

EMERGENCY /ACCIDENT MANAGEMENT PLAN

REAL ALLOY, SWANSEA



Westfield Industrial Estate
Wanarlwydd
SWANSEA
SA5 4SF
Main Switchboard Telephone Number:- 01792 871000

Issued by:-

Helen Williams
HSE Manager, Real Alloy UK Ltd, Swansea

Reviewed Date: August 2022
Next Scheduled Review Date: TBC (Pending company change)

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Site layout and key information

Photos – key locations

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Section 1

Key Contact Numbers

Name	Job Title	Telephone Number	Email
Ken Britz	Plant Manager	07725 678 858	Ken.britz@realalloy.eu
Helen Williams	HSE Manager	07702 335 719	Helen.williams@realalloy.eu
Tom Pridgeon	Production Manager	07779 341 248	Tom.pridgeon@realalloy.eu
Wyn Hutchinson	Finance Controller	07725 678 860	Wyn.hutchinson@realalloy.eu
Clive Edwards	Quality Manager	07989 996 814	Clive.Edwards@realalloy.eu
John Rees	Maintenance Manager	07908 884 155	John.rees@realalloy.eu
Team Leader on Shift – Control Tower 24/7	Team Leader	01792 871011	

Emergency Phone Numbers

Fire Service :- 999 /101
Police : - 999/101
Ambulance :- 999 /101

When connected, advise the operator which service you require (Fire, Police, Ambulance and the address of the facility is:-

Real Alloy,
Westfield Industrial Estate
Waunarlwydd
SWANSEA
SA5 4SF

Other Telephone Numbers:-

Morrison Hospital (Accident and Emergency Unit)
Heol Maes Eglwys
Morrison
SWANSEA
Telephone:- 01792 702222

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Natural Resources Wales Incident Hotline (24 hour)
Telephone:- 0300 065 3000

Cwmbwrla Cabs
Telephone 01792 646666

Security Lodge 24/7
Telephone 01792 870364

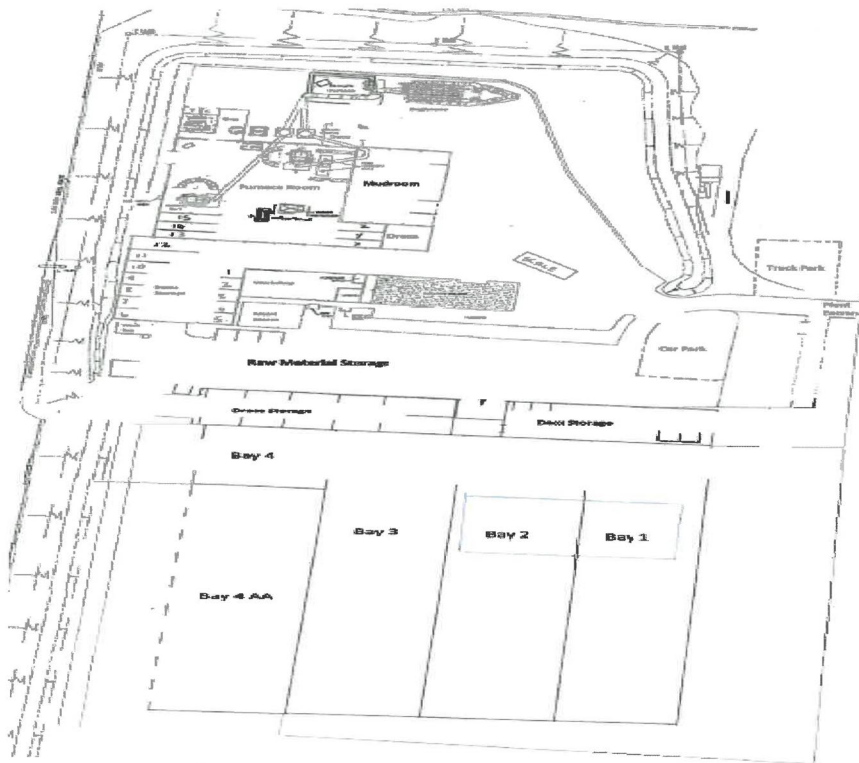
Timet Nurse – telephone 01792 870308
Timet HSE Telephone 01792 870306

UTILITY CONTACT EMERGENCY TELEPHONE NUMBERS

GAS:- Wales and West Utilities, 0800 111 999

ELECTRIC:- Garrison Barclay, 02920 488 006

Section 2. Site Overview, Layout & Legend



Green boundary area indicates Real Alloy demise including Furnace Building, offices and storage areas.

