



Incident Management Plan (Ref 2.8.1)

2 Agriculture sites must adhere to the following procedure for Disaster Planning, in order to satisfy the requirements of the Management of Health and Safety at Work Regulations (1999).

1 Definitions

1.1 A disaster: - a point of major breakdown or failure.

1.2 Disaster plan: - Detailed instruction and information of actions to be taken to control or limit loss in a disaster situation.

1.3 Disaster Categories

INITIALS DATE
 CHECKED V6 AUTHORISATION AZ 18.6.14
 TRACKING JB 30.4.14
 OK FOR PUBLIC REGISTER AZ 18.6.14
 YES TO HSE 1753 REGISTER JB Edem

Disaster category	Ref to section	Criteria
Serious industrial injury or outbreak of disease.	2	Accident involving a fatality, admission to intensive care or multiple major injuries which are reportable to the enforcing authorities
Fire	3	Fire leading to site evacuation or significant business interruption.
Flood	4	Flood leading to site evacuation or significant business interruption.
Gas/LPG leak	5	Gas leak leading to site evacuation, (Stored Acetylene bottles outside by Jetwash area) stock contamination or significant business interruption.
Explosion	6	An uncontrolled release of energy that has the potential to cause serious harm.
Bomb threat	7	Any receipt of a bomb threat.
Chemical spillage incident	8	Any spillage of chemical leading to hospital treatment of persons on site. The requirement of assistance by the fire brigade or a reportable incident to the enforcing authorities.
Environmental spillage incident	9	Any spillage leading to hospital treatment of persons on site. The requirement of assistance by the fire brigade or a reportable incident to the enforcing authorities.
Racking/Building collapse	10	Any instance whereby racking, scaffolding, ladders, supporting structures, roofs or walls collapse.
Vehicle accident (including company cars)	11	A crash involving a fatality, road closure, loss of chemicals, demolition of property, multiple pile up or loss of the unit or trailer.
Prohibition notice	12	The serving of a prohibition notice.

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2. Serious industrial and (Workplace Transport) injury

The Site Manager / Supervisor must ensure:

- 2.1 The area is safe from hazards, but only if it is safe to do so.
- 2.2 First aid treatment is provided to casualties.
- 2.3 Appropriate emergency services are contacted (999, Fire, Ambulance, Police).
- 2.4 The immediate incident area is secured and any equipment involved is isolated if it is safe to do so.
- 2.5 The appropriate Critical Response Team is contacted and informed of the incident **IMMEDIATELY** (See Appendix 1 for contact details).
- 2.6 That the scene of the accident is preserved and that nothing is moved to facilitate the accident investigation.
- 2.7 The appropriate Critical Response Team is contacted and informed of the incident **IMMEDIATELY** (See Appendix 1 for contact details).

The incident controller must ensure: (see section 13 incident controller)

The appropriate enforcing authority is contacted and informed of the incident **IMMEDIATELY**. The following contact should be used:

Health and Safety Enforcing Authority telephone numbers;

Wrexham Office - 01978 355669
Out Of Hours - 0151 9229235
National Helpline - 0845 3009923

Natural Resources Wales telephone numbers;

General Enquiries - 0300 0653000
Local office - 01244 894596
Emergency line - 0800 807060
Out Of Hours - 0800 807060

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3. Fire

In the event of fire outbreak, the fire alarm will have been activated and the site fire evacuation procedure will have taken place. (Ref: Fire Emergency Procedure Document)

The Site Manager / Supervisor must ensure:

- 3.1 The fire evacuation procedure has been successfully conducted and all persons on site have been successfully accounted for or noted as absent.
- 3.2 Appropriate emergency services are contacted (999, Fire, Ambulance, Police), in particular the fire brigade have been contacted and successfully advised of the fire situation.
- 3.3 On arrival of the fire brigade they must be supplied with the site Asbestos Register & Management Plan.
- 3.4 Employees are safely and orderly relocated, when the locality of the evacuation assembly point, relative to the direction of smoke, presents a risk to persons.
- 3.5 First aid treatment is provided to casualties.
- 3.6 The appropriate Critical Response Team is contacted and informed of the incident **IMMEDIATELY** (see Appendix 1 for contact details).
- 3.7 Make sure that the fire services are made aware of any stocks of fuel or hazardous materials stored on the site (See Emergency Shut Down Procedure).

