

Five Fords WWTW EMERGENCY PROCEDURES

Emergency Procedures

1.0 Dwr Cymru Welsh Water Procedures

All environmental incidents occurring on site, including near hits/misses should be reported on form ENF007 available on the Infozone to the site unit manager and the IMS Team in accordance with Welsh Waters [EN\(3\) 04 Environmental Emergency Situations](#) Procedure.

All health and safety related incidents, including near hits/misses should be reported following the HSP802 procedure. All employees will:

- i. Inform Team Leader/Line Manager of all injuries and incidents immediately;
- ii. Use the Assure database on the infozone to log a Near Miss, or contact the Near Miss Hotline (01443 452800) about any unsafe acts or conditions and dangerous situations they notice.
- iii. Co-operate with the investigation process

1.1 Minimum PPE Requirements

The minimum PPE Requirements at the Digestion Plant at Five Fords WWTW are as follows:

- Protective Footwear
- Protective Gloves
- Hi Visibility Jackets
- Eye Protection
- Ear Protection must be worn where assessed

Further site rules:

- No Mobile Phones
- No Ignition Sources

1.2 Site Specific Procedures **Five Fords WWTW**

1.2.1 **FIRE OR SMOKE ON ANY PART OF THE PLANT**

Fire detection systems are installed on site, and linked to telemetry control.

Actions:

- 1 Tackle the fire **only** with the correct fire equipment and training and **only** if it is safe to do so. **IF IN DOUBT- GET OUT** –then:
- 2 Call the fire services on 999, stating the site address as

**Five Fords WWTW,
Cefn Road,
Wrexham,
LL13 0PA**

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Also give the O/S Grid Reference:

SJ40900 47320

- 3 Leave the area by the **nearest exit**: Do not stop to collect clothing or belongings.
- 4 Proceed by the shortest route to the **fire assembly point** located in the car park situated at the side of the office building and await roll call.
- 5 The names of any personnel not accounted for at the roll call and any other information as necessary must be given to the Senior Officer of the emergency services immediately upon his/her arrival at the scene.
- 6 Inform your Operations Supervisor at the earliest opportunity.
- 7 Complete and forward an ENF007 form to the unit manager and the IMS Team, on the day of the environmental incident/near miss.

Roll call

- 1 The person in charge of the workforce will ensure that they are all accounted for.
- 2 The person in charge of any group of visitors will ensure that they are all accounted for.

1.2.2 OIL/CHEMICAL SPILLAGE

In the event of a **MINOR spill, or one that will not enter the watercourse, or present an immediate fire/pollution hazard:**

- 1 See the relevant COSHH data sheets for details regarding contact with the substance spilled, clean-up/disposal and PPE requirements. These are attached.
- 2 Use the Spill Kits provided at various locations around the site to contain the spill immediately. An instruction sheet is contained in the kit that details what type of absorbents is appropriate for which circumstances.
- 3 If considered necessary, stop production and:-
- 4 Inform line manager as soon as possible, giving details as to type and quantity of oil/chemical spilled. The line manager will inform other authorities such as the Environment Agency as appropriate.
- 5 Complete and forward an ENF007 to the unit manager and the IMS Team, on the day of the environmental incident/near miss.
- 6 **All waste will be disposed of in line with appropriate legislation and company policy.**

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In the event of a **MAJOR** spill, or one that will present an immediate fire/pollution/explosion hazard:

- 2 **Stop production immediately (if appropriate).**
- 2 See the relevant COSHH data sheets for details regarding contact with the substance spilled, cleanup/disposal and PPE requirements. These are attached.
- 3 Contain oil/chemical as best as possible using the spill kits provided at various locations around the site (refer to site plan).
- 4 In the case of a **fire** hazard, smother substance using the appropriate fire extinguisher.
- 5 Inform line manager as soon as possible, giving details as to type and quantity of oil/chemical spilled. The line manager will inform other authorities such as the Environment Agency as appropriate.
- 6 Complete and forward an ENF007 to the unit manager and the IMS Team, on the day of the environmental incident/near miss.
- 7 **All waste will be disposed of in line with appropriate legislation and company policy.**

1.2.3 GAS LEAK ALARM

General

A gas leak will be signalled by the gas alarm being activated, or by the presence of odour. If a gas alarm is activated, the works will shut-down.

Procedure

The process operator must in all cases treat the leak with the same severity as per the following steps of a **MAJOR** leak.

