

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	1 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

1	PURPOSE	<p>This Emergency Preparedness & Response Plan (EPRP) has been developed to minimise hazards / injury to human health and the environment from any unplanned or uncontrolled events. The actions described in this plan shall be implemented immediately whenever an event could threaten human health or the environment.</p> <p>This Emergency Preparedness and Response Plan (EPRP) has been developed for use at PB Leiner, Unit A6 Severn Road, Treforest Industrial Estate, Pontypridd, Rhondda Cynon Taff, CF37 5SQ.</p> <p>The EPRP dictates the actions that should be followed in the event of several different potential emergency situations that could arise at the facility and will also align with the JESIP principles https://www.jesip.org.uk/</p>
2	REFERRED DOCUMENTS	<p><u>Crisis and Business Continuity</u> – The following documents are all within the SAP system for reference.</p> <p>Appendix 1 Site plan Appendix 2 Emergency control check sheet Appendix 3 Contact list Appendix 4 Drainage system Appendix 5 Chemical Storage Location Appendix 6 Emergency equipment maps Appendix 7 Bomb check sheet Appendix 8 Letter for person refusing to attend hospital. Appendix 9 Emergency Muster and Response Appendix 10 Fire Assembly Point Appendix 11 Schedule 5 Notification NRW Appendix 12 M/ETHANE Report Form Appendix 13 Flood Defence locations</p>
3	DEFINITIONS	<p>Strategic Commander (SC) – Site Manager (SM)/ Shift Supervisor (SS) Tactical Commander (TC) –Production Manager (PM)/ Shift Supervisor/ Charge Hand (CH), Safety, Health and Environmental Manager (SHE)</p>
4	RESPONSIBILITIES	<p>The Site Manager must ensure that all personnel engaged in this procedure are suitably trained and competent in carrying out the task.</p> <p>Personnel should be talked through the procedure contents.</p>
5	DRILLS AND EXERCISES	<p>The site fire alarm is tested weekly on a Tuesday at 10:00am. An unannounced fire drill is carried out twice per year on different shifts. A site emergency drill is carried out once per year. Flood defence drill is carried out once per year.</p>
6	EQUIPMENT	<p>Minimum PPE (Personal Protective Equipment) for Emergency Situations</p> <p>The PPE requirements for a specific situation will be dictated by the Strategic Commander after liaising with Site Management and Emergency Services. Unless otherwise determined, all situations and materials must be deemed as hazardous and as such the following PPE must be worn <i>as a minimum</i> when approaching or dealing with the situation.</p>

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	2 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

	<p>This is available from stores or A6 PPE storeroom:</p> <ul style="list-style-type: none"> Safety boots Safety glasses Bump cap or hard hat Chemical resistant gloves <p>NB: If Peracetic Full face RPE Full Chemical suit if identified by Strategic Commander</p>
7 GENERAL ARRANGEMENTS	<p>PB Leiner is located at Unit A6 (main reception/offices) within the Treforest Industrial Estate to the southeast of Pontypridd at approximate grid reference ST 10190 86860.</p> <p>The industrial estate sits in the Rhondda Valley and runs in parallel to the River Taff and the A470. The closest residential area is Church Village, located approximately 0.7km to the west.</p> <p>The process of extraction is firstly liming the ossein (Unit A18) to raise the alkalinity and condition the collagen for ultimate extraction. Hydrogen peroxide is added to control microbiological growth and sodium hypochlorite to sanitise the process vessels. This process takes approximately 50 to 65 days. Waste Materials from the Liming Plant Include lime sludge, ossein solids and wastewater.</p> <p>Following liming, the ossein is freed completely of lime by washing in rotary drum washers and cone washers. Phosphoric acid is added to this process to reduce the pH to between 5.5 and 6.5. Once complete the ossein is transported to the extraction vessels (Unit 21) for extraction.</p> <p>Extraction of gelatine involves a semi continuous process of dissolving it in hot water while the ossein passes through a series of tanks, transferred to storage tanks, and filtered.</p> <p>Final extraction residue is boiled by direct steam injection into the extraction tank to dissolve any remaining gelatine from the residue. This is recovered via a clarification process and by dissolved air flotation of the resultant solution.</p> <p>Gelatine is passed through an ion exchange process before being sent to evaporators. After this process the concentrated gelatine is pumped to the sterilisation, chilling, and drying part of the process.</p> <p>At the end of the dryer, the gelatine is ground by a rotary milling machine. It is pneumatically transported to a bagging plant where the gelatine batches are filled into 800kg bags.</p> <p>Automatic Permit Number EPR/DP3030ZC Page iii 12/04/2018</p> <p>Sampling is performed during this stage and samples are also transferred to the quality control laboratory in Unit 6 and analysed for its physico-chemical and bacteriological properties.</p> <p>Unit 6 is the main office block.</p> <p>Approximately 2,200m³ per day of water is abstracted from the River Taff (Abstraction Licence 21/57/25/0063) via a pump house 0.7km to the North of the main plant. This water is pumped underground to the water works plant at the installation.</p> <p>Approximately 2,400m³ per day of effluent is generated by the processes. Effluent is collected by a series of drains in all areas of the plant. For effluent produced in A18, it is transferred to an effluent pumping station adjacent to the Liming Process. From the collection sump the effluent is screened to a balance tank. Particles of ossein waste screened out at this stage are collected in a skip and are disposed of via a rendering plant.</p>

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	3 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

The effluent collected in the balance tank is pumped to a Dissolved Air Flotation (DAF) unit where the pH is neutralised by the addition of sulphuric acid. An organic flocculent and a polymer coagulant are added to bind <0.7mm particles in the effluent together, which are separated from the aqueous phase as a sludge by addition of air bubbles to the DAF unit. This sludge is pumped into a collection tank, which is periodically emptied and transported by tanker for disposal to agriculture or waste disposal plant. 2

The aqueous phase from the DAF unit overflows into the effluent drain which runs into the Dŵr Cymru Welsh Water (DCWW) sewer (DCWW consent number TE 372) which transports the effluent to the DCWW Cardiff Bay Treatment Plant before discharge into the environment.

Effluent treatment improvements have been made on site for treating effluent from A21. The effluent is held within a bunded subsurface stainless-steel tank. The effluent is then pumped by two stainless steel pumps from the collection to the screening system (two 0.5mm screening system).

The pH will be monitored prior to screening, in addition to flow.

The solids generated via the screening process will be collected and the liquid phase will be pumped (duty and standby pumps per screen) to a new bunded settling tank for balancing (natural pH correction).

A new bunded settling/balancing tank has been installed under a permanent roof structure. The effluent is held in the new bunded balancing tank, which has an effluent storage retention time of approximately 8 hours, and benefits from an aeration system, before being pumped using above ground centrifugal pumps through an in-line static mixer for pH correction. The pumps and static mixer are located within a kerbed concrete area connected to the pumping station.

The effluent balance tank benefits from an acid wet scrubber to remove any potential odours.

Effluent pH is corrected with acid and alkaline dosing. Once the effluent within the static mixer is of the correct pH for discharge to foul sewer (pH 5-11) in accordance with the Trade Effluent Consent, the effluent is discharged via the proposed new discharge point DP2.

PB Leiner operate a PMS system, which is an electronic system that SAP, has a record and test schedule against all critical equipment that could lead to any sort of environmental incident.

Appendix 1 Site plan

8 CONTROLS AND RESPONSIBILITIES

The degree of co-ordination and organisation needed to control and recover from an emergency will vary depending upon the scale and nature of any incident. The effectiveness of the emergency procedure is largely dependent upon the people who have designated roles to play in its execution. Key responsibilities within the procedure are:

Strategic Commander

The primary & deputy personnel who assume this role are defined in **Appendix 2**.

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	4 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

The Strategic Commander shall have absolute control of the company action in an emergency. There shall be no conflict of interests or responsibility at such times and the Strategic Commander's decision shall be final.

The responsibilities of the Strategic Commander include:

Taking overall control of the incident from the on-site Incident Control Room.

Having direct liaison with the site Tactical Commander.

Ensuring that key staff and resources are mobilized, photograph the area to freeze evidence.

Where a major emergency exists, notifying the emergency services. Liaising with key representatives of external agencies i.e. senior fire officer, police officer, Natural Resources Wales (NRW) and others. Providing advice on any possible effects offsite.

Ensuring internal communication with head office and SHE team.

Reviewing, assessing, and communicating developments during the incident.

Directing the evacuation of the offices and plant or the shutdown of plant and operations as appropriate, in consultation with the emergency services and on-site incident team

Ensuring that all staff are accounted for.

Ensuring that any casualties receive immediate medical attention. Relatives should be informed as soon as possible, liaising with emergency services where appropriate.

Maintaining a log to record all events, with contacts, times and actions undertaken to mitigate any effects.

Ensuring traffic movements onto site are prevented.

Providing welfare needs for personnel.

Considering the preservation of any evidence.

Initiating spill control clean up and remediation work.

Assisting in post incident investigation.

Tactical Commander

The primary & deputy personnel who assume this role are defined in **Appendix 2.**

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	5 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

If a team of personnel are required to support, to deal with the emergency, then a Tactical Commander shall be appointed to take control at the scene of an incident. The responsibilities shall include the following:

Assisting the Strategic Commander in carrying out his/her duties.

Carrying out an initial assessment of the incident, to determine if it is or may become a major accident and, if so, initiate the emergency plan.

Informing and briefing the acting Strategic Commander

Ensuring that the site alarms are sounded and directing the shutdown of appropriate plant.

Directing the evacuation of other areas of the plant to the designated assembly areas, if not already carried out by the SC.

Summoning and co-ordinating key personnel, i.e., maintenance, first aiders etc. Key contact list is provided in **Appendix 3**.

Completion of the Schedule 5 Notification for NRW, as per the environmental permit. **Appendix 11**.

Controlling the emergency operations until the arrival of the emergency services. Liaise with and assist the fire services (primarily the senior fire officer) as requested.

Keeping the Strategic Commander informed of all significant developments.

Support Teams

Depending upon the nature of the emergency, either the Strategic Commander or the Tactical Commander may assemble one or more support teams to assist in carrying out tasks. The persons involved in these will be informed at the time.

Emergency Equipment Holdings

Emergency equipment is held on site for a variety of situations. This is both personal protective equipment (e.g. overalls, safety wear), 'grab' (non-issued) protective equipment (e.g. escape sets), and fixed equipment (emergency showers, eyewash stations, fire extinguishers). These are all detailed on **Appendix 6**

Incident Control Room

The on-site Incident Control Room (ICR) will be established in a safe and accessible location subject to the type and location of the incident, with due consideration given to the wind direction.

Normally the Incident Control room will be: [A6 conference room](#).

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	6 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

If the normal Incident Control room is unsuitable, the alternative Incident Control room will be *Farm cabin*.

The ICR will be equipped with adequate means of internal and external communications, copy of the site plans, an 'incident logbook', and a copy of this Emergency Preparedness & Response Plan (EPRP).

Escape Routes and Assembly Points

The assembly point and escape routes are shown in **Appendix 10**.

The Strategic Commander will consider wind direction and assign an alternative assembly point if required.

Escape routes: personnel should follow the shortest and safest route to the assembly point, as indicated by fire exit signs.

Site Emergency Alarm

The site has an automatic fire detection system, which are monitored by an alarm monitoring centre.

The fire alarm panel is in A21 process building at the roller shutter door. A6 main entrance door and the Blender by the clocking station ground floor.

The fire alarm is tested every Tuesday at 10:00 – 11.00 am for the different locations.

There is an Ammonia alarm in the Ammonia compressor room, situated on the wall adjacent to the glycol tank. This is tested every time the site goes through a major shutdown, it is checked every 3 months by Crowcon.

There is a Crowcon alarms system situated in A21 process building at the roller shutter door. This detects several different chemicals SO₂, HCL and Chlorine.

This is checked every 3 months by Crowcon.

The site has several Safety Showers as listed in **Appendix 6**.

The Safety Showers are tested weekly.

Chemical Storage

The site has several chemical storage facilities, these are shown in **Appendix 5** along with a list of chemicals and quantities.

The site has replaced all tanks at the end of their life expectancy. Most tanks have been built with their own bundled system which is integral.

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	7 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

	<p>The pipework and pumps feeding the process from the tanks also have been updated with a Chemiguard system.</p> <p>All site tanks, bunds, Chemiguard units and tertiary containment is inspected weekly and recorded on the site SAP system.</p> <p>External integrity inspections are carried out annually.</p>
9 General Emergency Response	<p>In any emergency the initial response will be the same.</p> <p>The person discovering the emergency shall inform the Shift Supervisor or Operations Manager immediately via:</p> <p>Use of phones Use of site radios Verbally informing personnel</p> <p>The Shift Supervisor or Production Manager establishes the facts of the situation, and the level of severity.</p> <p>If the Emergency Services are not required and there is an injured person, the attending First Aider shall make the decision on when to send a person to hospital.</p> <p>If the injured person has any of the following injuries, then they must attend hospital; Any vapour/gas inhalation. Any bang/bump to the head. If the person was unconscious at any point. Any cut that could require stitches. Any suspected fracture. This list is not exclusive, at any point hospital is considered then the injured person must attend hospital.</p> <p>If the injured person does not want to attend hospital, then Appendix 7 is to be signed by the injured person stating that they have been instructed to attend hospital, but they are refusing.</p> <p>If possible, the injured person is to be taken to hospital then a designated taxi service is to be used.</p> <p>Depending upon the nature of the emergency the Shift Supervisor (SS), Production Manager (PM) will follow the scenarios set out below:</p> <p>Fire or Explosion on the Plant or Farm</p> <p>SS/PM will sound the fire alarm for the whole site.</p> <p>If the emergency is on the Farm, and the Farm operators must alert the Shift Supervisor and Production Manager immediately.</p> <p>All site personnel will evacuate to the assembly point. At the side of A13, Appendix 10.</p>

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	8 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Management/Supervisors in each area: offices, plant, and Farm are responsible (where safe to do so) for ensuring that the area is completely evacuated.

Personnel should, where possible and safe, switch off electrical equipment and close doors and windows. This includes the plant roller shutter doors.

Where possible personnel should ensure they take their mobile phones and site radios with them.

The SS briefs the Strategic Commander of the details of the emergency. The SC assumes responsibility. The PM/SS assumes the role of Tactical Commander.

If deemed necessary the SC/TC contacts the emergency services, dialling 999 from an internal phone, giving the following details: <https://www.jesip.org.uk/webapp/methane.html>

M/ETHANE:

M – Major Incident – if not declared as such, just state time and date of incident, then carry out an **ETHANE** report.