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4. Flood

The Site Manager / Supervisor must ensure:

- 4.1 Electrical equipment in danger of contact with floodwater is isolated, if safe to do so. Where this is not possible, the area of the site affected by flooding should be evacuated and access controlled.
- 4.2 The fire brigade have been contacted and successfully advised of the flood situation.
- 4.3 Where flooding is particularly extensive, evacuation of persons off site or to upper levels of the site should be considered, and the balance of risk in taking any action evaluated.
- 4.4 First aid treatment is provided to casualties.
- 4.5 The appropriate Critical Response Team is contacted and informed of the incident **IMMEDIATELY** (see Appendix 1 for contact details)

The incident controller must ensure: (see section 13 incident controller)

- 4.6 Where possible and safe to do so, relocate stock and / or equipment in danger of contact with floodwater, to a dry area.

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5. Gas or LPG leak

In the event of a gas leak, the fire alarm may already have been activated and the evacuation procedure may have taken place. If this is not the case, the Site Management must decide whether evacuation of the site would reduce the risk to persons on site and act accordingly.

The Site Manager / Supervisor must ensure:

- 5.1 The immediate area of the gas leak is evacuated and the area is secure.
- 5.2 Where safe to do so, isolate the gas valve to the area of the leak, or if necessary, the site.
- 5.3 Where the extent of the leak is such that it is advisable to evacuate the whole site then this should be organised to an area upwind from the gas leak. All persons on site should be successfully accounted for or noted as absent.
- 5.4 First aid treatment is provided to casualties.
- 5.5 Appropriate emergency services are contacted (999, Fire, Ambulance, Police).
- 5.6 Smoking is prohibited by all persons on site.
- 5.7 Traffic movement within the site is prohibited.
- 5.8 Employees are safely and orderly relocated, when the locality of evacuation assembly points relative to the direction of gas, present a risk to persons.
- 5.10 The appropriate Critical Response Team is contacted and informed of the incident **IMMEDIATELY** (see Appendix 1 for contact details)

The incident controller must ensure: (see section 14 incident controller)

- 5.11 The Site Engineer is contacted if not present on site.

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6. Explosion

In the event of an explosion the fire alarm may already have been activated and the evacuation procedure will have taken place. If this is not the case, the Site Management must decide whether evacuation of the site would reduce the risk to persons on site and act accordingly.

The Site Manager / Supervisor must ensure:

- 6.1 The area is safe from hazards but only if it is safe to do so.
- 6.2 First aid treatment is provided to casualties.
- 6.3 Appropriate emergency services are contacted (999, Fire, Ambulance, Police).
- 6.4 The immediate incident area is secured and any equipment involved is isolated, if it is safe to do so.
- 6.5 The appropriate Critical Response Team is contacted and informed of the incident **IMMEDIATELY**, (see Appendix 1 for contact details).

The incident controller must ensure: (see section 14 incident controller)

- 6.6 The appropriate enforcing authority is contacted and informed of the incident **IMMEDIATELY**, the following contact numbers should be used:

Health and Safety Enforcing Authority telephone numbers;

Wrexham Office - 01978 355669
Out Of Hours - 0151 9229235
National Helpline - 0845 3009923

Natural Resources Wales telephone numbers;

General Enquiries - 0300 0653000
Local office - 01244 894596
Emergency line - 0800 807060
Out Of Hours - 0800 807060

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7. Bomb alert

The Site Manager / Supervisor must ensure:

7.1 Record the exact words of the message (including any code words)

7.2 Ask the following questions (if possible)

- Where has the bomb been placed?
- What time will the bomb explode?.....
- What does it look like?.....
- What type of bomb is it?.....
- Why are they doing this?.....
- Who has planted the bomb?