Background

It is impossible to predict when a disaster may occur or what form it may take.

The intention of the plan is to provide information for people to act immediately and:-

1. Ensure it is followed as closely as possible
 2. Designated personnel understand their tasks and are competent to carry them out
 3. Provide a key list of contacts and other details (locations of power cut off points) that is instantly available
 4. Copies of the action plan are held by all relevant staff and in central storage points
 5. Controls are in place to ensure other people do not take incorrect action
 6. Normal business is resumed as soon as possible
- In the event of a large scale emergency, it is recognised that total recovery may take a long time.

Our plan also contains vital information that will be needed immediately, such as telephone numbers of support services, suppliers, agencies, press, etc.; details of potential on-site hazards (e.g. gas, chemicals) and location (e.g. stop cocks, gas cut off points).

Computer back-ups are held off off-site at our head office in Germany.

Aims of plan

The aim of this plan is to have procedures in place that provide clear guidance for actions to be taken during an emergency situation, in order to protect the safety of staff and any other people who may be on site (e.g. contractors or visitors).

1. To prioritise immediate support to be provided according to need (e.g. first aid for injured persons)
2. To identify and clarify roles
3. To provide accurate information to emergency response services, etc.
4. To respond to the media in a way which recognises the reporting needs of the media in accordance with company protocol.
5. To enable the facility to resume normal business operations as soon as is safe to do so.

DEFINITION OF EMERGENCY SITUATIONS:

For the purpose of this plan, an emergency may be defined as any situation which involves a significant threat of serious injury to individuals; damage to property or an environmental incident. The types of emergencies are in three broad categories:

A. BUILDING NOT IN USE

This may occur where the building is NOT in use and an emergency situation occurs that means the building cannot be opened during normal operational times

This type of emergency may be caused by:

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- Fire, Flood, or other building related problem which renders the building unsuitable for use
- An incident happening on site which renders the building unsuitable for use (e.g. serious structural damage)
- Natural disaster
- A major local incident (e.g. fire in neighbouring business premises)

B. BUILDING IN USE

This type of emergency may occur during a normal working day when a threat is posed to the employees present on site. This could be caused by:

- Fire, Flood or other building related problem which render the building unsuitable for use and requires evacuation of the premises
- An accident of some sort whilst the building is in operation, involving the serious injury or death of a person / persons
- Terrorism, security or personal safety issue (including presence of an intruder)
- Natural disaster
- A major local incident

PROCEDURES

A plan is provided for each of these three types of scenarios that details:

1. a list of actions to be taken
2. roles and responsibilities
3. Flow diagram for easy reference

MONITORING and REVISION OF EMERGENCY PLAN

This plan will be updated as a result of any known changes and/or on an annual basis.

The plan will be reviewed annually by the Management team and HSE Committee to ensure that all information is up to date and correct and that the personnel involved (and their deputies) understand their roles and are able to perform them competently.

A regular programme of testing and validation should be implemented.

MEDIA

**IN ALL INSTANCES, ONLY AGREED PRESS RELEASES SHOULD BE DISCLOSED BY
AUTHORISATION OF CATHRYN GRIFFIN OR RUSSELL BARR.
NO OTHER COMMUNICATION IS AUTHORISED.**