E – Exact Location – be precise as possible that will be understood by all responders to site.

T – Type of Incident – For example, Fire, Flood, Plant Failure, Disease outbreak etc

H – Hazards – Consider the hazards or potential hazards and the potential severity of any impact from them.

A – Access – What are the best routes for access and egress, including inaccessible routes or points that may be needed for services to be accessed at the scene.

N – Number of Casualties – How many casualties are there and what condition are they in?

E – Emergency Services – Which are you likely to need to respond, will there be any wider emergency responders required, such as Local Authority or any volunteer sectors?

The SC designates a person to carry out a roll call.

The SC briefs the Senior Officer of the Fire Service on their arrival, giving an update on:

Location of the fire/explosion

Any casualties or missing persons

Actions taken so far.

Possible risks from materials on site

The SC will decide if there is risk to adjacent properties and inform.

As soon as possible the SC (or designated scribe) records all details of the unfolding emergency in the Incident Logbook, Dicta phone.

Only when the Emergency Services have declared the situation as safe will the SC allow personnel to re-enter the site.

The incident must be reported using the Tessengerlo HSE reporting, after the event, otherwise it's deemed a reportable incident/accident.

Hyperlink to file [HSE Reporting \(tessengerlo.com\)](https://www.tessengerlo.com)

For actions after the event see **Appendix 11**

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	9 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Fire in A6 administration Offices

The person discovering a fire sounds the fire alarm by breaking the glass on the nearest call point. This will sound the alarm in the office block zone only.

On hearing the alarm contacts the SS, informing him of the alarm in the offices, and instructing him to sound the alarms in the Plant and Farm zones if required.

All site personnel will evacuate to the assembly point. At the side of A13, **Appendix 10**

Management in each area: offices, offices plant, Farm are responsible (where safe to do so) for ensuring that the area is completely evacuated.

Personnel should, where possible and safe, switch off electrical equipment and close doors and windows. This includes the plant roller shutter doors.

Where possible personnel should ensure they take their mobile phones and site radios with them.

The SS briefs the Strategic Commander and the Tactical Commander of the details of the emergency. The SC assumes responsibility. The PM/SS assumes the role of Tactical Commander.

Out of normal working hours the Shift Supervisor will become Strategic Commander and the Charge Hand will take on the role of the Tactical Commander.

If deemed necessary the SC contacts the emergency services, dialling 999 from an internal phone/mobile, giving the following details: <https://www.jesip.org.uk/webapp/methane.html>

See Page 8 and **Appendix 11**.

The SC designates a person to carry out a roll call.

The SC briefs the Senior Officer of the Fire Service on their arrival, giving an update on:

- Location of the fire/explosion
- Any casualties or missing persons
- Actions taken so far.
- Possible risks from materials on site

The SC will decide if there is risk to adjacent properties and inform.

As soon as possible the SC (or designated scribe) records all details of the unfolding emergency in the Incident Logbook Dicta phone.

Only when the Emergency Services have declared the situation as safe will the SC allow personnel to re-enter the site.

The incident must be reported using the Tessengerlo HSE reporting, after the event, otherwise it's deemed a reportable incident/accident.

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PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	10 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

For actions after the event see **Appendix 11**.

Serious Spillage

On discovering a spillage, the SS is informed immediately.

The Shift Supervisor establishes the facts of the situation, and the level of severity and informs the Site Manager.

If deemed serious enough (e.g. presence or potential to fume or react etc) the SS or PM sounds the alarm for that zone.

All site personnel from that zone will evacuate to the assembly point. Side of A13 **Appendix 10**.

Management in the zone are responsible (where safe to do so) for ensuring that the area is completely evacuated.

Personnel should, where possible and safe, switch off electrical equipment and close doors and windows. This includes the plant roller shutter doors.

Where possible personnel should ensure they take their mobile phones and site radios with them.

The SS briefs the Strategic Commander of the details of the emergency. The SC assumes responsibility. The SS/PM assumes the role of Site Tactical Commander.

The SC informs personnel in the other zones of the incident and decides if the alarms should be sounded in those zones to commence evacuation.

Emergency response continues.

If deemed necessary the SC contacts the emergency services, dialling 999 from an internal phone/mobile, giving updates on:

Site location

Nature of the emergency (including any casualties, possible risks etc)

The response required.

The SC designates a person to carry out a roll call.

Additional considerations are:

If material has spilled on a public road, then the police may need informing.

If material has spilled into a public sewer, then Welsh Water should be informed.

If material has spilled and has or had the potential to pollute the environment or harm human health, then Natural Resources Wales (NRW) should be informed - **0300 065 3000** (24 hours a day) and complete the Schedule 5 Notification and submit to the NRW Local Site Inspector immediately as per **Appendix 11**.

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	11 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

If the operation of the activities gives rise to an incident or accident, which significantly affects or may significantly affect the environment, the operator must immediately inform NRW as per condition 4.3 of EPR/DP3030ZC and **Appendix 11**.

Unless otherwise determined the material must be treated as hazardous and as such the minimum personal protective equipment detailed in the equipment section must be worn when approaching or dealing with the material. This is available in the equipment stores.

If it is safe to do so, take action to shut off or slow the leak as appropriate without risking health and safety. This shall be achieved by shutting the valve if open on an IBC, tanker or fixed above ground tank.

All processes and movements in the affected area are to be stopped. Cordon off the spillage area using the red / white warning barrier tape available in the equipment stores to limit access and inform others of the danger. Inform any members of the public of the dangers posed by the effluent, for example high or low pH) and ensure access around the spillage is always restricted.

Members of the Incident team under the control of the Tactical Commander will be responsible for dealing with the spillage. Those personnel not required for the handling or cleaning up of the spill must remain outside of the affected area.

If a tanker arrives on site and is leaking, then if safe to do so the vehicle should be moved into a contained area immediately. If it is not possible to move the tanker to a contained area then attempts shall be made to contain the spill using mobile containers, pumps, and booms. Once the contents of the tanker have been transferred to alternative storage location then the transport company will be informed of the fault with the vehicle to enable repairs to be made.

When dealing with the spillage note that:

Material **must not be allowed to enter the surface water (SW) drainage system** using the spill kits strategically placed around the Installation.

Consider drain mats or other means of blocking off any drains nearby.

Consider use of spill kits, such as granular absorbent or saw dust to soak up any spillages, prior to disposal.

Under any circumstances, jet washing of the spillage material should not occur.

If the spill involves a flammable material be alert to ignition sources and eliminate wherever possible.

The incident must be reported using the Tessengerlo HSE reporting, after the event, otherwise it's deemed a reportable incident/accident.

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PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	12 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Serious Injury

In the event of a serious injury the Ambulance Service is contacted on any telephone and dialling 999. When connected speak slowly and clearly stating:

“This is PB Leiner A6 Seven Road Pontypridd.
Provide details of the incident and known injuries.

Alert the first aider. First aiders’ identities are detailed in **Appendix 3**

Ensure that the site AED is taken to the location of the injured person/s.

Ensure that the accident area is safe to enter.

NOTE: DO NOT PUT YOURSELF AT RISK, IF IN DOUBT GET OUT.

If it is an electrical injury ensure that the electrical supply is disconnected by isolating the equipment involved, if possible. **DO NOT TOUCH** the casualty until disconnected from the electrical power.

If the casualty is in immediate danger remove to a safe area – if safe to do so. If the casualty is not in immediate danger do not move him.

The incident must be reported using the Tessengerlo HSE reporting, after the event, otherwise it’s deemed a reportable incident/accident.

Hyperlink to file [HSE Reporting \(tessengerlo.com\)](https://tessengerlo.com)

For actions after the event see **Appendix 11**

Toxic Gas Release

If the release is in either the plant or farm, the Shift Supervisor will sound the alarm for the Plant and farm zones to commence evacuation of these areas. Operators are to put on the escape set. Locations is in **Appendix 6**. In this situation the offices would not automatically be evacuated. The Production Manager is to be informed at this point.

If the release is in the office building, then the alarm is sounded for that zone alone to commence evacuation.

If the offices are not evacuated, then staff should ensure that the windows and doors are kept shut.

The SS/PM decides if the normal assembly point is appropriate. The decision is made through assessment of the location of the gas release and the wind direction.

If not appropriate, the SS/PM nominates an alternative assembly point.

The SS/PM decides if personnel in the other zones are required to be evacuated or should remain where they are.

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	13 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Personnel in the affected zone will evacuate to the nominated assembly point. This should be done via the shortest available route. Escape sets are available within the operational areas and should be used if required.

Management in the evacuated zone(s) are responsible (where safe to do so) for ensuring that the area is completely evacuated.

Personnel should, where possible and safe, switch off electrical equipment and air conditioning units, and close doors and windows. This includes the plant roller shutter doors.

Where possible personnel should ensure they take their mobile phones and site radios with them.

The SS briefs the Strategic Commander of the details of the emergency. The SC assumes responsibility. The PM/SS assumes the role of Tactical Commander.

If deemed necessary the SC contacts the emergency services, dialling 999 from a phone, giving the following details: <https://www.jesip.org.uk/webapp/methane.html>

See Page 8 and **Appendix 11**.

The SC designates a person to carry out a roll call. In cases where some zones are not evacuated, radios/telephones should be used to determine the whereabouts and health of all persons on site.

The SC will decide if there is risk to adjacent properties, and inform:

If the emergency services have been called, the SC briefs the Senior Officer on his arrival, giving updates on:

- Nature/location of the release
- Any casualties or missing persons
- Actions taken so far.
- Possible risks from materials on site

The SC determines if the crisis communication procedure is required to be activated.

The SC and Tactical Commander will decide on the course of action to be taken. PB Leiner staff will not normally access affected areas without the emergency services until deemed safe.

The incident must be reported using the Tessengerlo HSE reporting, after the event, otherwise it's deemed a reportable incident/accident.

Hyperlink to file [HSE Reporting \(tessengerlo.com\)](https://www.tessengerlo.com)

For actions after the event see **Appendix 11**

Adverse weather conditions

All weather information must be obtained from the MET office only.

River levels are to be obtained from NRW web page, Upper Boat monitoring station, attention should be given to further up the monitoring stations.

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	14 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

<https://rivers-and-seas.naturalresources.wales/?lang=en>

PB Gelatins have signed up to the Flood Alert Warnings with NRW.

OUR GUIDELINES FOR POTENTIAL FLOODING:

Appendix 13 is the locations where the flood barriers are required.

Less than **3.5m** – Continue operations as normal, frequently monitoring culvert and river level.

3.5m to 4m – Stop extracting and washout votators and evaporator and any other equipment that would set. In downtime check flood defences are in place, barricade further if possible. (Contact site management)

4m and above - Leave site and get to a safe place (In this event please contact the next shift to warn them).

Particular attention must be focused on PB Leiner and the surrounding area.

All 3 categories of weather warning, Yellow, Amber and Red are guidelines that the company will follow.

Yellow Weather Warning

No immediate actions are required for production to take.
Unlikely that staff will have issues attending or leaving site.

Amber Weather Warning

No immediate action is required to stop production, this must be monitored as issues may arise with staff attending or leaving site.

In the event of an Amber Weather Warning the Management Team should meet to discuss the details of the warning and appropriate actions.

These to include but not limited to:

The use of HCE Adventure to taxi staff in and out by (4X4 vehicles)

The setup of the on-site sandbags at critical points

Sending non-essential staff home

Gritting is operational by contract company.

Sufficient gritting materials are on site and deployed at critical points.

Move any equipment/Get to higher ground.

Red Weather Warning

The company will take immediate action to stop production.

The Management Team must review all actions that are being taken.

If times are given till the Red Weather Warning, the process can continue to run until there is 6 hours until the start of the red weather warning. At this time or if there is already less than 6 hours before the start of the red weather warning, the following actions are to be done immediately:

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	15 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

All bone transfer from the Farm to be stopped, any part transferred extractions to be left in cold water in extraction tanks.
 Stop adding hot water to extraction tanks, and batch off remaining liquor to weak liquor storage.
 Cover remaining bone in cold water.
 Stop flow into the filter room and wash out filters.
 Wash out through the de-ionisers.
 Wash out the evaporators.
 Wash out the steriliser loop/Votator
 Stop and isolate the drier
 Leave any liquor not processed in storage.
 Isolate the river intake pump.
 Leave effluent treatment system in operation.
 Secure and safely leave site if possible.

Terrorist Threat

In the event of a telephone call relating to a terrorist threat, the person receiving the call should take the following actions. See **Appendix 7** for checklist.

Record the time of the commencement of the call.

Discreetly bring to the attention of another person the fact that a terrorist threat is being received.

When the receiver of the call has brought the threat to the attention of another person, this person should immediately contact the PB Leiner Management team and the police and advise them of what is happening.

Attempt to prolong the conversation for as long as possible.

Try to clarify with the caller the details of the threat.

Listed carefully to background noise as this may indicate the location of the caller.

Record whether the caller is male or female.

Try to assess the nationality of the caller by accent.

Try to assess if the caller is sober.

Monitor the length of the call.

When the call is finished, complete the notes taken during the call and ensure that a copy is passed immediately to your supervisor who will instigate the necessary action.

10	MEDIA CONTACT	In the event of a significant/major incident, the JESIP Principles are to be used. No statements will be given to the media without authorisation from site management. No person is allowed to post onto any social media platforms. Care and thought must be given to next of kin.
11	AFTER THE EVENT	Without delay the Strategic Commander shall notify the NRW of any accident, which has caused or may have had the potential to cause pollution. The Strategic Commander/SHE Manager shall then submit written confirmation of the notification by completion of the information listed in Schedule 5 Part A of the site permit, which shall be sent to NRW immediately and Part B as soon as practicable, as per the permit conditions. See Page 8 and Appendix 11 .

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	16 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Clean-up operations should only commence when agreed by the Strategic Commander, the Emergency Services (if they attended) and the regulatory bodies (i.e. NRW, HSE). The following aspects for consideration should be considered before any clean-up operations commence:

- Are there any toxic or flammable vapours present in the area? The area should be gas tested prior to allowing access.
- Are there any toxic or corrosive substances present in the area? The area may need to be pumped out and pipe work drained.
- Are there any structural or electrical hazards present? These will need to be isolated, or a structure may need to be demolished, shored-up or otherwise secured.
- Does evidence need to be preserved for investigations? This may be required by the enforcing authorities, insurers or for internal investigations.
- Photographs should be taken.
- Ensure that the premises and area are secure from intruders and un-authorised access.
- Have staff involved with the cleaning up operation been instructed with respect to any hazards that may be present, and issued with the appropriate PPE?
- Does any waste material produced or stored because of the incident need to be removed off site?