7.3 Record the following:

Time and date of call

Origin of call: (if known circle applicable one below)

Public phone box / private telephone / mobile phone / other

Type of voice involved: (if known ring applicable one below)

Man / Woman / Child
Intoxicated / Speech Impediment / Accent /
Other

Background Noise: (if known ring applicable one below)

Traffic / Music / Children / Airplane / Talking / Machinery / Train

Other.....

7.4 Inform the police of the bomb threat.

7.5 Evacuate the site if the threat is deemed to be real, using the fire alarm. **If in doubt as to the threats validity, always evacuate.**

7.6 Control traffic movement both within the site and accessing the site.

7.7 The appropriate Critical Response Team is contacted and informed of the incident **IMMEDIATELY**, (see Appendix 1 for contact details).

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8. Chemical spillage.

The Site Manager / Supervisor must ensure:

- 8.1 The immediate area of the spillage is evacuated.
- 8.2 First aid treatment is provided to casualties.
- 8.3 The appropriate Critical Response Team is contacted and informed of the incident **IMMEDIATELY**, (see Appendix 1 for contact details).

The incident controller must ensure: (see section 13 incident controller)

- 8.4 The spillage procedures for on-site spillage are complied with (See Appendix 2 and 3 for contact details).
- 8.5 The chemical properties are identified through the Material Safety Data Sheet/Transport Emergency Card.
- 8.6 The spillage, as far as it is safe to do so, is contained by following site spillage procedures, utilising the spillage control equipment and trained personnel available on site. Where this is not possible, the emergency services or an emergency spillage contractor must be contacted. The contact details of the spillage contractor who provides an emergency provision must be arranged prior to a disaster.
- 8.7 If appropriate the relevant enforcing authority is contacted and informed of the incident immediately. The following contact numbers should be used:

Health and Safety Enforcing Authority telephone numbers;

Wrexham Office - 01978 355669
Out Of Hours - 0151 9229235
National Helpline - 0845 3009923

Natural Resources Wales telephone numbers;

General Enquiries - 0300 0653000
Local office - 01244 894596
Emergency line - 0800 807060
Out Of Hours - 0800 807060

- 8.7.1 Natural Resources Wales should be informed of an escape of pollution at the earliest opportunity.
- 8.8 The water authority is informed in the event of environmentally hazardous chemicals escaping from the site perimeter by the foul sewer.

Contractor waste removal telephone numbers:

(See Appendix 2 for contact details).

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9. Environmental pollution.

The Site Manager / Supervisor must ensure:

- 9.1 First aid treatment is provided to casualties.
- 9.2 The appropriate Critical Response Team is contacted and informed of the incident **IMMEDIATELY**, (see Appendix 1 for contact details).

The incident controller must ensure: (see section 14 incident controller)

- 9.3 The spillage procedures for on-site spillage are complied with. (See Appendix 2)
- 9.4 The chemical properties are identified through the Material Safety Data Sheet/Transport Emergency Card.
- 9.5 The spillage, as far as it is safe to do so, is contained by following site spillage procedures, utilising the spillage control equipment and trained personnel available on site. Where this is not possible, the emergency services or an emergency spillage contractor must be contacted. The contact details of the spillage contractor who provides an emergency provision must be arranged prior to a disaster.
- 9.6 If appropriate the relevant enforcing authority is contacted and informed of the incident immediately. The following contact numbers should be used:

Health and Safety Enforcing Authority telephone numbers;

Wrexham Office - 01978 355669
Out Of Hours - 0151 9229235
National Helpline - 0845 3009923

Natural Resources Wales telephone numbers;

General Enquiries - 0300 0653000
Local office - 01244 894596
Emergency line - 0800 807060
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Contractor waste removal telephone numbers;

(See Appendix 2 for contact details).

- 9.7 The water authority is informed in the event of environmentally hazardous chemicals escaping from the site perimeter by the foul sewer / surface water drains.