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Prevention of Threat

- i. **Fire, storm, etc.:** all normal procedures must be regularly maintained and serviced and personnel properly trained in their use. Ensure that the following happens:
- Fire extinguishers and fire alarms regularly serviced by external company
 - Fire doors kept shut
 - Regular fire drills
 - Litter kept to a minimum, bins emptied regularly (External cleaners twice per day)
 - Buildings kept secure and watertight
 - Site kept secure (site operates 24/7 on a compound site with 24/7 security).
 - Annual electrical testing and inspection
- ii. **Theft:** all normal procedures must be regularly maintained and serviced and personnel properly trained in their use. Ensure that:
- Buildings are kept secure
 - The site is kept secure (24 hour site security).
- iii. **Loss of Records:** regular back-ups of all records kept off-site [Offsite secure storage for OUR archived material).
- Paper records dispersed throughout site (computer back ups by Head Office in Germany daily)
- iv. **Loss of key personnel:** Key staff must:
- keep a written record of processes, procedures, information, etc. for which they are solely responsible
 - keep another person (deputy/delegate) informed of all relevant data and ideas
 - train another member of staff in their procedures so that they can take over, if necessary.
- v. **Security of equipment:**
- All equipment recorded in the relevant assets registers and inventories with up-to-date records and values.
 - All valuable equipment clearly asset marked, or engraved Where possible, equipment fixed to surfaces, etc
 - Vigilant site and building security.

WHERE COPIES OF THIS PLAN WILL BE KEPT:

Off-site:

The following people will keep an up to date copy at home:

HSE Manager	Helen Williams
Plant Manager	Ken Britz
Production Manager	Tom Pridgeon
Finance Manager	Wyn Hutchinson
Maintenance Manager	John Rees

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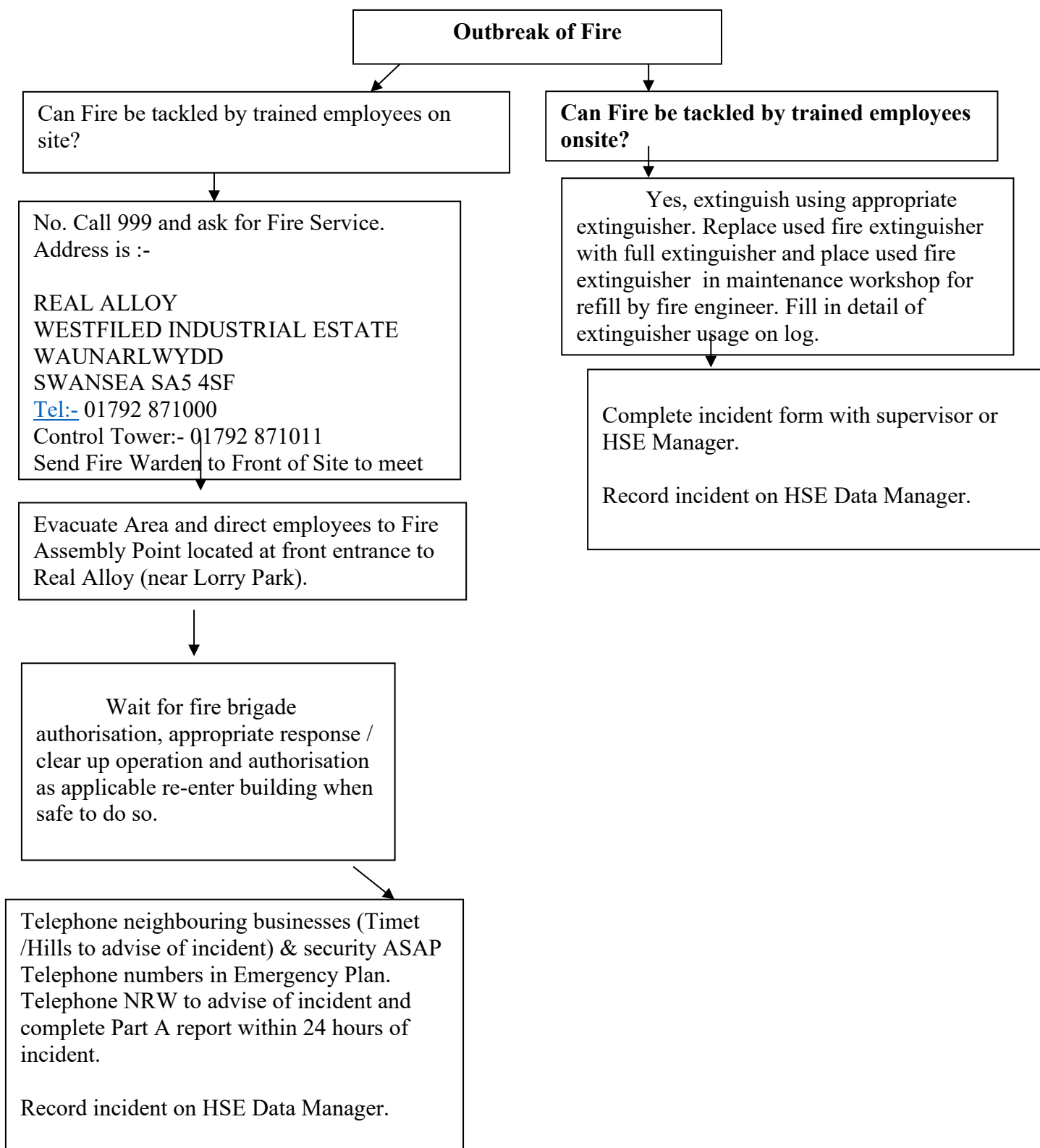
On site:

Copies will be kept in the:

- Security Lodge
- HSE Manager Office
- Fire Record File located in reception

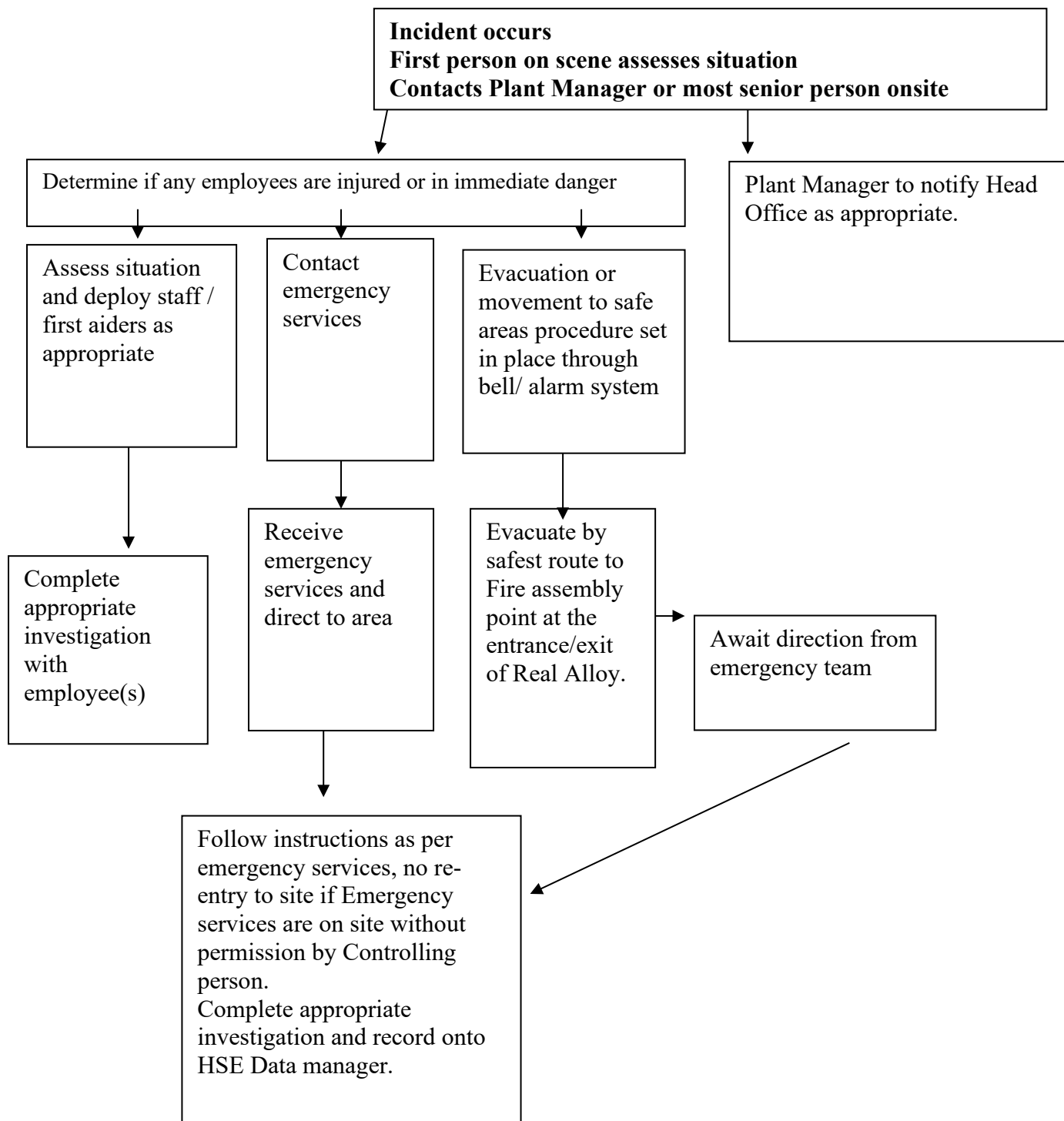
PROCEDURE FOR EMERGENCY – FIRE

Emergency Call out System



PROCEDURE FOR TYPE B EMERGENCY

(BUILDING IN USE during a normal working day,
when a threat is posed to employees present on site.)



The Action Plan must also contain vital information that will be needed immediately, such as telephone numbers of support services, suppliers, agencies, press, etc.; details of potential on-site hazards (e.g. gas, chemicals) and location (e.g. stop cocks, gas cut off points). A record of computer back-ups are kept off-site and are held in Germany and are completed daily.

Aims of plan

The aim of this plan is to have established procedures in place that provide clear guidance for actions during an emergency situation, in order to protect the safety of employees, contractors and other people who use the building.

To enable immediate support to be provided according to need

To identify and clarify roles

To provide accurate information to support services, etc.

To respond to the media in a way which recognises the reporting needs of the media, whilst bearing in mind the immediate and future needs of individuals and Real Alloy, as well as potential legal repercussions.

To enable the facility to function as normally as possible.

DEFINITION OF EMERGENCY SITUATIONS:

For the purpose of this plan, an emergency may be defined as any situation which involves a significant threat of damage or injury to property or individuals. The types of emergencies are building not in use and building in use categories:

A. BUILDING NOT IN USE

This may occur where the building is NOT in use and an emergency situation occurs that means the building can not be opened during normal opening times.

This type of emergency may be caused by:

- Fire, Flood, Asbestos or other building related problem which renders the building unsuitable for use
- An incident happening on the site (e.g. crime scene) which renders the building unsuitable for use
- Natural disaster involving the local community
- A major local incident

B. BUILDING IN USE

This type of emergency may occur during a normal working day when a threat is posed to the staff present on site. This could be caused by:

- Fire, Flood, Asbestos or other building related problem which renders the building unsuitable for use and requires evacuation of the premises