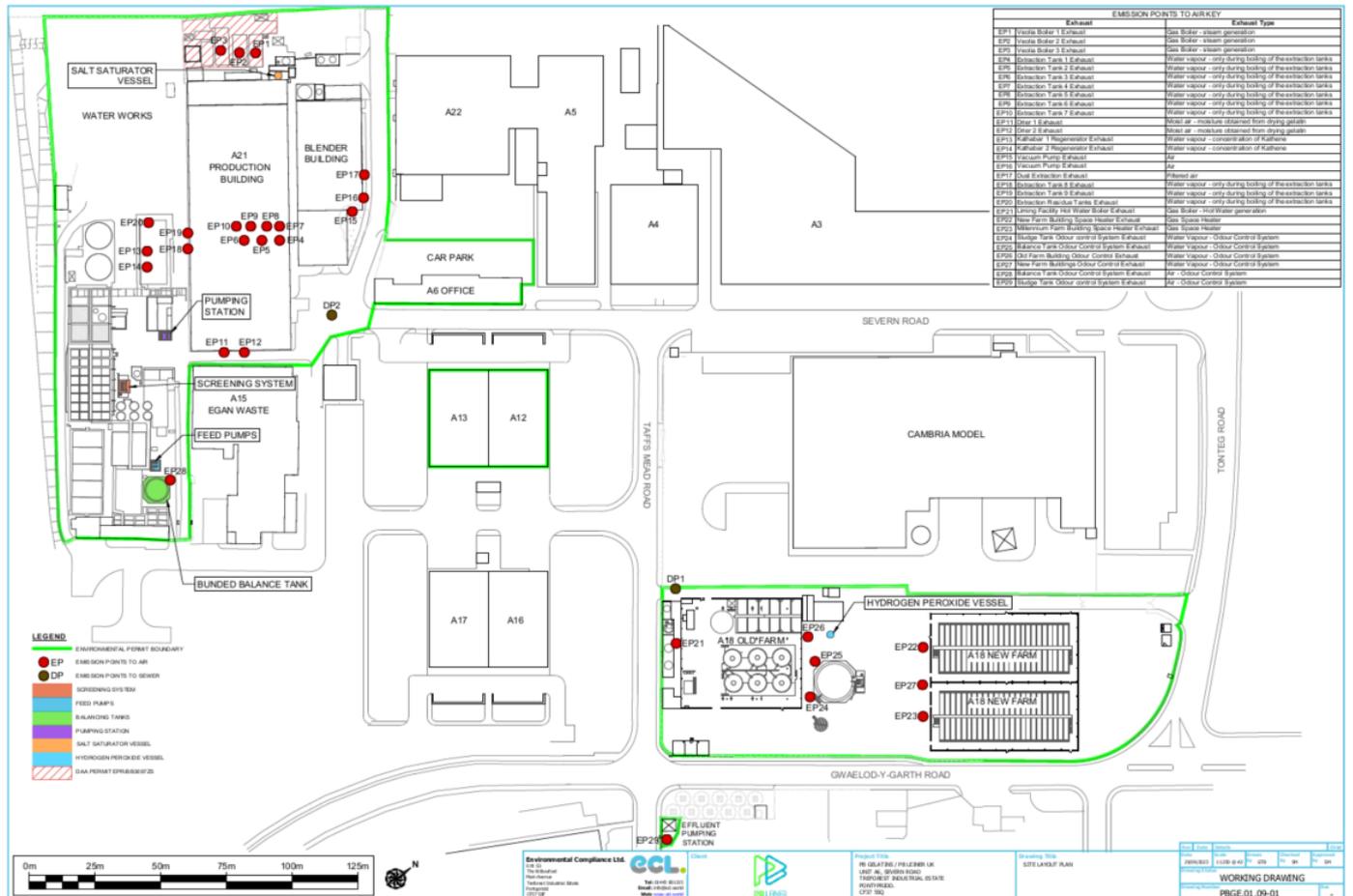
In the case of injury, an accident book entry must be completed.

1. An internal investigation must be initiated according to procedure TRE_011

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	17 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

APPENDIX 1 Site Plan



PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	18 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

APPENDIX 2

Emergency Control Check Sheet

TACTICAL COMMANDER (TC 1)

This role will normally be fulfilled by the Shift Supervisor. A deputy will be nominated by the Strategic Commander if necessary.

The principal duties of the Tactical Commander are as set follows:

DUTIES	COMPLETED Y / N
Conduct an initial assessment of the incident to determine if it is, or may become, a major accident and if so initiate the emergency plan.	
Inform and brief the acting Gold Commander	
Ensure that the site alarms are sounded and direct the shutdown of appropriate plant. Direct the evacuation of other areas of the plant or transfer station to the designated assembly areas.	
Summon and co-ordinate key personnel, i.e. maintenance, first aiders etc.	
Assign an individual with the task of taking a roll call at a muster point you select based on the incident and wind direction.	
Control the emergency operations until the arrival of the emergency services.	
Freeze the scene, to control area and for evidence gathering including photographs to be taken	
Liaise with and assist the fire services (primarily the senior fire officer) as requested.	
Keep the Gold Commander informed of all significant developments.	

NB: All reference to Gold Commander superseded with Strategic Commander

STRATEGIC COMMAND (SC1)

This role will normally be fulfilled by the Production Manager. The nominated deputy will be the Shift Supervisor. (The most senior member of the operations team onsite takes this role).

The principal duties of the Strategic Commander are as follows:

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	19 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

DUTIES	COMPLETED Y / N
Assess the situation – gather information calmly and quickly.	
Dedicate an individual to the role of Site Silver Commander.	
Can the incident be safely controlled with equipment on site? Instigate immediate tackling of the situation if not putting lives at risk.	
Ensure Evacuations and musters are instigated. Relaying to the site Silver Commander wind direction and tell them which muster point or safe refuge to direct people to.	
Go to the Silver Command room. Notify Emergency Services.	
Communicate an action plan to the Site Silver Commander.	
Review, assess and communicate developments regularly. Consider freeze the scene and the taking of photographs for evidence.	
Supply Emergency services with details of the incident.	
Get feedback from Site Silver Commander on Role Call – Is anyone missing?	
Decide on safety of “recovery and search” if anyone is missing.	
Communicate missing status to emergency services.	
Is anyone injured? Organise First Aiders. How and when they get to hospital.	
Review again – Is everyone accounted for? Is the situation escalating? Can shut down procedures be safely initiated? Consider evacuation of entire site.	
Review if any operations on site could lead to an environmental issue and act accordingly. Consideration especially to spills and emission that could effect on or off site personnel.	
Liaise with emergency services, providing details of the site and chemicals in various areas. Use weather station and site maps.	
Consideration of weather conditions if/when evacuation of site. Also neighbouring sites to be kept up to date.	
Give consideration to controlling chemical reactions through treatment tanks.	
Inform the Operations Director.	

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	20 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

NB: All reference to Silver Commander superseded with Tactical Commander

APPENDIX 3

Contact list

Role / Responsibility	Name	Internal Tel:	Mobile
Strategic Commander	Plant Director		07503 730468
Tactical Commander	Production Manager		07572 875972
Deputy	Shift Supervisor / Charge Hand		07733 365961
Health, Safety and Environmental Manager	SHE		07870513043
Media Relations Officer			TBC
First Aiders		Site radio / telephones	

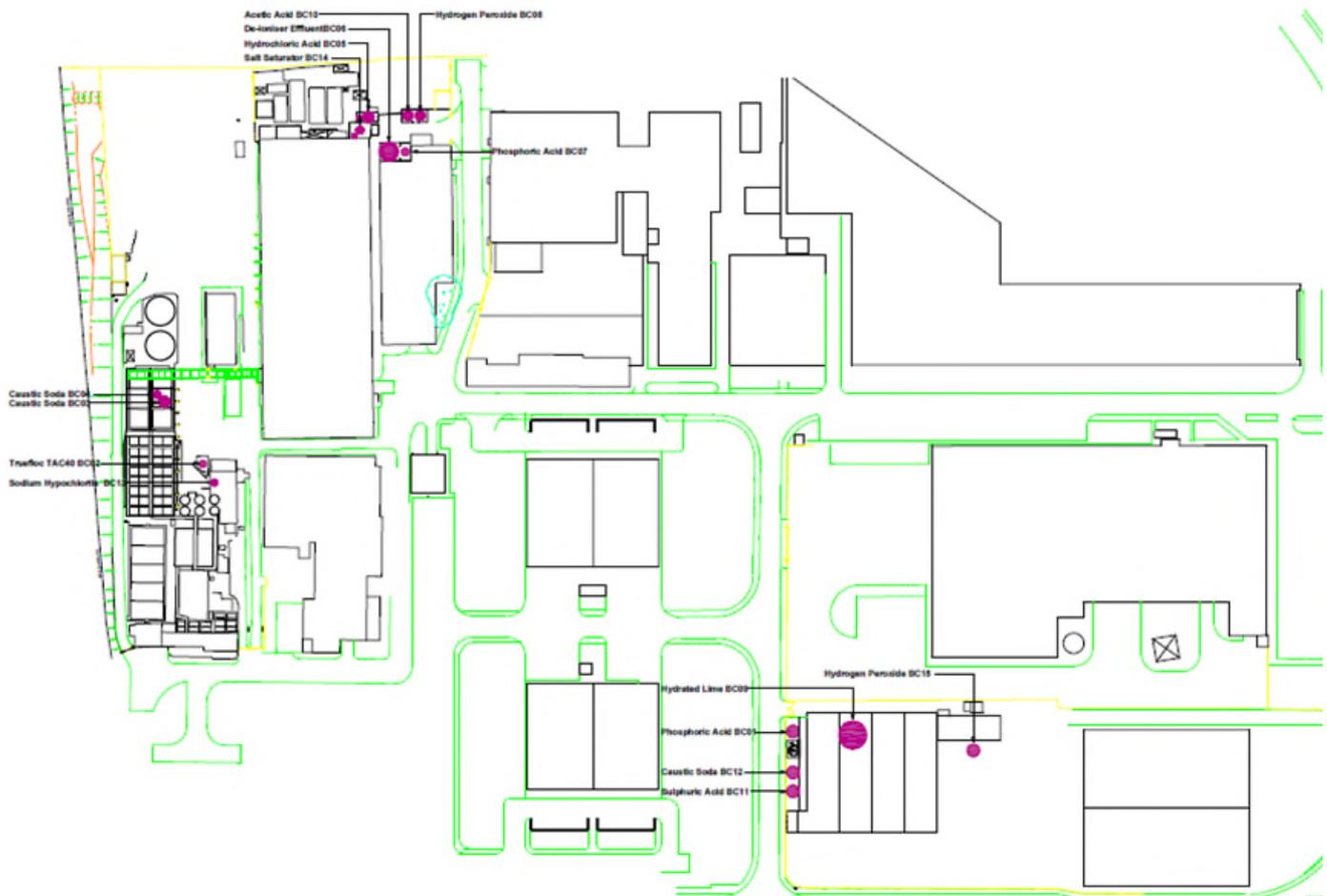
CONTACT	NOTES	TELEPHONE NUMBER
Fire, Ambulance, Police	In emergency	999
NRW	24hr reporting line.	03000 65 3000
Electricity	National Grid	105
Health and Safety Executive (incident reporting)	Reportable incidents should be reported to HSE online.	www.hse.gov.uk 0345 300 9923
Dŵr Cymru/Welsh Water	24hr emergency line	0800 052 0130
Gas Supplier (in event of leak)	National Gas Grid – for leaks	0800 111 999

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	22 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Appendix 5 Chemical Storage

ID No	System	Area	Installation Date	Tank description	Contents	Volume M ³	Manufacturer	Serial No	Date of Fabrication	Design Life Years
BC 01	A18 Phosphoric	A18	Oct-15	Bulk Phosphoric Acid	Phosphoric Acid 75%	20	Schoeller Allibert	H15019-1	Oct-15	20
BC 02	W Works Truefloc TAC40	Water works	Sep-19	Bulk Truefloc TAC40	Truefloc TAC40	10	Chem Resist	SO13919-WD-01	Aug-19	20
BC 03	A21 Caustic	Water works	Sep-13	Bulk Caustic Soda Main Vessel	Caustic Soda 20%	70	Chem Resist	SO12050-WD01	Aug-13	20
BC 04	A21 Caustic	Water works	Aug-15	Bulk Caustic Soda Day Vessel	Caustic Soda 20%	10.5	Schoeller Allibert	H15019-2	Jul-15	20
BC 05	A21 HCL	Rear A21	Jul-14	Bulk Hydrochloric Acid	Hydrochloric Acid 32%	32	Schoeller Allibert	H9074	Jun-14	20
BC 06	A21 Deioniser effluent	Rear A21	Sep-17	Bulk Acid Effluent storage	Acidic water	60	Chem Resist	SO13209-WD-01	Aug-17	20
BC 07	A21 Phosphoric	Rear A21	Sep-18	Bulk Phosphoric Acid	Phosphoric Acid 75%	15	Chem Resist	SO13549-WD-01	Jul-18	20
BC 08	A21 Hydrogen peroxide	Rear A21	Sep-18	Bulk Hydrogen Peroxide	Hydrogen Peroxide 35%	16.5	Chem Resist	SO13549-WD-02	Jul-18	20
BC 10	A21 Acetic Acid	Rear A21	Feb-17	Bulk Acetic Acid	Acetic Acid 80%	16.5	Chem Resist	SO130D62-WD-01	Feb-17	20
BC 11	A18 Sulphuric	A18	May-12	Bulk Sulphuric Acid	Sulphuric Acid 77%	20	Schoeller Allibert	H7049	Apr-12	15
BC 12	A18 Caustic	A18	Feb-17	Bulk Caustic Soda	Caustic Soda 40%	20	Chem Resist	SO13061-WD-01 SO14087-WD-02-RO	Feb-17	20
BC 13	A21 Sodium Hypochlorite	Water works	Jan-20	Sodium Hypochlorite day tank	Sodium Hypochlorite 15%	0.75	Chem Resist		Jan-20	20
BC 14	Salt Saturator	Rear A21	May-23	Salt Saturator	Brine	37	AWE	2302796 TVP	Apr-23	20
BC 15	A18 Hydrogen Peroxide	A18	Sep-23	Bulk Hydrogen Peroxide	Hydrogen Peroxide 35%	15	Chem Resist	SO15209-WD-01	Aug-23	20