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10. Racking, building or scaffolding collapse

The Site Manager / Supervisor must ensure:

- 10.1 The affected area is evacuated.
- 10.2 The area of collapse is made safe as far as it is safe to do so.
- 10.3 First aid is provided to casualties.
- 10.4 The emergency services are contacted and informed of the collapse, if persons are injured or persons are at risk.
- 10.5 The appropriate Critical Response Team is contacted and informed of the incident **IMMEDIATELY**, (see Appendix 1 for contact details).

The incident controller must ensure: (see section 14 incident controller)

- 10.6 The appropriate enforcing authority is contacted and informed of the collapse **IMMEDIATELY**,

The following contact numbers should be used:

Health and Safety Enforcing Authority telephone numbers;

Wrexham Office - 01978 355669
Out Of Hours - 0151 9229235
National Helpline - 0845 3009923

Natural Resources Wales telephone numbers;

General Enquiries - 0300 0653000
Local office - 01244 894596
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- 10.7 All personnel on site have been accounted for.

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11. Major Vehicle Accident

The Site Manager / Supervisor must ensure:

- 11.1 The accident has been attended by the emergency services.
- 11.2 The appropriate Critical Response Team is contacted and informed of the incident **IMMEDIATELY**, (see Appendix 1 for contact details).

The incident controller must ensure: (see section 14 incident controller)

11.3 The following information is clarified:

- Location of the crash
- Number of vehicles involved in the accident.
- Number of casualties and the extent of injuries are known.
- Time of the crash.
- Drivers name.
- Unit registration number.
- Trailer number
- Destination at time of crash and description of load.
- Hospital driver taken to.
- Whether the road has been closed.
- The garage where the unit is taken (if applicable).
- Location of the tachograph.
- The police badge number, station and station telephone number (if applicable).

11.4 The Insurers are contacted.

11.5 In the event that the accident is confirmed as a fatality, the insurance department must be informed immediately who will circulate the details accordingly.

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12. Prohibition notice

The Site Manager / Supervisor must ensure:

- 12.1 The conditions contained within the terms of the prohibition notice are clarified and fully understood.
- 12.2 The conditions contained within the terms of the prohibition notice are immediately complied with.
- 12.3 The appropriate Critical Response Team is contacted and informed of the incident **IMMEDIATELY**, (see Appendix 1 for contact details).
- 12.4 That the prohibition notice is displayed in clear view on the equipment or place 'which is prohibited'.
- 12.5 That the prohibited plant or equipment is locked off or secured against unauthorised use.

The incident controller must ensure: (see section 14 incident controller)

- 12.6 All relevant employees are informed both verbally and in writing of the terms of the prohibition notice and sign to agree that they will not breach the prohibition.

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13. Allocation of Recovery Role

The type of incident will dictate the type of incident management roles required. The most senior manager on site at the time of the incident must assume the role of Incident Controller and allocate particular roles to individual supervisory management.

13.1 The disaster roles as may be required are as follows:

(i)	Incident Controller	Section	14
(ii)	Emergency Services Contact	Section	15
(iii)	Press Contact	Section	16
(iv)	Casualty Contact	Section	17
(v)	Investigation Officer	Section	18

Sections **14 - 18** indicate the specific roles and responsibilities of the above positions. A copy of each of these guidance sections should be distributed to the specific supervisory management team chosen to carry out the relevant role.

The Incident Controller should note the names of the specific members of Management whom the above roles have been assigned below:

Emergency Role:	Supervisory Management Name Responsible	
Incident Controller:	Brian Parcesepe, Paul Roberts & Mark Evans	
Emergency Services Contact:	George Shute	
Press Contact:	Nick Murray	(See Appendix 1)
Casualty Contact:	George Shute	
Investigation Officer:	Tecwyn Lewis	(See Appendix 1)
Risk Control Manager:	Nigel Keach	