- An accident of some sort whilst the building is in operation, involving the serious injury or death of a person / persons
- Terrorism, security or personal safety issue (including presence of an intruder) which poses danger to staff (e.g. death, accident, assault)
- Natural disaster involving the local community
- A major local incident
- Missing person

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PROCEDURES

A plan is provided for each of these types of scenarios that details:
a list of actions to be taken
roles and responsibilities
Flow diagram for easy reference

Also available in this pack are:

1. Contact details
2. Letters for employees to be used after event

MONITORING and REVISION OF EMERGENCY PLAN

This plan will be updated as a result of any known changes and/or on an annual basis.

The plan should be reviewed annually by Management Team and HSE Committee to ensure that all information is up to date and correct and that the personnel involved (and their deputies) understand their roles and are able to perform them competently.

A regular programme of testing and validation should be implemented.

Prevention of Threat

- Fire, storm, etc.:** all normal procedures must be regularly maintained and serviced and personnel properly trained in their use.
 - Fire extinguishers regularly serviced by external company
 - Fire doors kept shut
 - Regular fire drills
 - Litter kept to a minimum, bins emptied regularly
 - Buildings kept secure and watertight
 - Site kept secure
- Theft:** all normal procedures must be regularly maintained and serviced and personnel properly trained in their use.
 - Buildings are kept secure – access pass for employees
 - The site is kept secure – 24 hour security and access control gates
- Loss of Records:** regular back-ups of all records kept off-site [computer back up – daily, Head Office in Germany).
- Loss of key personnel:**
 - keep a written record of processes, procedures, information, etc. for which they are solely responsible
 - keep another person informed of all relevant data and ideas
 - train another member of staff in their procedures so that they can take over, if necessary
- Security of equipment:**
 - All equipment recorded in the relevant assets registers and inventories with up-to-date records and values.
 - All valuable equipment clearly marked, or engraved with the Real Alloy name and postcode.