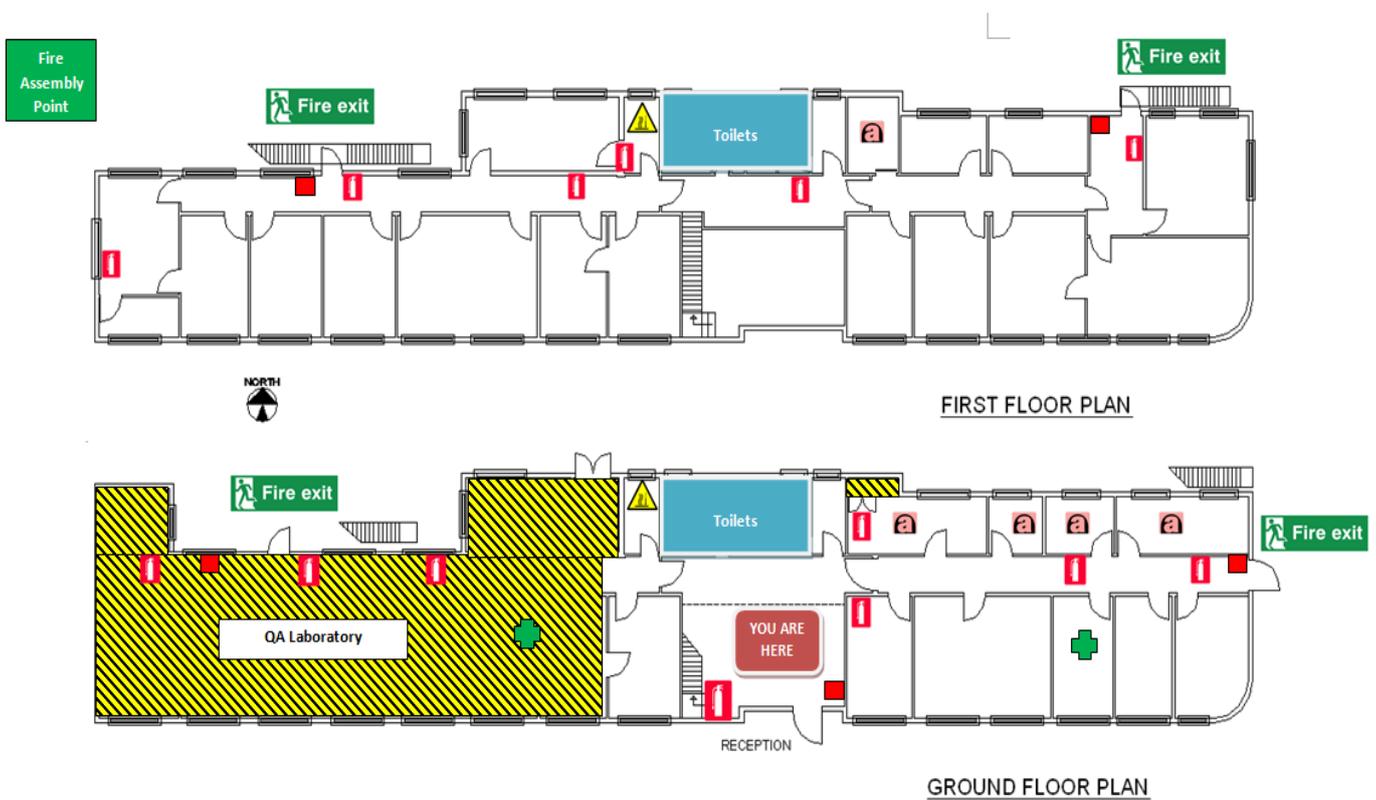
PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	23 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

APPENDIX 6 Emergency equipment maps.

A6 Office Building

PB Gelatins UK Ltd

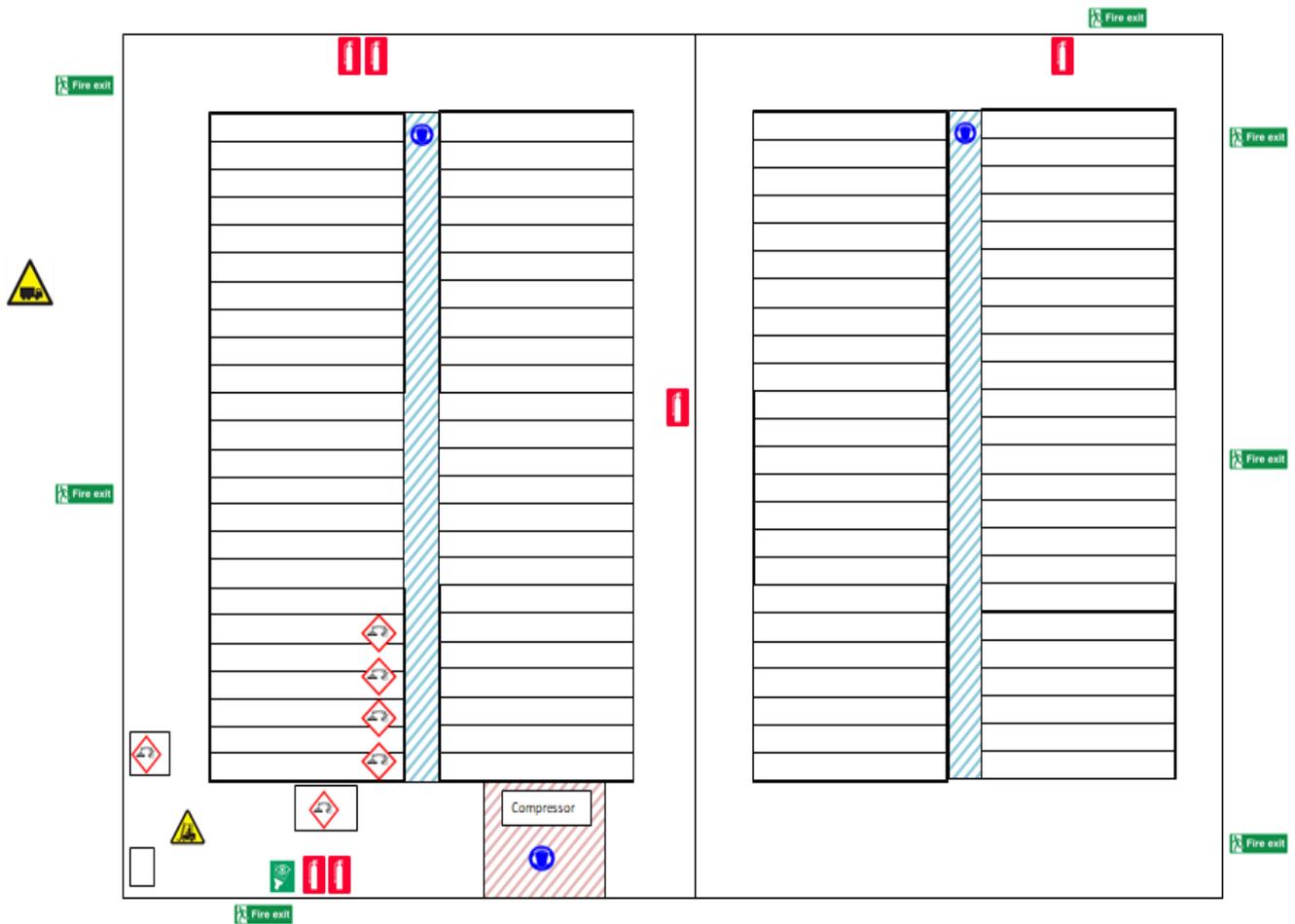


	Authorised Persons Only		Fire Extinguisher
	Asbestos (floor tiles)		Fire Alarm
	Hot Surfaces		First Aid

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	24 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

New A18 Building Area Hazards Map

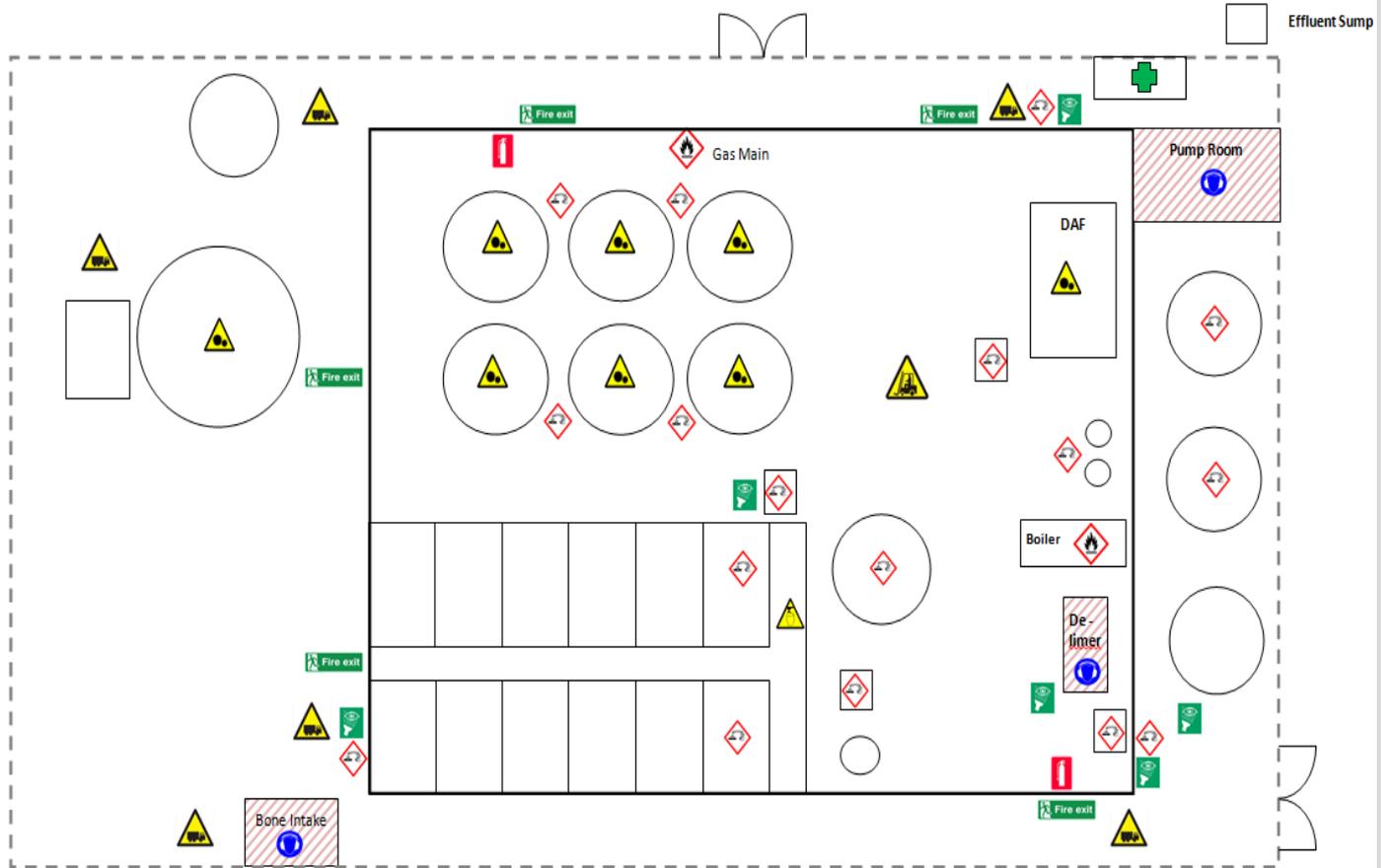


	Hazardous Chemicals		Hearing Protection Zone (when comp is running)		Eye Wash / Safety Shower
	Fork Lift Trucks in Operation		Hearing Protection Zone (when pits are blowing)		Fire Extinguisher
	HGV in Operation				Fire Exit

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	25 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Area Hazards Map – Old A18 Building



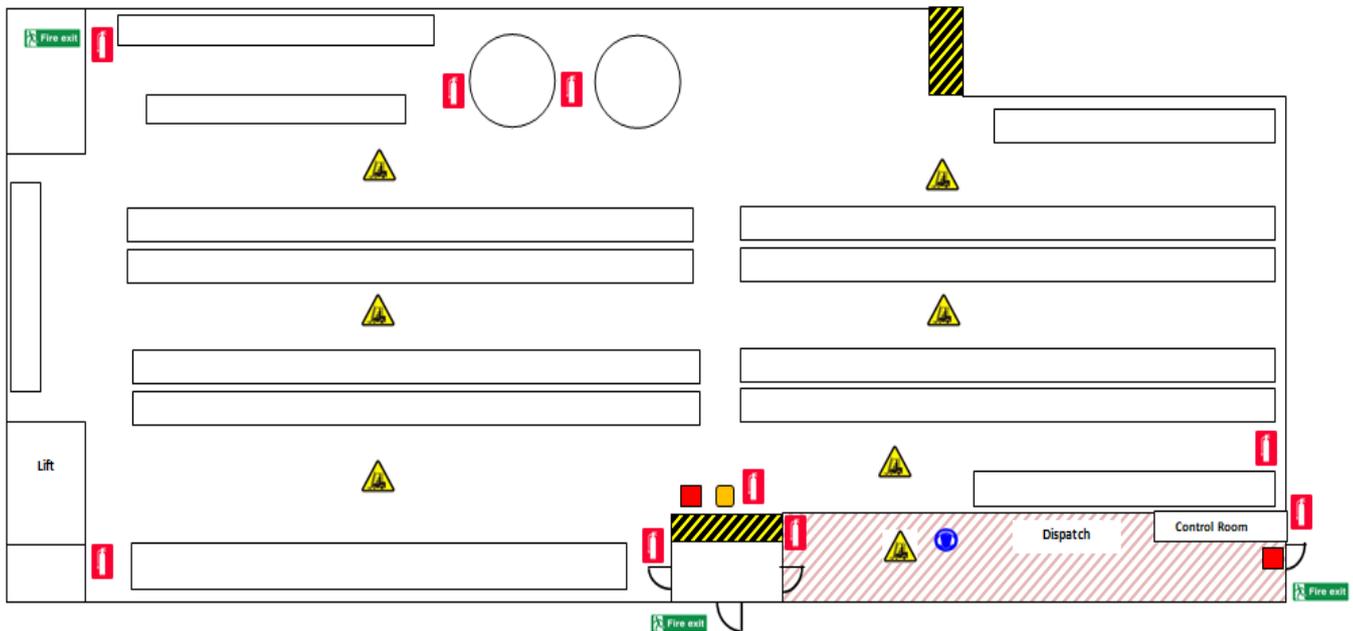
	Hazardous Chemicals		Moving Machinery		Eye Wash / Safety Shower
	Flammable Natural Gas		Fork Lift Trucks in Operation		Fire Extinguisher
	Bump Hazard		HGV in Operation		First Aid
	Hearing Protection Zone				Fire Exit