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14. Incident Controller

The Incident Controller must ensure:-

- 14.1 The Site Manager is contacted (if not on site).
- 14.2 Where a specific plan for an incident exists (e.g. gas leak), the guidance contained within it is followed.
- 14.3 The Director of Agriculture for the site is contacted. (If contact is unsuccessful, Site Management must contact an alternative Director to allow important decisions regarding the incident to be made/sanctioned by Senior Management).
- 14.4 The **Risk Control Manager** is contacted to ensure professional support is available to the site in managing the incident.
- 14.5 Where the incident could impact on customer service levels, or where the media are likely to be involved or where the customer has made it a requirement the customer disaster contact should be informed.
- 14.6 The enforcing authority is contacted where appropriate.
- 14.7 Where appropriate, the HR function is informed.
- 14.8 Reports from all other disaster roles are reviewed.
- 14.9 The developments of the disaster to the above contacts and any directives given the contacts are complied with.
- 14.10 Report on the incident is written and this is made available to the Director of Agriculture and the Regional Occupational Health, Safety and Environment Manager.
- 14.11 All facts of the disaster are recorded allowing a factual report of the incident to be written.
- 14.12 **Casualties, take advice from the HSE before reporting to the next of kin.**
- 14.13 That a 'safe condition' is established and that it is safe for staff to re-enter the site and for work to recommence, liaising where appropriate with enforcing authorities and emergency services.

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15. Emergency Services Contact

The Emergency Services contact must ensure:

- 15.1 The relevant emergency services have been contacted.
- 15.2 The access to the site is adequately controlled.
- 15.3 Any missing persons have been recorded from the roll call.
- 15.4 First aid has been provided to all casualties from the incident.
- 15.5 Communications with the emergency services is established on their arrival at site and any information requested by them is promptly provided.
- 15.6 Continued liaison with the emergency services during the handling of the disaster.
- 15.7 Liaison with the Incident Controller to ensure he is kept abreast of developments regarding the Emergency Services.
- 15.8 A report on incident is written to encompass the role of the Emergency Services.

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16. Press Contact (See Appendix 1)

The Press Contact must ensure:-

- 16.1 A preliminary appraisal of the situation is made through communication with the Incident Controller and any other relevant person.
- 16.2 The press/photographers and camera crews are restricted from entering site.

The wording used should be:

“We are in no position to comment, but journalists will be given comment from 2 Agriculture Ltd as soon as possible”.

Under no circumstances use the words “No Comment”.

When dealing with the press, it is important to appear responsible and ‘concerned’.

- 16.3 That no employee of 2 Agriculture Ltd at site, apart from the Press Contact liaises with the Press. If this does occur, note the name of the individual(s) concerned.
- 16.4 That any enquiry from the media is logged indicating
- The time of the call
 - Name and number of the journalist
 - Nature of the enquiry.

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17. Casualty contact

The Casualty Contact must:

- 17.1 Liaise with and organise the first aiders on site to ensure adequate first aid is provided to all in need. Make a note of the numbers, names and injuries of the casualties where appropriate to do so. Ensure that the details are entered into the accident book.
- 17.2 Liaise with the ambulance service on their arrival at site to communicate (if known) the locations where paramedics are required.
- 17.3 Ensure that an appropriate member of staff accompanies any casualties sent to hospital.
- 17.4 Liaise further with the ambulance service to identify:
 - The specific hospital any casualties are being sent to.
 - Names and numbers of the casualties being sent to hospital.
 - Nature of injuries where available.
- 17.5 Liaise with the medical staff to provide them with any information as may be useful in the treatment of casualties at the hospital or at the site.
- 17.6 Liaise with the Incident Controller and the Press Contact to keep them informed of information relating to casualties.
- 17.7 Identify, where safe to do so, casualties' next of kin and contact details. Inform the Incident Controller that you have these details and arrange for them to be contacted.
- 17.8 Visit the hospital when appropriate to do so, to keep informed of the situation. Refer all media enquiries whilst at the hospital to the Incident Controller.
- 17.9 Write a report regarding the casualties and make this available to the Incident Controller at the earliest practicable time.

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18. Investigation Officer (See Appendix 1)

The Investigation Officer must ensure:

Primary Action

- 18.1 Witnesses relating to the incident have been identified and isolated.
- 18.2 Equipment that was or could have been involved in the disaster has been identified and isolated.
- 18.3 Photographs of the incident have been taken to provide a record of the disaster.
- 18.4 Liaise with the enforcing authority, where appropriate.