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- Where possible, equipment fixed to surfaces, etc
- Vigilant site and building security.

Section 3. Chemicals

Number	Location Description	Description of substance	Volume	MSDS/Assessment
1	Employee Car park	Grit for icy weather	30kg	Y
2	Employee Car park	Grit for icy weather	30kg	Y
3	Lorry Park area	Bin for non hazardous rubbish only - NA		NA
4	Diesel Storage Adjacent to Dome	Diesel for JCB's & FLTs	10,000 litres	Y
5	Raw material storage	Raw materials for processing	varies - UBCs.Loose scrap,	NA
6	FG Storage	Formed ingots		NA
7	Raw material storage	Raw materials for processing		NA
8	Raw material storage	Raw materials for processing	Undercover area for storage of dross materials, salt	NA
9	Switch Room	Main plant power hub		NA
10	Smoking area			NA
11	BOC Oxygen storage	Liquid Oxygen	1000 litres	Y
12	Sample Furnace Area			NA
13	Main production area	Recoflux,		
14	Weighbridge			NA
15	Reception, admin block, welfare,canteens, tower, quanto, all other areas	Hand Sanitisers	Small freestanding or wall mounted dispensers and desk pumps, 500ml. 1 litre, 5 litres	Y
16	Fire extinguisher stations	Power & Co2 extinguishers		NA
17	First Aid Kit locations			
18	Safety Showers			NA
19	Main Stack			NA
20	Water sample point			NA
21	Cleaners Cupbords	Window cleaner, anti bacterial cleaner, polish, disinfectant, etc	Low volumes	Y

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A	Mudroom	Saltcake		Y
B	Bag House Filter Dust	Filter Dust Non Hazardous		NA
C	Waste storage area	Skips for General Waste, Metal, Wood		NA
D	Maintenance Workshop	Oil, lubricant, sprays		Y
E	Maintenance Critical Spares	IBC of AdBlu for Trucks (approx 1000Litres)		Y

Eye wash stations located around the plant.

Defibrillator is located outside the employee canteen – Box is UNLOCKED FOR IMMEDIATE ACCESS.

First Aider Names are on Health & Safety Notice Boards (Operational First Aiders wear Green Safety Helmets).

Section 4. Equipment on Site

Furnace Building houses two rotary furnaces. Control stations for each furnace in FF control tower, both furnaces also have remote controls which can operate the furnace without being in the control tower.

Furnace 2 (RH) feeds into Deox (crucible)

Sample Furnace area holds sample furnace 1.5 tonne

1 x 437 JCB Loader

2 x 417 JCB Loader

1 x 16 tonne Hyster

4 x FLT

Crane in maintenance workshop

Crane in production above Deox (lifting crucible)

Quanto room – spectrometer (MAIN OFFICE BLOCK)

Emergency Generator

Shredder – TBC Bay 4 Area.

