan showing where oils and greases are stored



**DISTRIBUTION**

<b>NAME</b>	<b>TITLE</b>	<b>LOCATION</b>
Ged Hall	Operations Manager	Main Office
Brian Hobbins	Production Manager	Main Office
Sarah Richardson	Managing Director	Main Office
Chris I'Anson	Chairman	Main Office
Will I'Anson	Commercial Manager	Main Office
Richard Mawer	Transport Manager	Main Office
Iain Wallace	Financial Director	Main Office
A copy is also held on the computer system under: Business Recovery & Emergency Plans.		