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	26 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Blender First Floor Area Hazards Map

Fire exit

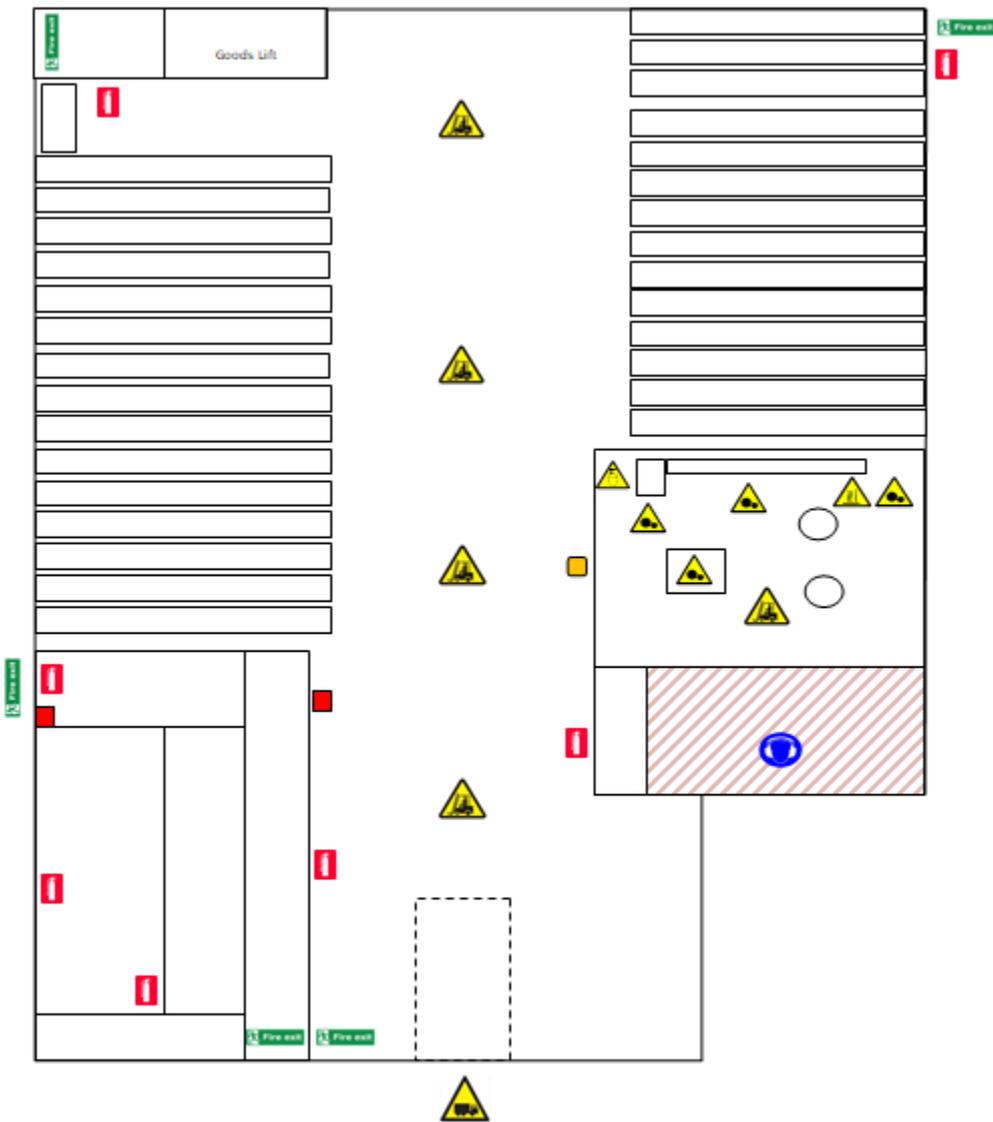


	Hearing Protection Zone		Manual Fire Alarm
	Fork Lift Trucks in Operation		Fire Extinguisher
	Switch Room (authorised access only)		Fire Exit
	Battery Charger		

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	27 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Blender Ground Floor Area Hazards Map

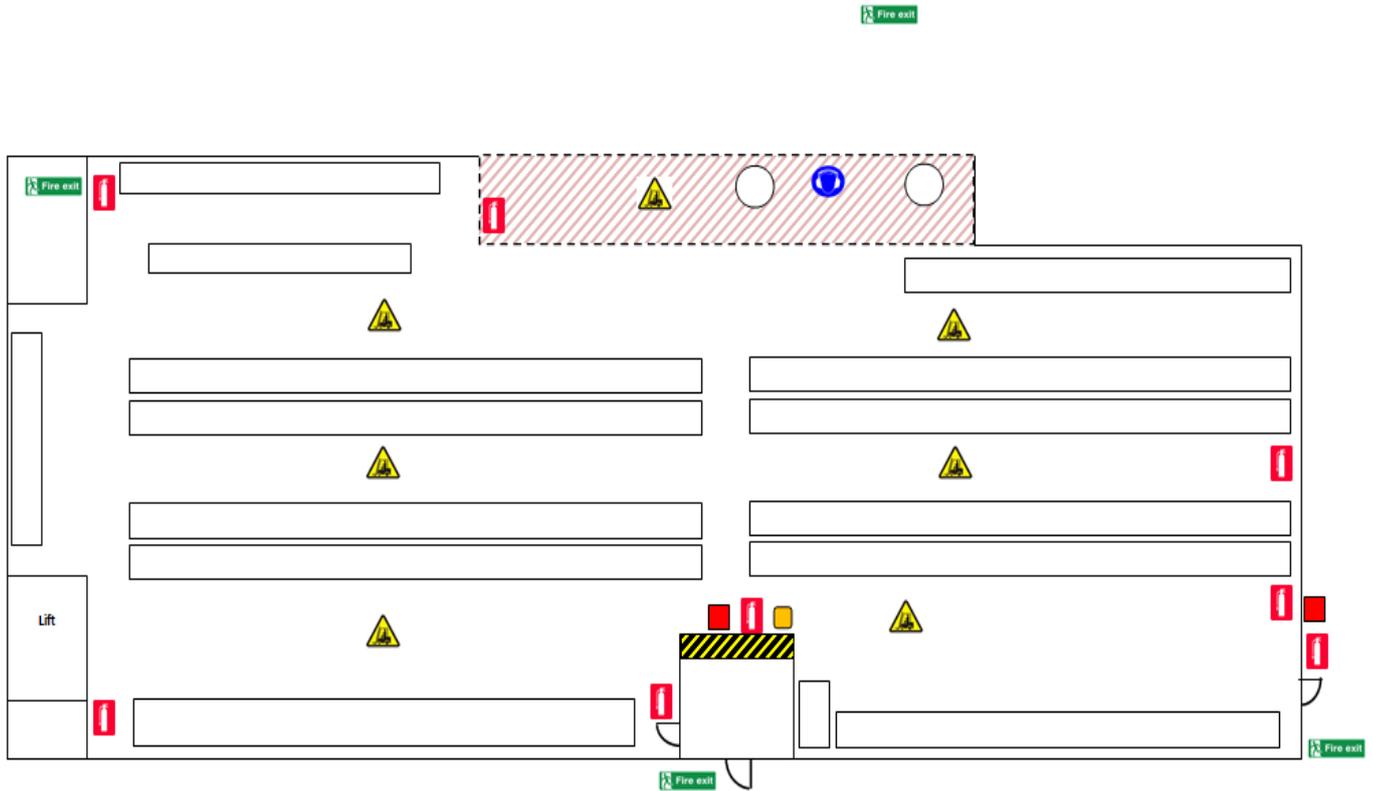


	Hearing Protection Zone (when mills are running)		Moving Machinery		Manual Fire Alarm
	Fork Lift Trucks In Operation		Hot Surfaces		Fire Extinguisher
	HGV In Operation		Battery Charger		Fire Exit
	Holst				

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	28 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Blender Second Floor Area Hazards Map

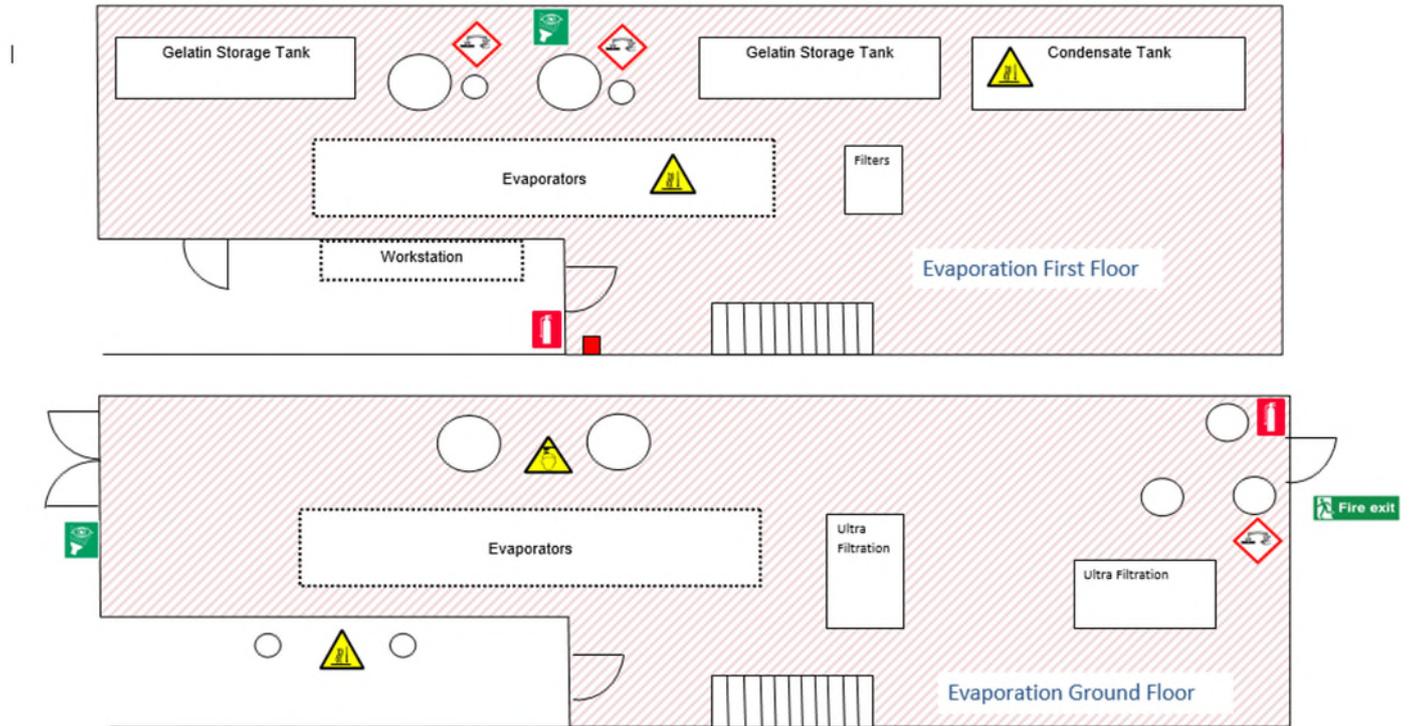


	Hearing Protection Zone (when screening)		Manual Fire Alarm
	Fork Lift Trucks in Operation		Fire Extinguisher
	Switch Room (authorised access only)		Fire Exit
	Battery Charger		

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	29 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Evaporator Area Hazards Map

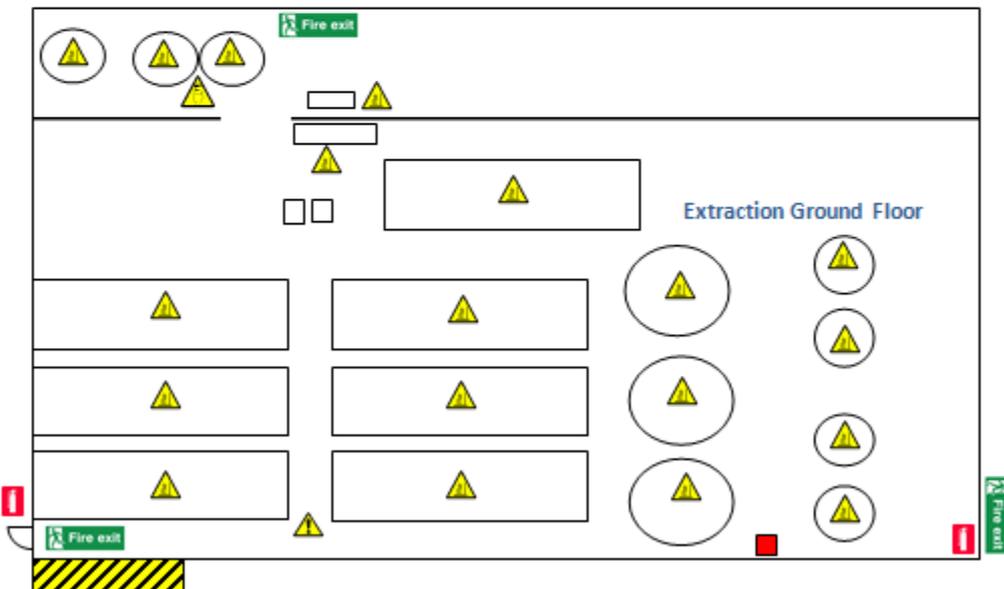
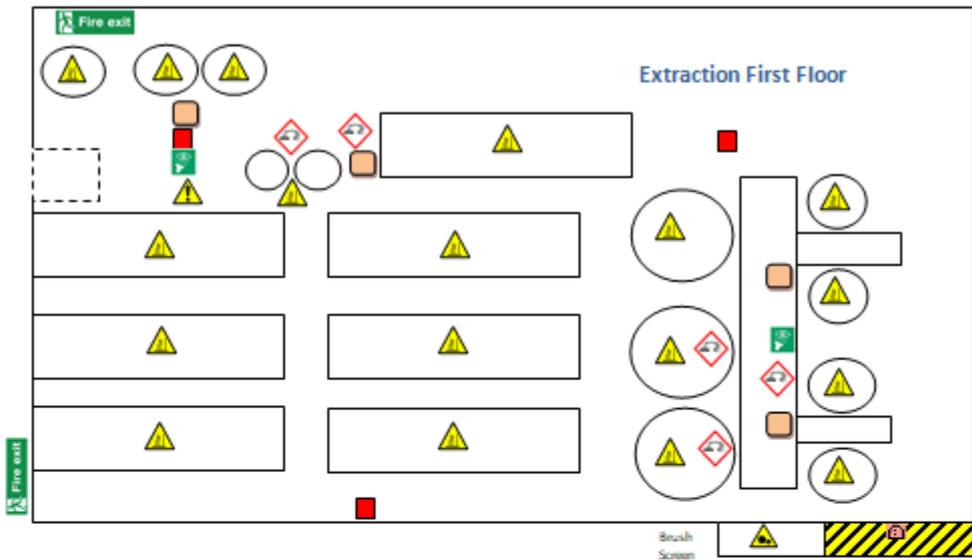


