

OC10 Environmental Emergency Preparedness and Response

**ANIMAL CARCASS AND BY-PRODUCTS' PROCESSING
PLANT**

**AT MAIN ROAD, FLAGG, NR BUXTON,
DERBYSHIRE**

**ENVIRONMENTAL EMERGENCY
PREPAREDNESS & RESPONSE**

**INCORPORATING
ACCIDENT MANAGEMENT PLAN**

**FOR
EDGE CLOSE GREEN ENERGY LIMITED**

OUR REF: 15/2949/ippc

Prepared By:		G J Bolton Director
Checked By:		M Redfern, ECGE

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Scope

1. This document and the procedures therein covers potential emergency situations which could result in pollution or damage to the environment at the site of Edge Close Green Energy Ltd, Flagg, where the processing plant is operated.
2. The procedures have been drawn up from an assessment of the environmental risks and events which may arise.
3. The objectives are:
 - Save life and prevent injury;
 - Minimise damage to property;
 - Minimise damage or pollution of the environment;
 - Ensure effective co-ordinated communications with all interested parties.
4. Edge Close Green Energy Ltd personnel will manage emergencies both physically and strategically unless and until such responsibilities become the formal responsibility of the emergency services.

Definitions

5. Incident: Any emergency situation that arises on site which has potential to kill or injure, damage property or damage or pollute the environment.

Risk Assessment

6. The operation of a veterinary waste station is not abnormally hazardous to the environment, the public or employees. Straightforward and commonsense

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procedures for the handling, storage and security of veterinary waste should at all times ensure that no incident arises.

7. A Risk Assessment (**FR3, Appendix 3 in EM2**) for the processing plant has been prepared. This is based upon a bespoke risk assessment for this innovative process.
8. The Risk Assessment identifies various risks. Of these, the following can be identified as abnormal which might result in an incident:
 - Flooding of site
 - On site hazards from waste, machinery and vehicles which may, via direct physical contact, result in or involve injury
 - Arson and/or vandalism
 - Accidental fire
 - Spillage of liquids, leachate from raw material and contaminated rainwater and fire water run-off.

Of the above identified risks which may lead to an incident, it is only that of on-site hazards which via direct physical contact may lead to bodily injury; arson/vandalism is not specifically reviewed in the risk assessment in view of the location of the plant adjacent to an established knackery and Intermediate Plant.

If any accident is likely to affect premises or the environment beyond the boundary of the regulated facility then the Pollution Control Officer at Derbyshire Dales District Council shall be notified as soon as reasonably practical or any in any event **within 24 hours of the accident on 01629 761227.**

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9. **Key Personnel Responsibilities**

The following Key Personnel will take responsibility for emergency situations.

- Incident Controller
- Site Controller
- Other identified Managers

9.1 Duties of all key members of staff

These duties shall vary with each function, but will embrace the following:

- Search and rescue
- Animal welfare
- Shutting down plant and making it safe
- Fire fighting and salvage (Prior to arrival of emergency services)
- Emergency work, e.g. Isolating equipment and process materials
- Provision of stand-by power supplies and lighting
- Movement of equipment to and from the scene of the incident
- First aid
- Marshalling, manning assembly points and communication centres , and acting as runners
- Deputising where necessary for key personnel temporarily absent from their points of duty
- Communication with others as required

9.2 Incident Controller

Alternate

Normal Job Title: Director Director
Name: Michael Redfern
Work Te No: 01298 24114
Mobile Tel No.: 07970 737336

Information

Alternate

Your Site Controller is. Michael Redfern
Work Tel. 01298 24114

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Mobile Tel No. 07970 737336

A list of other important numbers is attached (appendix 1-2).

9.2.1 Duties of the Incident Controller

Report to: Site Controller

Responsibility: To take charge immediately on the scene of the incident.

9.2.2 Specific Duties

9.2.2.1 Make initial assessment of the scale of the incident and decide the type and urgency of action.

9.2.2.2 In the absence of Site Controller, assume duties of Site Controller pending his/her arrival. In particular:

- Ensure appropriate emergency services summoned
- Shut down plant areas
- Ensure site controller and key personnel informed and summoned to site
- Start log of incident

9.2.2.3 Brief Site Controller on their arrival.

9.2.2.4 Direct all emergency operations at the scene of the incident, in particular:

- Rescue and fire fighting operations (until arrival of the local authority emergency services)
- Organise the evacuation from the plant of workers non-essential to emergency operations headcount
- Institute a search for casualties
- secure welfare of animals on the site
- Provide advice and information on request to the emergency services

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9.3 Site Controller

The following management representatives have been designated site controller and alternate:

Alternate

Normal Job Title: Director
Name: Michael Redfern
Work Te No: 01298 24114
Mobile Tel No.: 07970 737336

Information

Alternate

Your Site Controller is. Michael Redfern
Work Tel. 01298 24114
Mobile Tel No. 07970 737336

A list of other important telephone numbers is attached (appendix 1-2).