Secondary Action

- 18.5 Witnesses have been interviewed and statements recorded and signed.
- 18.6 Equipment involved in the disaster has been tested and inspected by a competent person.
- 18.7 The insurance department have been informed.
- 18.8 A comprehensive investigation report is written to communicate the results of the investigation into the cause of the disaster. The report should also communicate the effectiveness of the Site Management in managing the disaster in accordance with this and the customer disaster plan (where applicable).

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19 Director of Agriculture (or equivalent).

The Director of Agriculture or equivalent must:

- 19.1 Liaise with the Site Management and obtain a brief summary of:
- Nature of the disaster
 - Seriousness of the disaster
 - Publicity generated from the disaster
 - Numbers and injuries to casualties
 - Any possible cause of the disaster
- 19.2 Ensure that the Site Management is aware of, and is following this disaster plan. In the event that they are not, then communicate the requirements of the plan to them.
- 19.3 Liaise with the Risk Control Manager and obtain any guidance to successfully manage the disaster.
- 19.4 Contact the Insurance Department and confirm that they are aware of the disaster.
- 19.5 Liaise with the customer contact (where necessary).
- 19.6 Visit the site, if necessary.
- 19.7 Inform the Managing Director immediately if the scale of the disaster is thought to be significant enough to warrant immediate action by him/her.
- 19.8 Inform the Managing Director at the earliest reasonable time if the scale of the disaster is not thought to be significant for immediate notification.

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20. Risk Control Manager

The Risk Control Manager must:

20.1 Obtain a verbal report from the Site Manager or equivalent as to:

- Nature of the disaster
- Seriousness of the disaster
- Publicity generated from the disaster
- Numbers and injuries to casualties
- Any possible cause of the disaster

20.2 Ensure that the Incident Controller has:

- Contacted the Emergency Services.
- Accounted for all personnel.
- Taken details of all casualties.
- Informed the Site Manager and OHSE Team.
- Identified all witnesses and arranged to take witness statements.
- Contacted the Director Of Agriculture.
- Contacted the customer contract (where applicable).
- Conducted a preliminary investigation and compiled a report.
- Contacted the appropriate enforcing authorities (where applicable).
- Identified and isolated all plant/equipment/vehicles, which could have been involved in the cause of the disaster and arrange for testing to be carried out (where applicable).

20.3 Liaise with the Director of Agriculture.

20.4 Undertake a post disaster investigation and compile a report for the Director of Agriculture and the Managing Director.

20.5 Request additional support from other Health, Safety and Environment Managers, if required.

20.6 Visit the site/scene of the disaster, if necessary.

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21. Managing Director (See Appendix 1)

The Director of Agriculture must:

- 21.1 Liaise with the Managing Director and Site Management managing the disaster.
- 21.2 Liaise with Head Of Communications to formulate a press announcement, where appropriate.
- 21.3 Notify the Chief Executive immediately if the scale of the disaster is thought to be significant enough to warrant immediate action by the Chief Executive.
- 21.4 Inform the Chief Executive at the earliest reasonable time if the scale of the disaster is not thought to be significant enough to warrant immediate notification of the incident.
- 21.5 Review the investigation reports from the site and the Health, Safety and Environment Manager and provide comment on the incident to the Chief Executive.

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22 Chief Executive Officer (See Appendix 1)

The Chief Executive Officer should:

- 22.1 Where the scale of the disaster is serious enough to warrant a press statement/public appearance by the Chief Executive, liaise with Head Of Communications to formulate a press announcement or strategy where required.
- 22.2 Review all information provided from investigation reports and review. Recommended action from the investigation reports to minimise losses and ensure the disaster is not repeated in the future.