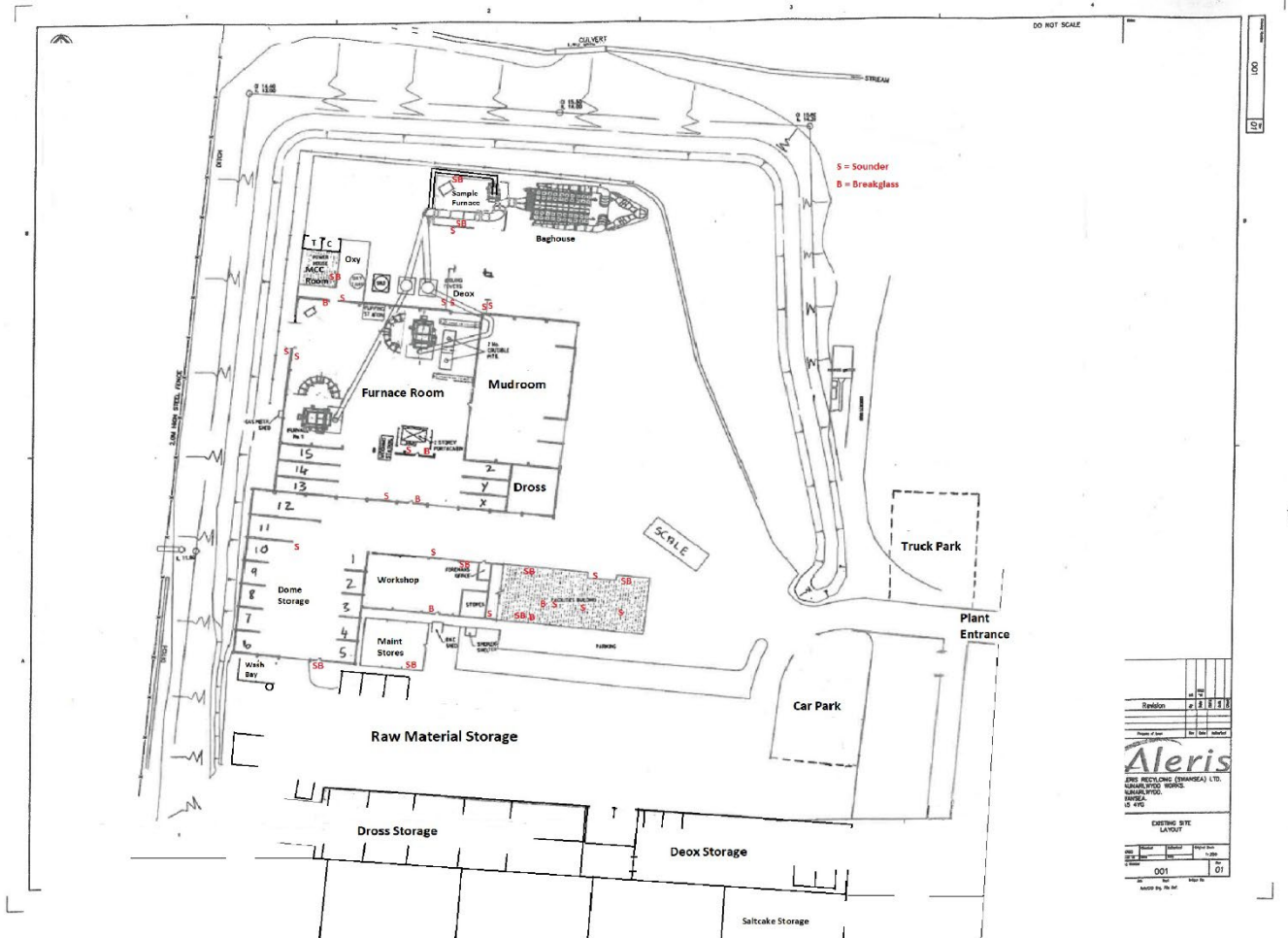
Section 5. Fire Prevention

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Alarms and detection fitted throughout the administration building – Fire panel is located behind the reception desk wall – NOT VISIBLE FROM RECEPTION ENTRANCE.

Repeater panel in the Control Tower (FF).

Call points and sounders are located in the operational (plant areas).



BREAK GLASS CALL POINT AND SOUNDER LOCATIONS

The fire alarm system and fire extinguishers are serviced by external company Interserve Fire on a quarterly basis. Spares in maintenance CRITICAL STORES.

Section 6. Environmental

Real Alloy is regulated by NRW (Natural Resources Wales) under PERMIT NUMBER EP3935UC.

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Section 7. Material Storage & Management

Materials are stored in the yard and dome area. Finished goods (ingots) are to the front of the facility.

Saltcake is stored in the Saltcake storage building adjacent to the main site.

Section 8. Contractor Control

Contractors are only permitted to perform any work at Real Alloy after provision of the appropriate job specification, risk assessment and any other additional information required by Real Alloy UK Ltd.

No contractors are permitted to complete any work without first completing a PTW (permit to work) by an approved Real Alloy representative.

A permit is issued for ONE DAY ONLY and a new permit must be issued every day.

The permit book is located in the maintenance workshop. In the event of a fire or evacuation, the maintenance representative on shift or team leader will bring the permit book to evacuation point to ensure everyone is accounted for.