9.3.1 Duties of Site Controller

Reports to: Managing Director

Responsibility: To take overall responsibility for directing emergency operations and would normally be in charge of the Emergency Control Centre.

9.3.2 Specific Duties:

On arrival at the Emergency Control Centre, should take over from the Incident Controller responsibility for overall control and set up an Incident Control Group. Ensure Log Book is kept.

- Check that the appropriate emergency services have been alerted and casualties have received attention.

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- Ensure that the Incident Controller has issued instructions for evacuation, summoning of key personnel etc., in accordance with his duties
- Ensure that there is direct operational control over those parts of the site which are outside the effective emergency area.
- Arrange for additional assistance if required.
- If incident has or may spread outside the site, ensure that neighbours are informed.
- Provide advice and guidance to emergency services and statutory authorities as necessary.
- Control traffic movement within the site
- Ensure that evidence which may be necessary in the event of an enquiry is properly preserved
- To ensure that equipment as detailed in 4.7 is available and up to date.

9.4 Incident Control group

Other key personnel shall be called upon to form an incident control group to handle all aspects of an incident.

The Incident controller shall call together the incident control group. The nature of the incident will determine the personnel who need to be involved. Their duties are in the specific areas listed below (see appendix 1 for names and contact numbers).

- Pollution based incidents - EMR
- Machinery based incidents - Maintenance Manager

9.5 Communications control

Communication is the key factor in preventing an incident becoming a crisis and preserving the reputation of the company.

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The Company must quickly establish itself as the single authoritative source of information.

9.6 Emergency response file

An emergency response file shall be maintained on the site, this shall contain the following items which shall be kept updated at all times.

- a) Plan or Plans of the site indicating, amongst other things:
 - Material storage areas
 - fire-fighting systems
 - power, communications and water lines
 - roads and entrances
 - emergency assembly points
 - areas for parking
- b) A log book, note pads, pens and pencils
- c) A roll of employees or a note of access to the information
- d) A copy of this Emergency Procedure and other procedures referred to.
- e) A list of key external contacts with telephone numbers

This emergency response file shall be kept in the main site office.

9.7 Notification

Any emergency situation that occurs on the site shall be investigated in-line with procedure MM7 - Non-conformance and Corrective and Preventative Action. The appropriate authority shall be notified in-line with this procedure.

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10 ACCIDENT MANAGEMENT PLAN

Flooding of site

10.1 The site is not within an identified flood risk zone. The adjoining regulated facility of an animal carcass incinerator and knackers yard of F Redfern and Sons Ltd has been operating at Flagg for many years and no incidents of flooding has occurred. The site is fully surfaced and drained as is the Installation.

10.2 It is considered that no further provisions need to be made for the exceptional event of flooding of the site – at all times animal carcasses are stored at the knackery and Intermediate Plant and only introduced into the Installation as required for processing. The process is fully enclosed on and positioned on an impermeable and drained surface where any spillage is contained.

On-Site Hazards – Accidents

10.3 All movements or transportation of material involves a risk, which particularly may arise from vehicular movements and accidental injury to humans or accidental damage to containers which may lead to spillage and possible pollution or damage to the environment. These are very limited within the Installation.

10.4 Spillages – Procedures:

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- Any site operative finding a spillage shall act as quickly as possible to firstly prevent the spilt material from entering any water drains and secondly to attempt to identify the source of the spill.
- Spillages of all kinds shall be reported to the Site Manager and all incidents of spillages and associated remedial actions shall be recorded in the Site Incident Book that will be retained on site for a minimum of two years.
- Any spilt solid material shall be picked up using appropriate equipment and placed into a suitable leak-proof container and thereafter re-introduced into the line for re-processing
- Any liquid spillages shall be washed down into the closed site drainage system. The area of the spillage shall be inspected and retreated if required.
- The area of any spillage, whether of solid or liquid material, shall be considered to be a contaminated area
- The site of the Installation drains passed material traps to a sump. Any spillage is, therefore, contained and collected. Following a spillage, the area of the spill shall be cleaned by washing down using water and finally treating the area with disinfectant.

10.5 **FIRE**

It is considered that given the nature of the raw material the risk of accidental fire is low. However, the dried meat and bone meal is a potential fire risk and a dousing system is installed to abate such an outbreak.

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Finding a fire

When a fire is discovered on site, the following actions must be adhered to:

- Activate the nearest fire alarm
- Call the Fire Brigade by telephoning 999
- Ensure all employees are aware of the fire
- Commence the evacuation procedure
- Attack the fire with the appropriate appliances only if safe to do so

Evacuation Procedure

All employees must evacuate the locality of the fire through the established fire escape routes. All personnel shall leave in an orderly fashion and collect in the designated Assembly Area.