	Hazardous Chemicals		Hearing Protection Zone		Fire Extinguisher
	Bump Hazard				Eye Wash Station
	Hot Surfaces				Manual Fire Alarm

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	30 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Extraction Area Hazard Map

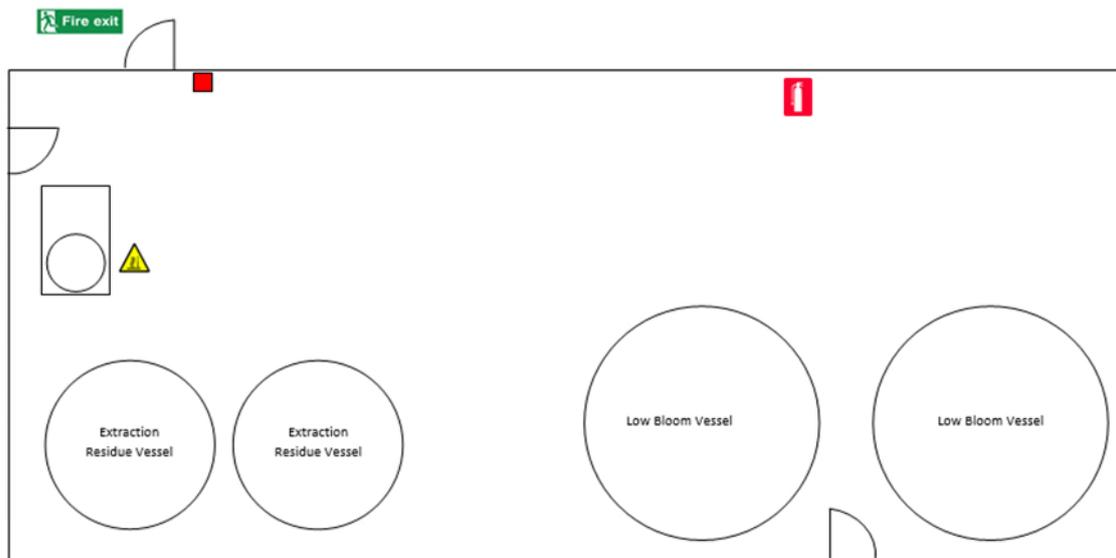


	Hot Surfaces		Asbestos (switch room wall panels)		Fire Extinguisher
	Hazardous Chemicals		Moving Machinery		Manual Fire Alarm
	Trip Hazard				Eye Wash Station
	Bump Hazard				Escape Set
	Switch Room - Authorised Persons Only				Fire Exit

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	31 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Extraction Residue Area Hazards Map

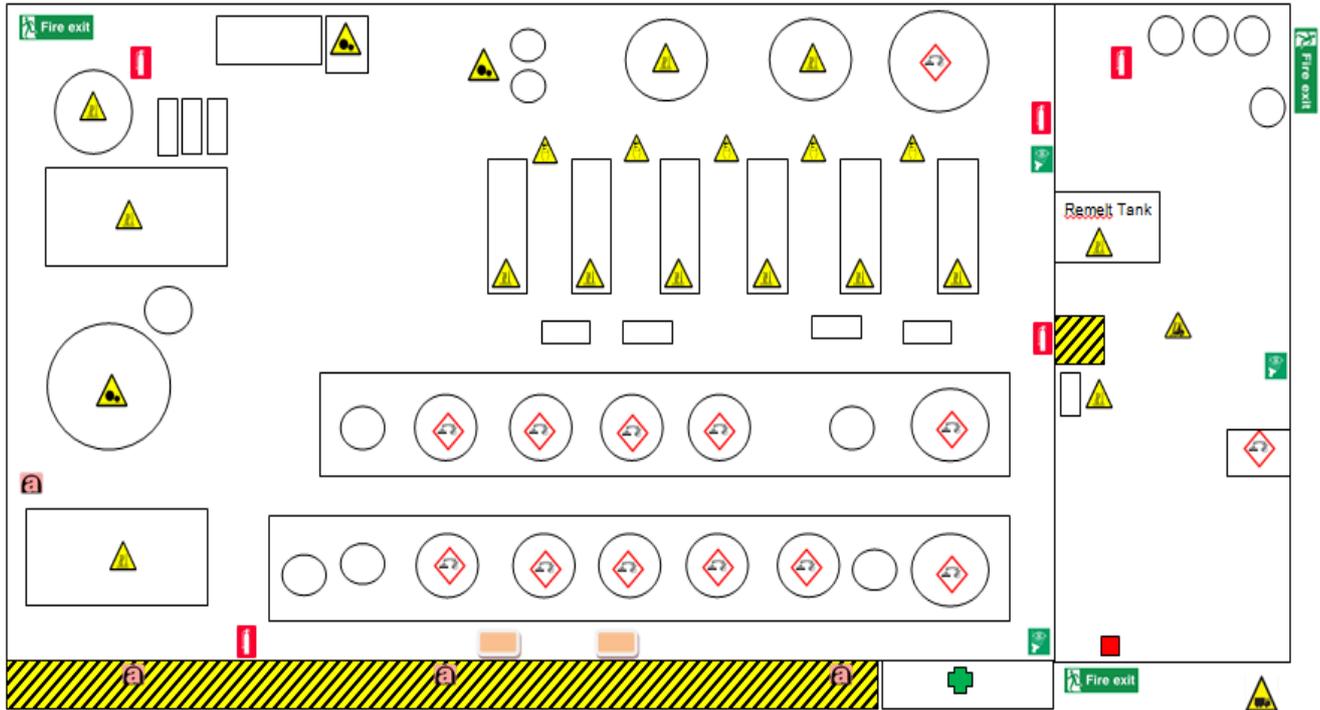


	Hazardous Chemicals		Hearing Protection Zone		Fire Extinguisher
	Bump Hazard				Eye Wash Station
	Hot Surfaces				Manual Fire Alarm

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	32 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Area Hazards Map – Filter Room

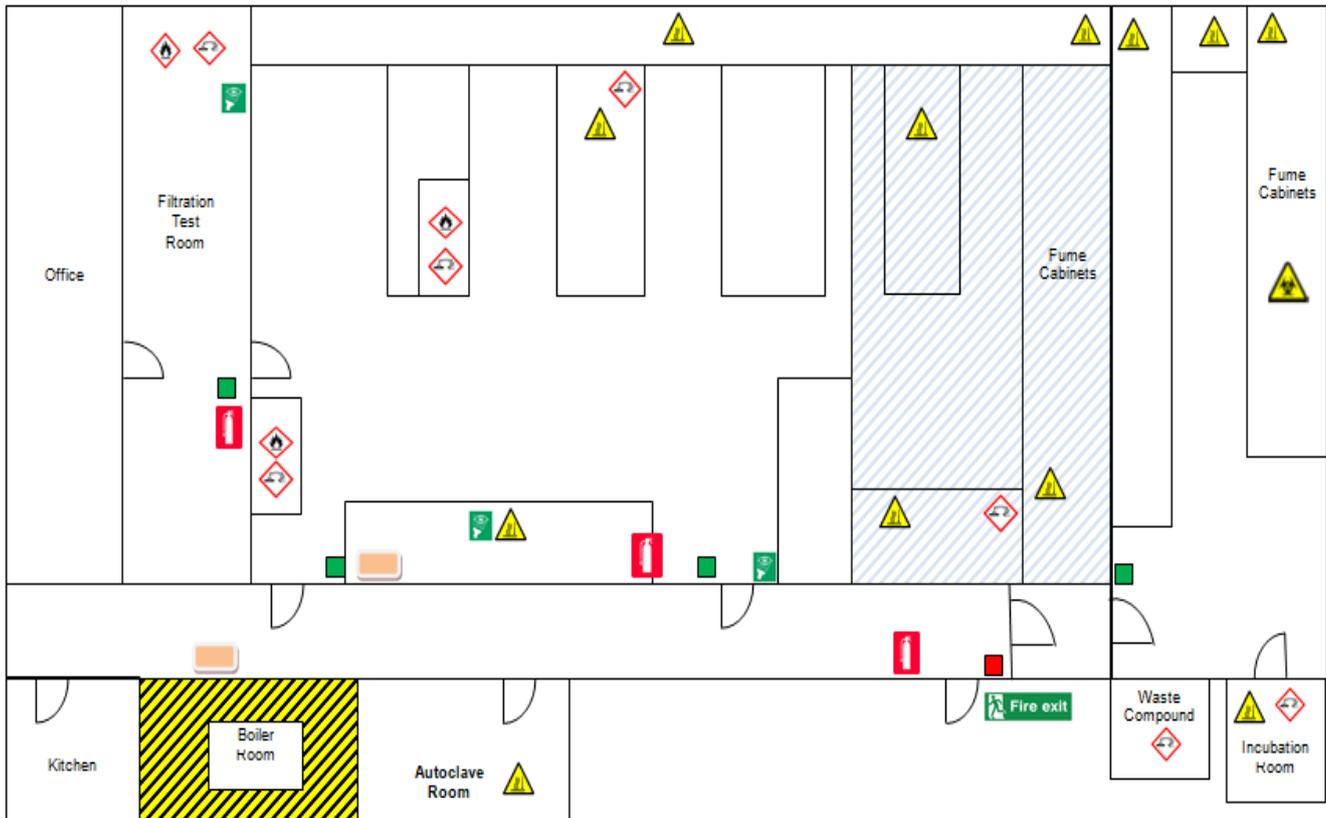


	Hot Surfaces		Fork Lift Trucks in Operation		Eye Wash
	Bump Hazard		HGV in Operation		Fire Extinguisher
	Hazardous Chemicals				Manual Fire Alarm
	Moving Machinery				Escape Set
	Authorised Access Only (switch room – 1 st floor)				First Aid Room – Defibrillator, Oxygen Therapy, Eye Wash
	Asbestos (hot water tank pipe work gaskets and switch room wall panels)				Fire Exit

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	33 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Laboratory Area Hazards Map

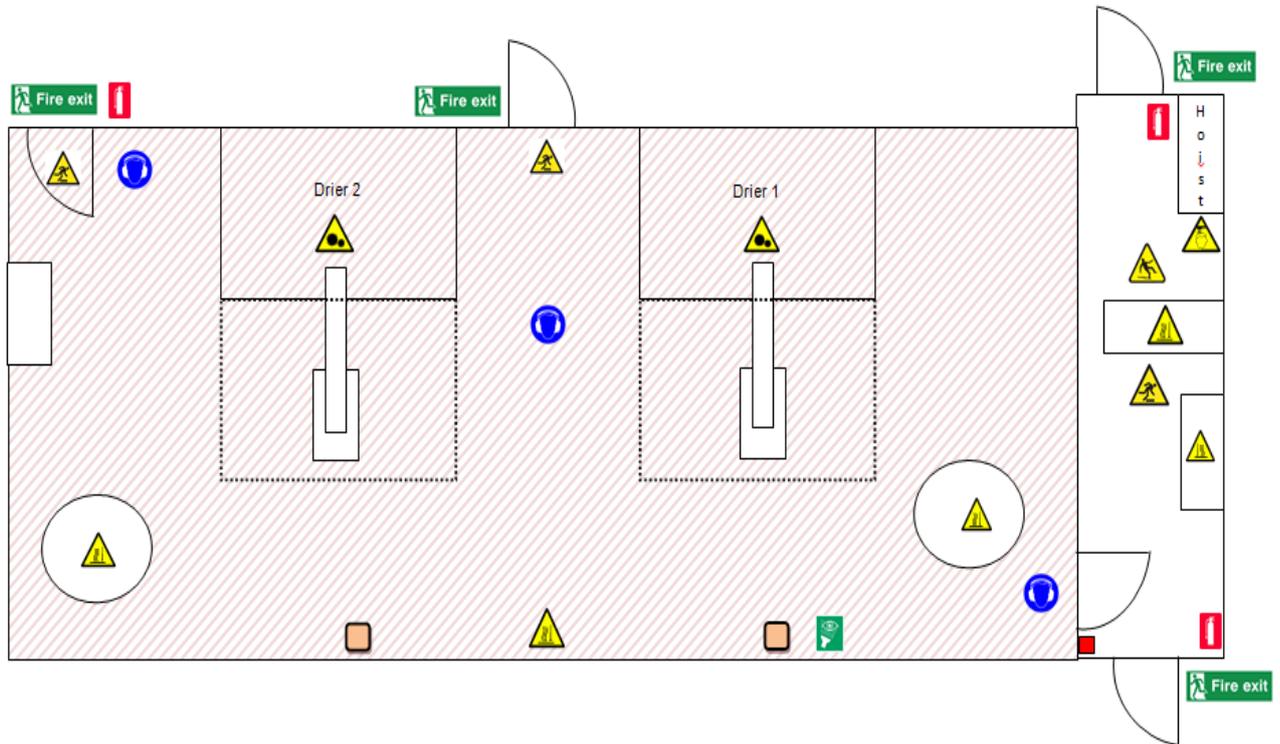


	Hot Surfaces		Eye Protection Zone		Eye Wash Station
	Bio hazard		Fire Extinguisher		Escape Set
	Hazardous Chemicals		Manual Fire Alarm		
	Flammable Substances		Gas Shut Off Switch		

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	34 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Lower Votator Area Hazard Map