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APPENDIX 1

EMERGENCY SERVICES – ‘ 999 ’

Emergency Service	Local Area Information			
	Tel No:	Town / Village	Estimated Distance from Site (Miles)	Estimated Response Time To Site (Mins)
Fire	01978 366528	Wrexham	5.1 miles	15 mins
Ambulance	01978 264023	Wrexham	6.6 miles	15 mins
Police	0845 607 1002	Gresford	2.6 miles	6 mins

CRITICAL RESPONSE TEAM

Job Title	Name	Number
Operations Manager	Brian Parcesepe	07967 677056
Assistant Operations Manager	Paul Roberts	07967 677743
Transport Manager	Mark Evans	07967 677255
Quality / Health & Safety	George Shute	07717 741057
Maintenance Engineers	Ian Bluck	07538 136490
	Malcolm Preston	07815 071775
	Mike Parcesepe	07833 675425
	Astley Ramsey	07729 837426

Incident Management Team

Job Title	Name	Number
Director of Agriculture	Lionel Halls	07967 677085
National Health & Safety Manager	Darran Edwards	07967 677782
National Environmental Manager	Gilbert Edgar	01828 627295 07967 677215
Regional OHSE Manager	Tecwyn Lewis	01244 527728 07425 627911
Risk Control Manager	Nigel Keach	07967 677933
Press Contact / Head Of Communications	Nick Murray nick.murray@2sfg.com	07876 577282
Insurance Contact	Gavin Berry	07974 409059

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SERVICE PROVIDERS

<i>Service</i>	<i>Company / Name</i>	<i>Tel No.</i>
Gas Supplier	Gazprom	0845 8732291
Electricity Supplier	N Power	08450 709494
Water Supplier	Dee Valley	01978 833200
Alarm system monitoring	Snowdonia Fire	01286 650235
Waste Disposal Contractor	Amber Foods	0121 555 0239

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APPENDIX 2

LIQUID SPILLAGE PROCEDURE

Procedure objectives

To ensure that in the event of a spillage that immediate action is taken to contain and prevent the spillage causing pollution to surface water, foul drains or land.

To ensure that any pollution incident is reported to Natural Resources Wales

Emergency Line: 0800 807060

Responsibilities:

In the event of an accidental spillage from any of the **Fat, Lysine, Soya Oil, Salcurb, and Diesel** tanks the following procedure is to be followed:

All staff

- **Raise the Alarm** – informing co-workers, as you will need assistance.
- **Identify the Spilled Material** – What are the risks? Can you handle it or do you need the emergency services?
- **Protect Yourself** – make sure you have the correct PPE that is adequate for the job.
- **Stop the Source** – do you need to turn off valves or taps, or patch a hole?
- **Contain the Spill** –get booms in place and cover drains as soon as possible.
- **Notify** – contact a manager.
- **Clean Up** – work from the outside towards the centre of the spill
- **Waste Disposal** – contain, store and dispose of waste correctly in accordance with legal controls

Senior Managers

- To manage clean up of spillage.
- To contact and liaise with regulators, water company etc as appropriate in the event of a spillage.
- To ensure that spill kit materials are available and replenished when needed.
- To report the incident and ensure that corrective and/or preventative actions are carried out to prevent reoccurrence.

Natural Resources Wales - Emergency line: 0800 807 060

Natural Resources Wales must be notified in writing within 24 hrs, using the form available in the IPPC Permit.

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LIQUID SPILLAGE PROCEDURE

1. If any product is suspected of entering the surface water drainage system, a member of the management team will notify Natural Resources Wales:

Emergency line 0800 807060

2. A member of the management team should also contact Amber Foods (who in turn will contact Trade Effluent Services) if product requires sucking out of drains, interceptors or pits to eliminate any further contamination to the drainage system.
3. Ensure that all spilt liquids and used spill kit materials are cleaned up as soon as possible and disposed of appropriately (i.e. oil contaminated materials as Special Waste). Use heavy duty disposal bags which are included in spill kits and used to contain any clean-up wastes. These can then be disposed of separately if needed. If the clean up process requires the use of a road sweeper vehicle, a member of the management team is to contact Amber Foods (who in turn will contact Trade Effluent Services).
4. Any spill kit equipment used should be replaced as soon as possible. The replacement equipment should be ordered from Arco or alternative supplier by George Shute.
5. The senior manager in charge of the clean up should report the incident using an Incident Investigation Report Form and ensure that corrective and preventative measures are taken to prevent reoccurrence.