Tackling a fire

Only trained personnel may tackle the fire, after all other staff and visitors have moved to a safe area and if there is no immediate danger. The procedure to attack fire is:

- Where relevant, switch off all power supply in the locality of the fire
- When fighting fire, the trained employee should position himself or herself between the fire and an escape route
- Extinguishing appliances should only be used for SMALL FIRES – if the fire is other than a small fire or “out of control” withdraw and call the Fire Brigade
- Ensure the fire is completely extinguished and not ready to re-ignite

Dealing with fire water/chemical retardant

In the event that the Fire Brigade are called and attend the fire, the attendant trained Fire Officer shall be informed by the representative of Edge Close

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Green Energy Ltd of potential risks to the environment which may arise from the fire or the use of suppressant fire water or chemical retardant.

If the Fire Authority deems that there is an environmental risk due to the presence of chemicals, etc, they shall put into action their Environmental Incident Plan.

There are no drains which lead directly to surface water outlets on or from the site within the regulated facilities at Flagg. However, in the event that chemical retardant is used in the control of fire, all drained material and wash down collected in the sump within the site at Flagg shall be disposed of appropriately as a controlled waste.

Calling the Fire Brigade

The Fire Brigade should be called on discovery of all fires

- Telephone the Fire Brigade at 9-999 (where safe to do so).
- When the exchange operator answers, ask for the “FIRE SERVICE”, give the phone number of site.
- When connected to the Fire Service, state slowly and distinctly the address of the premises.
- Do not replace the receiver until the operator has correctly received the information.

Dealing with Fire Water Effluent

When the Fire Brigade arrive, a trained fire officer shall carry out a risk assessment of the situation.

If the Fire Authority deem that there is an Environmental risk due to the presence of chemicals etc, they shall put in to action their Environmental incident plan.

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Suitable surface water drain covers shall be stored on the site by all drains which lead directly to surface water outlets unless a valve is fitted which can be closed to prevent discharge from the site.

Fire Instructions and Drills

All personnel shall be instructed and trained to ensure they understand the fire precautions and the action to be taken in the event of a fire with regards to Health and Safety and the environment. This training shall be reviewed at least once a year, and recorded on the Fire Drill Record Form. All new personnel should receive the training as part of their induction to the Company.

The training should cover the following areas:

- Action to be taken on discovering a fire.
- Action to be taken on hearing the fire alarm.
- Raising of the fire alarm.
- Calling the Fire Brigade.
- Location, types and use of fire fighting equipment.
- Fire escape routes.
- Closing of fire doors
- Fire meeting point for employees.
- Covering the storm drain grates with plugs.

Records should be kept and maintained of the Fire Training.

Fire Fighting Equipment

The following fire fighting equipment is present at the facility, for use in small, controllable fires ONLY: hoses, foam extinguisher, water extinguisher, CO² and dry powder.

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Following an incident, and in any event at intervals of no less than 4 years, the procedures of the Accident Management Plan shall be reviewed and amended accordingly in the light of the experience of the incident or availability of improved provisions for dealing with incidents.

12. RECORDS

Fire drill training records
Emergency log

13. REFERENCES

Employee contact details
Customer contact details
EMS Manual section 4.4.7 Emergency Preparedness and response
EMS Manual section 4.4.3 Communication
OC3 – Receipt, storage and handling
T1 - Training
MM9 – Complaints and incident investigation

End of Procedures

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Appendix 1 – Emergency Situation Risk Assessment

Foreseeable Event / Emergency	
Brief description of event / scenario:	
Likelihood of occurrence:	
Consequence of occurrence (receptors):	
Actions taken to minimise occurrence?	
Actions Taken to minimise likelihood?	
Are these actions sufficient to minimise the risks to a sufficiently low level?	
What actions are planned if the event does occur? (Procedures / Equipment)	
Are these actions sufficient to protect the environment?	
What additional actions / procedures are required?	

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Appendix 2 - Key Personnel and Management

Emergency Services

Dial 999 and ask for FIRE, AMBULANCE OR POLICE.

Key Personnel and Management

Administration Manager

EMR: Michael Redfern 07970 737336

Maintenance Manager:

Out of Hours:

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Appendix 3 – Adjacent Premises and External Contacts

Adjacent Premises

Local Authority: Derbyshire Dales DC 01629 761227

Insurers

Customers / Suppliers A full list of customers and contact numbers is held in the sales office

Contractors

Builders

Electrician

Refrigeration Plant

Waste Collection

Utilities

Water Severn Trent Water 0845 6033 22

Sewage Severn Trent Water 0845 6033 22

Electricity Powergen 0800 068 5523

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