MAJOR LEAKAGE

- 1 **In the event of a suspected major gas leak**, the following actions should be taken:
- 2 Any of the 10x Emergency Stops located at various positions at the Digestion Plant must be pressed to stop the plant and isolate the leak, to prevent further release of gas. The whole site must be evacuated.
- 3 If the Emergency Stops are not accessible, The BioGas Isolation Valve **V12016** can be manually turned to isolate the gas, which is located between the CHP and the Gas Holder.
- 4 The emergency services must be called on **999** and notified that there is a gas leak giving the details of site as follows

**Five Fords WWTW,
Cefn Road,
Wrexham,
LL13 0PA**

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Also give the O/S Grid Reference: **SJ4090047320**

Wales & West Utilities must also be contacted on **0800 111 999** and Calor must be contacted on **08457 444 999**.

1.2.4 PERSONAL ACCIDENT/INJURY

Actions:

Dependent upon the seriousness of the injury, either:-

- a. call **999** and ask for the **Ambulance Service**
State address as:-

**Five Fords WWTW,
Cefn Road,
Wrexham,
LL13 0PA**

Also give the O/S Grid Reference: **SJ4090047320**

Or:-

- b. Go to the nearest (24 hour) Accident and Emergency Unit at the following hospital:-

**Wrexham Maelor Hospital,
Croesnewydd Road,
Wrexham
LL13 7TD**

Tel: **01978 921100**

Or:-

- c. If the injury is only minor (e.g. minor cut or abrasion), and there is a competent and currently certified First Aider on the site, the injury can be treated utilising the First Aid kit located in the office reception.

In all cases

Report the accident initially to your Line manager to co-ordinate the incident information.

Depending on the severity of the accident or injury, in accordance with DCWW's Health and Safety Procedure, all health and safety related incidents, including near hits/misses must be reported to the health and safety department which is available on the DCWW Infozone site.

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1.2.5 FIRST AID KIT

These are located as follow:-

Site office reception – 20 person kit

Operational Vehicles – 10 person kit.

1.2.6 Odorant Spillage

- 1 In the event of an Odorant Spillage, Wales & West Utilities must be contacted on **0800 111 999** to ensure that no Gas Leak false alarms are triggered by neighbouring people or contractors etc.

1.2.7 EXPLOSION / OTHER EMERGENCIES

- 1 In the event of an explosion or other critical emergencies, all personnel must evacuate the area immediately.
- 2 The emergency services must be called immediately on **999** giving the location of the site as:-

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Cefn Road,
Wrexham,
LL13 0PA**

- 3 Also give the O/S Grid Reference: **SJ4090047320**
- 4 Wales & West Utilities must also be contacted on **0800 111 999** and Calor must be contacted on **08457 444 999**.
- 5 All personnel must go to the **fire assembly point** located in the reception car park.
- 6 The names of any personnel not accounted for at the roll call must be given to the Senior Officer of the emergency services immediately upon his/her arrival at the scene.
- 7 The Unit Manager must be informed of the full details as soon as is practicable in the circumstances. He will assume control and will coordinate actions in accordance with Welsh Waters emergency procedures.
- 8 Complete and forward an ENF007 to the unit manager and the IMS Team, on the day of the environmental incident/near miss.

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1.2.8 ELECTRIC SHOCK

In the event of an accident involving electric shock, the following actions should be taken:

- 1 If the power has not tripped automatically isolate power locally.
- 2 If for any reason it is not possible to isolate the power locally then shutdown main source of power on mains incomer.
- 3 Summon the emergency ambulance service on 999 giving the location as follows:

**Five Fords WWTW,
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LL13 0PA**

Also give the O/S Grid Reference: **SJ4090047320**

- 4 The injured person can only be removed from a live electricity source if rescue personnel are equipped with:
 - a. heavy duty rubber gloves and
 - b. dry rubber footwear and/or
 - c. dry rubber or thick non-conductive matting and/or
 - d. dry, bare timber and/or other non-conductive material.
- 5 If it has been possible to remove the injured person from the live source, first aid resuscitation treatment must be rendered without further delay by a competent First Aider and continued until the arrival of the emergency paramedics
- 6 If the power source is still live, isolate the area to prevent access by any other personnel
- 7 The accident must be reported to the Operations Supervisor as soon as is practicable.
- 8 The accident must be reported to the health and safety department, in association with HSP 802.