Contact Numbers:

Brian Parcesepe	- 07967 677056
Paul Roberts	- 07967 677743
Mark Evans	- 07967 677255
George Shute	- 07717 741057
Natural Resources Wales, Buckley	01244 894596
Amber Foods	- 0121 5550239
Trade Effluent Services (TES)	- 01978 661866
Andrew Davies (TES)	- 07595 654110

Natural Resources Wales Emergency line: 0800 807 060

Natural Resources Wales must be notified in writing within 24 hrs, using the form available in the IPPC Permit.

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Environmental Reporting Procedures

General Reporting to Natural Resources Wales

All reporting and notifications to Natural Resources Wales should be forwarded in duplicate to:

Aled Zachary
PPC Compliance Officer
Natural Resources Wales
Chester Road
Buckley
Flintshire
CH7 3AJ
Tel - 01244 894596
Fax - 01244 550144

24 hour reporting hotline - 0800 807060

Incident Reporting

All environmental incidents must be recorded in the Site Environmental Incident Register. All recorded incidents must have an incident investigation carried by the Site Operations Manager. An incident investigation report must be completed. The investigation should include the following items:

- Date and Time of Incident
- Location of Incident
- Type of Environmental Incident
- Action Taken to Contain Incident
- Estimated Volume of the Spillage if relevant
- Remedial Action Required to Prevent Reoccurrence of Incident
- Timescale for Implementation of Remedial Action

Preventative measures arising from the investigation should have a responsible person and a timescale allocated.

Major Environmental Incidents

All major incidents must be immediately communicated to Natural Resources Wales by telephone at the above address.

Major incidents include:

- Large Spills out with bunded areas
- Leakage through bund walls
- Large dust emissions
- Major breakdown of plant abatement systems
- Any emissions, spills or pollutants entering surface water drain
- Any emission that exceeds a criteria of the permit

Please note this is not an exclusive list.

A copy of the Incident Investigation Report for all major incidents must be forwarded to Natural Resources Wales at the above address within 14 days of the incident.

The report should be submitted using Schedule 1 format in the IPPC permit.

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Minor Operational Changes

The Site Operations Manager must always gain written agreement of any minor operational changes from Natural Resources Wales prior to their taking place.

Written notification to Natural Resources Wales should include:

- Assessment of any effects to the environment that may occur as a result of the operational change.
- Any drawings or diagrams that are relevant to the change.
- Details of the proposed implementation date.
- Any minor operational change cannot take place until written agreement from Natural Resources Wales has been received.

On Site Monitoring Reporting

The Site Operations Manager must inform Natural Resources Wales 14 days prior to annual particulate monitoring being carried out.

Annual Reporting Data

The following data should be reported to Natural Resources Wales annually using the relevant form. Templates of the form are available in the IPPC permit appendix.

Parameter	Unit	Form	Date Next Due
Particulates – Emission point A12	Mg/m ³	A1	Ref Environmental Reporting Procedure
Water Usage	M ³ /year	WU1	Ref Environmental Reporting Procedure
Energy Usage	MWh/year	E1	Ref Environmental Reporting Procedure
Waste Disposal & Recovery	Tonnes/Year	R1	Ref Environmental Reporting Procedure
Particulates Released to Air	Tonnes/Year	PI1	Ref Environmental Reporting Procedure
Production Tonnage	Tonnes/Year	Pi1	Ref Environmental Reporting Procedure

Other Reporting Schedules

2.4.1.2	Waste Minimisation audit	Ref Environmental Reporting Procedure
2.4.1.2	Water use efficiency audits	Ref Environmental Reporting Procedure
2.11.2	Site Closure Plan	Ref Environmental Reporting Procedure
4.1.4	Fugitive Emissions Review	Ref Environmental Reporting Procedure
4.1.5	Annual Improvement Targets Report	Ref Environmental Reporting Procedure
4.1.7	SPMP	Ref Environmental Reporting Procedure

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