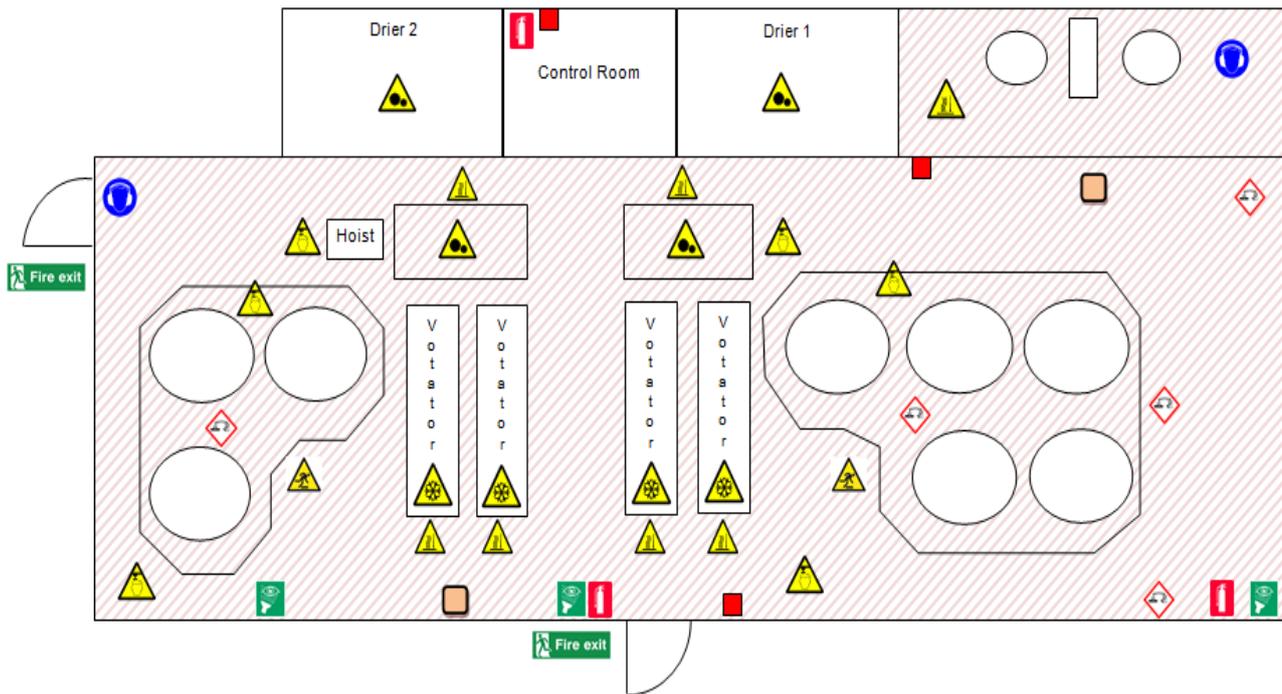


	Hot Surfaces		Slip Hazard		Fire Extinguisher
	Moving Machinery		Hearing Protection Zone		Manual Fire Alarm
	Trip Hazard		Hazardous Chemicals		Eye Wash Station
	Bump Hazard				Escape Set

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	35 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Upper Votator Area Hazard Map

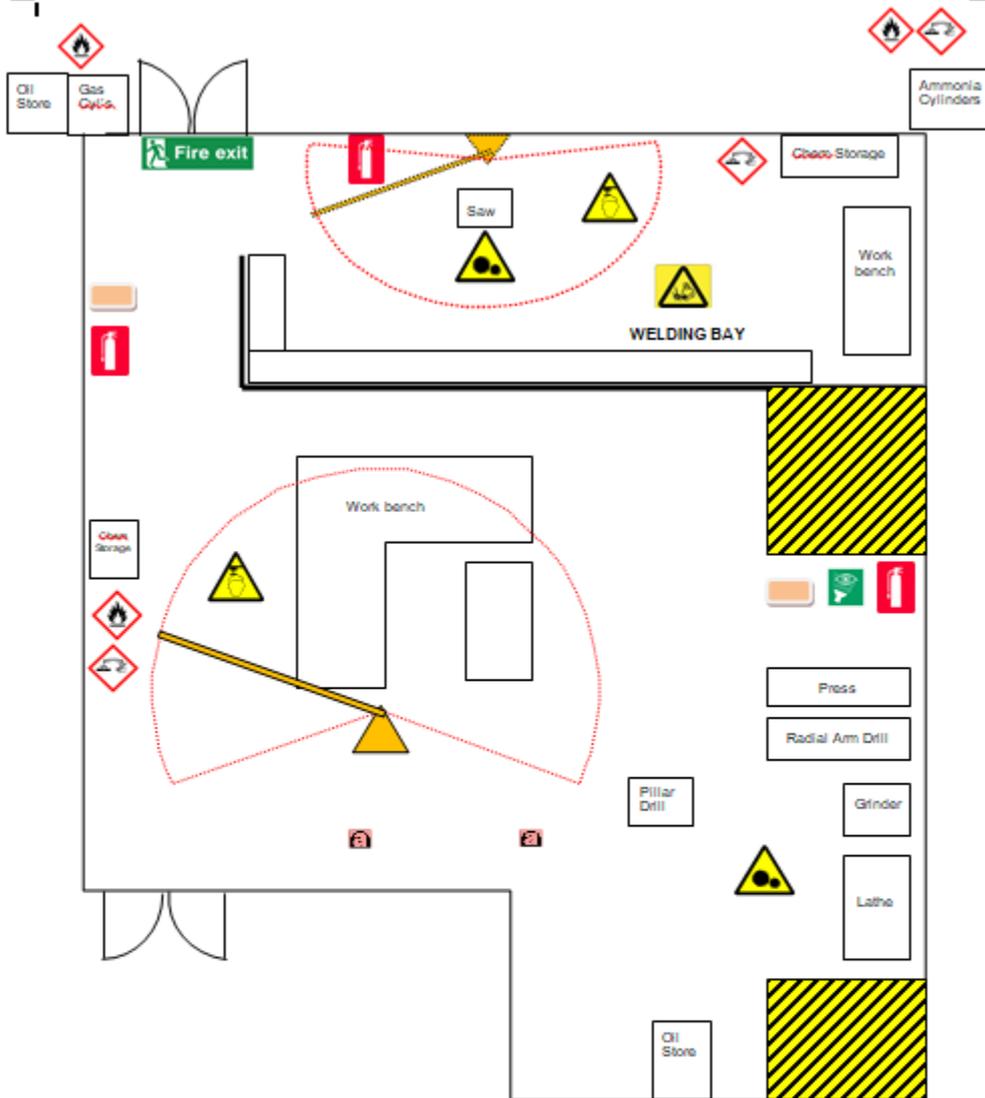


	Hot Surfaces		Bump Hazard		Fire Extinguisher
	Moving Machinery		Hazardous Chemicals		Manual Fire Alarm
	Cold Surfaces		Hearing Protection Zone		Eye Wash Station/Safety Shower
	Trip Hazard				Escape Set

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	36 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Engineering Workshops Hazards Map



	Machine Tools		Asbestos (gaskets in overhead air ducts)
	Lifting Beam - Overhead Hazard		
	Welding Area		Fire Extinguisher
	Hazardous Substance Storage		Eye Wash
	Flammable Substance Storage		Escape Set
	Electrical Switch Gear KEEP CLEAR		

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	37 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

APPENDIX 7|– Bomb Threat Checklist

Bomb threat checklist

This checklist is designed to help staff to deal with a telephoned bomb threat effectively and to record the necessary information.

Actions to be taken on receipt of a bomb threat:

- Switch on recorder/voicemail (if connected)
- Tell the caller which town/district you are answering from
- Record the exact wording of the threat:

Ask the following questions:

- Where is the bomb right now? _____
- When is it going to explode? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will cause it to explode? _____
- Did you place the bomb? _____
- Why? _____
- What is your name? _____
- What is your address? _____
- What is your telephone number? _____

Record time call completed:

- Where automatic number reveal equipment is available, record number shown: _____
- Inform the Security Co-ordinator of name and telephone number of the person informed: _____
- Contact the police on 999. Time informed: _____

The following part should be completed once the caller has hung up and the Security Co-ordinator and the police have been informed.

- Time and date of call: _____
- Length of call: _____
- Number at which the call was received (i.e. your extension number): _____

About the caller

- Sex of caller: _____ • Age: _____
- Nationality: _____

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	38 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		



Tick

Where appropriate



Language

- Well spoken
- Irrational
- Taped message
- Offensive
- Incoherent
- Message read by threat-maker

Caller's voice

- Calm
 - Crying
 - Clearing throat
 - Angry
 - Nasal
 - Slurred
 - Excited
 - Stutter
 - Disguised
 - Slow
 - Lisp
 - Accent
- Type of accent

- Rapid
- Deep
- Hoarse
- Laughter
- Familiar

If so, whose voice did it sound like?

Background sounds

- Street noises
- House noises
- Animal noises
- Crockery
- Motor
- Clear
- Voice
- Static
- PA system
- Booth
- Music
- Factory machinery
- Office machinery
- Other (specify)

Other remarks

Signature: _____

Date: _____

Print name: _____

For further guidance on Terrorism threat, read on the following link: <https://www.protectuk.police.uk/>

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	39 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		



APPENDIX 8

PB LEINER
The Clear Solution

Injured Person Refusing to Attend Hospital

Employee Refusal of Referral for Medical Treatment

This form is to be completed by any employee who refuses to attend a hospital or similar medical establishment for care or advise following recommendation to do so by their employer.

PBLeiner believe that it would beneficial for your Health and Wellbeing to attend the local hospital to seek medical advice on the following areas:

Area of concern/date of incident: _____

After informing _____ to attend hospital they have refused.

Name of person requesting the person to attend a hospital/seek medical care

Date _____ Time _____

I understand that my employer has requested me to attend a hospital/medical facility for my health and wellbeing, however I am refusing to do so.

Signed By the person refusing to attend a hospital/seek medical care.

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	40 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Appendix 9 – Notice Board Sign: Emergency Muster & Response

EMERGENCY MUSTER AND RESPONSE

Alarm Sounds: Stop work, Shut down equipment if possible, assemble at outdoor assembly point

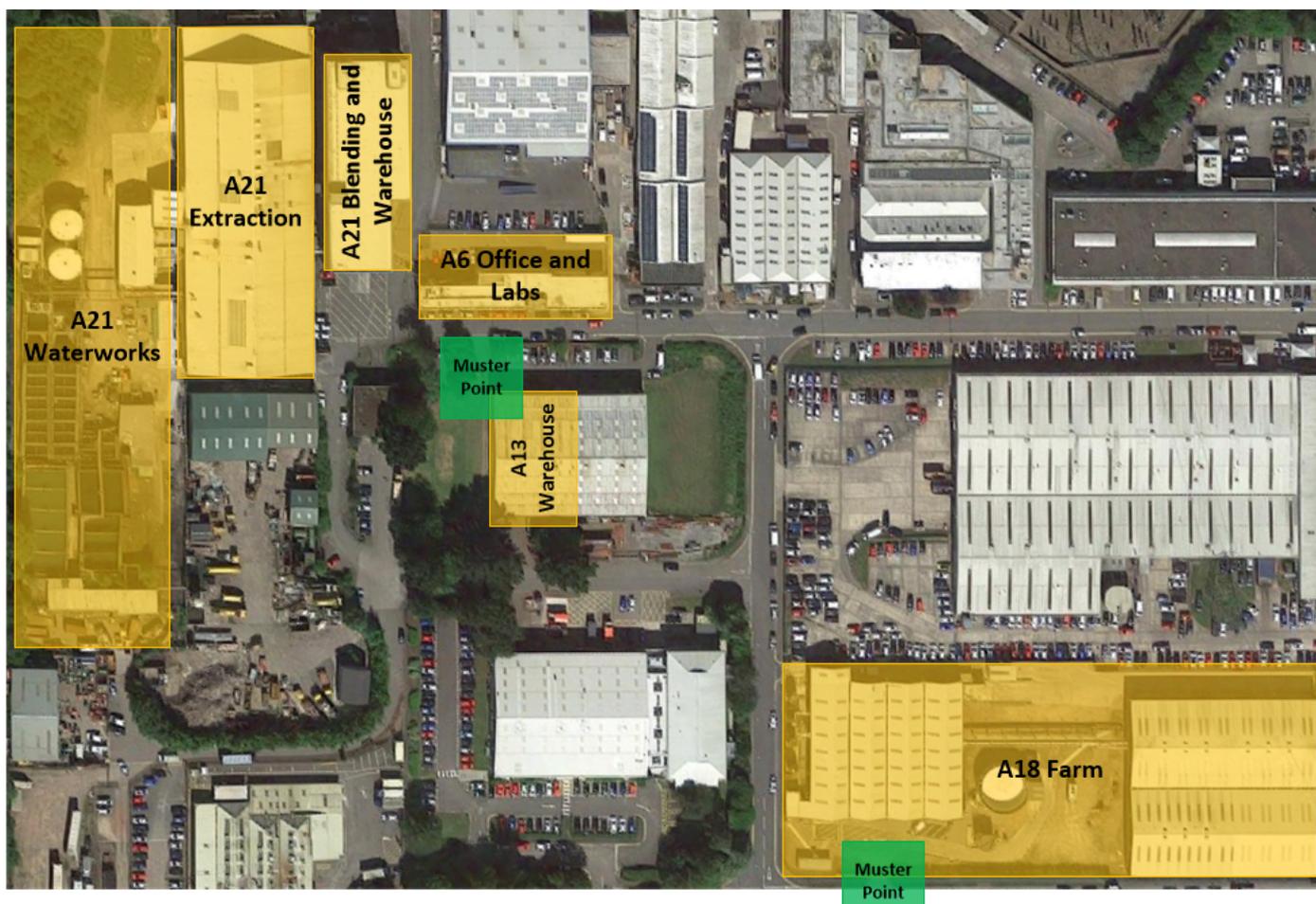
Position	Emergency Role	Responsibilities	All clear
Plant Director	Emergency Controller (EC)	<ul style="list-style-type: none"> Absolute control of company action from the incident control room. Direct liaison with SIC Ensure key staff & resources are mobilised Interface with statutory authority (e.g. senior fire officer, senior police officer, NRW) Ensure safe assembly of personnel Ensure that any casualties receive immediate medical attention Ensure surrounding sites alerted Provide technical advice on hazards & procedures for containment Maintain a log of events Prevent on site traffic movements Consider preservation of evidence Initiates clean up and remediation work 	Declare stand-down Write up incident report Inform site management team of status Inform site SHE Manager of SHE impacts
Operations Manager/Production Manager/Shift Supervisor/Charge Hand	Site Incident Controller (SIC)	<ul style="list-style-type: none"> Take control at the scene Assist EC in carrying out their duties Make initial assessment of the incident to determine if it is, or may become a major accident. Ensure site alarms are sounded Summon / coordinates key personnel e.g. maintenance, first aiders. Keep EC informed 	Restart plant once approved by EC
Support Teams (Workforce)	Support to EC and/or SIC	<ul style="list-style-type: none"> Provide support to SIC Assist in carrying out tasks such as roll call, record keeping. 	Support SIC in required tasks

PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	41 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Appendix 10 - Fire Assembly Point

The Muster point outside of building A6 and the Farm located here; shown in **green**.



PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	42 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Appendix 11 – Schedule 5 Notification NRW

Schedule 5 – Notification

Part A

Permit Number	
Name of operator	
Location of Facility	
Time and date of the detection	

(a) Notification requirements for any activity that gives rise to an incident or accident which significantly affects or may significantly affect the environment

To be notified Immediately

Date and time of the event	
Reference or description of the location of the event	
Description of where any release into the environment took place	
Substances(s) potentially released	
Best estimate of the quantity or rate of release of substances	
Measures taken, or intended to be taken, to stop any emission	
Description of the failure or accident.	

(b) Notification requirements for the breach of a permit condition

To be notified immediately

Emission point reference/ source	
Parameter(s)	
Limit	
Measured value and uncertainty	
Date and time of monitoring	

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Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	43 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Measures taken, or intended to be taken, to stop the emission	
---	--

Time periods for notification following detection of a breach of a limit	
Parameter	Notification period

(c) In the event of a breach of permit condition which poses an immediate danger to human health or threatens to cause an immediate significant adverse effect on the environment:	
To be notified immediately	
Description of where the effect on the environment was detected	
Substances(s) detected	
Concentrations of substances detected	
Date of monitoring/sampling	

Part B - to be submitted as soon as practicable.

Any more accurate information on the matters for notification under Part A.	
Measures taken, or intended to be taken, to prevent a recurrence of the incident	
Measures taken, or intended to be taken, to rectify, limit or prevent any pollution of the environment which has been or may be caused by the emission	
The dates of any unauthorised emissions from the facility in the preceding 24 months.	

Name*	
Post	
Signature	
Date	

* authorised to sign on behalf of the operator

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Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	44 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Appendix 12 – M/ETHANE Report Form

M/ETHANE Form

Time	Date
Organisation	
Name of Caller	Tel No

M	Major incident	Has a Major Incident been declared? YES/NO <i>(If no, then complete ETHANE message)</i>	
E	Exact Location	What is the exact location or geographical area of incident	
T	Type of Incident	What kind of incident is it?	
H	Hazards	What hazards or potential hazards can be identified?	
A	Access	What are the best routes for access and egress?	
N	Number of casualties	How many casualties are there and what condition are they in?	
E	Emergency Services	Which and how many emergency responder assets/personnel are required or are already on-scene?	

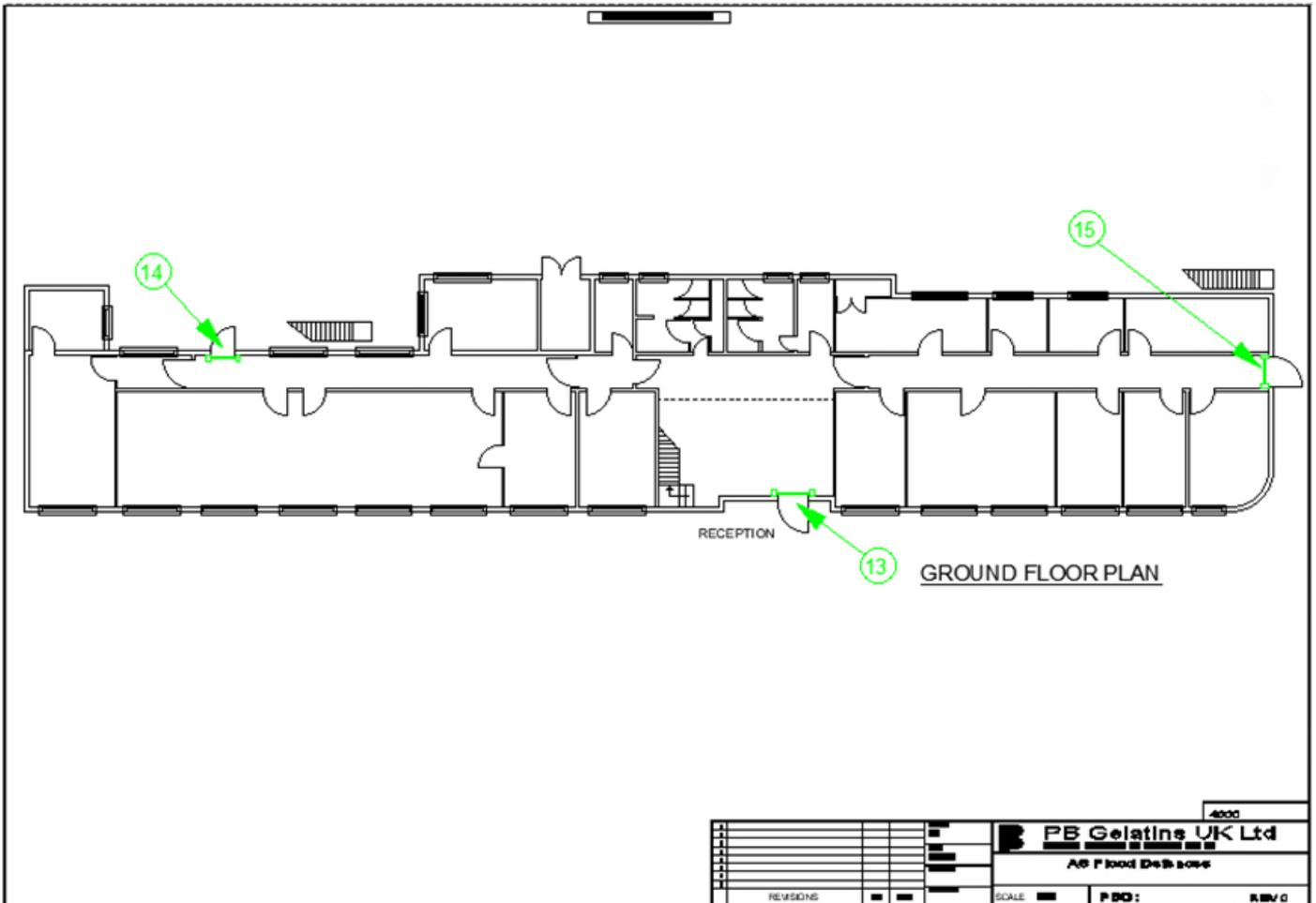
PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	45 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Restricted once complete.

Appendix 13 – Flood Defence location and instruction

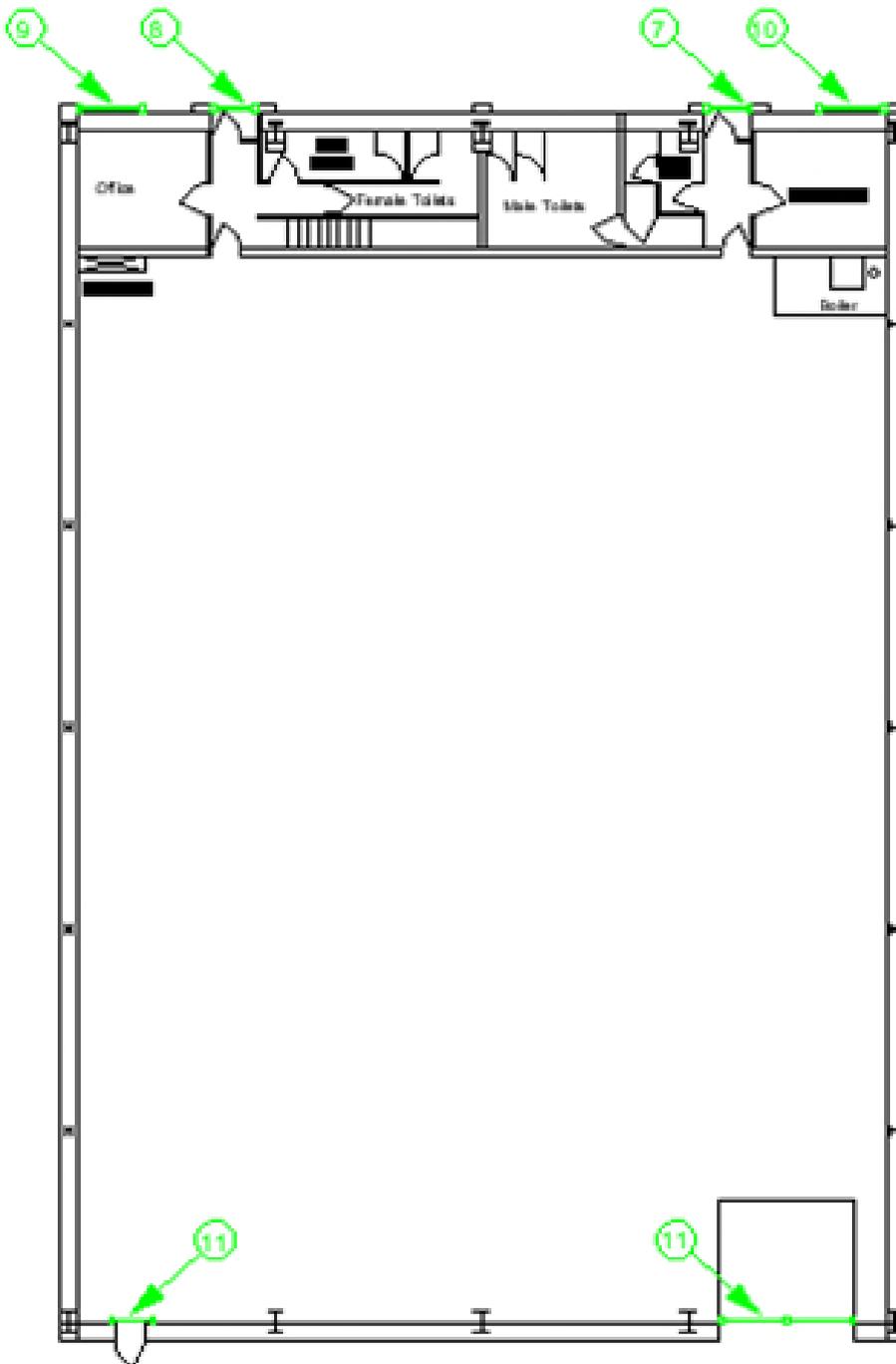
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PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	46 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

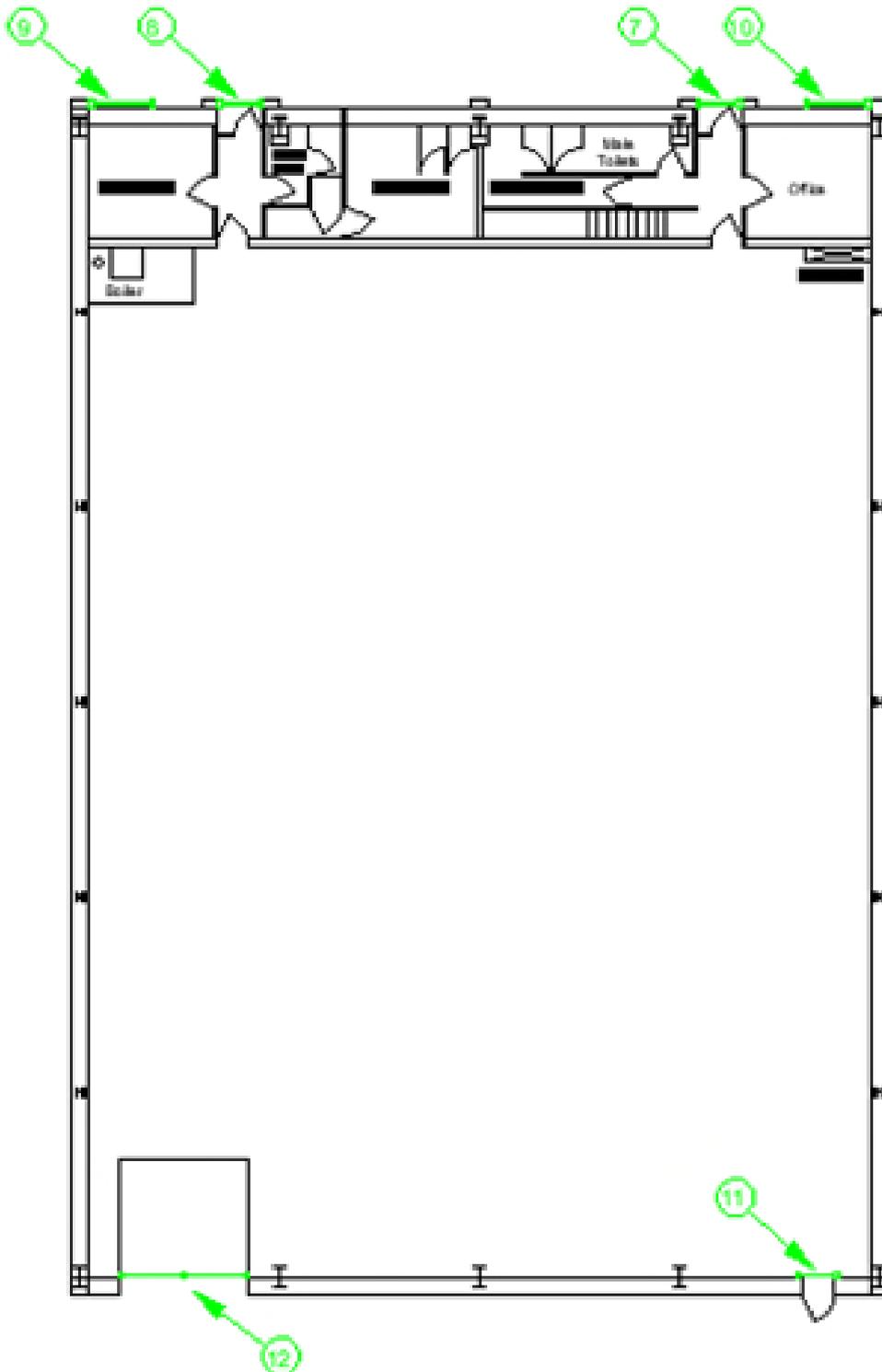
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PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	47 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

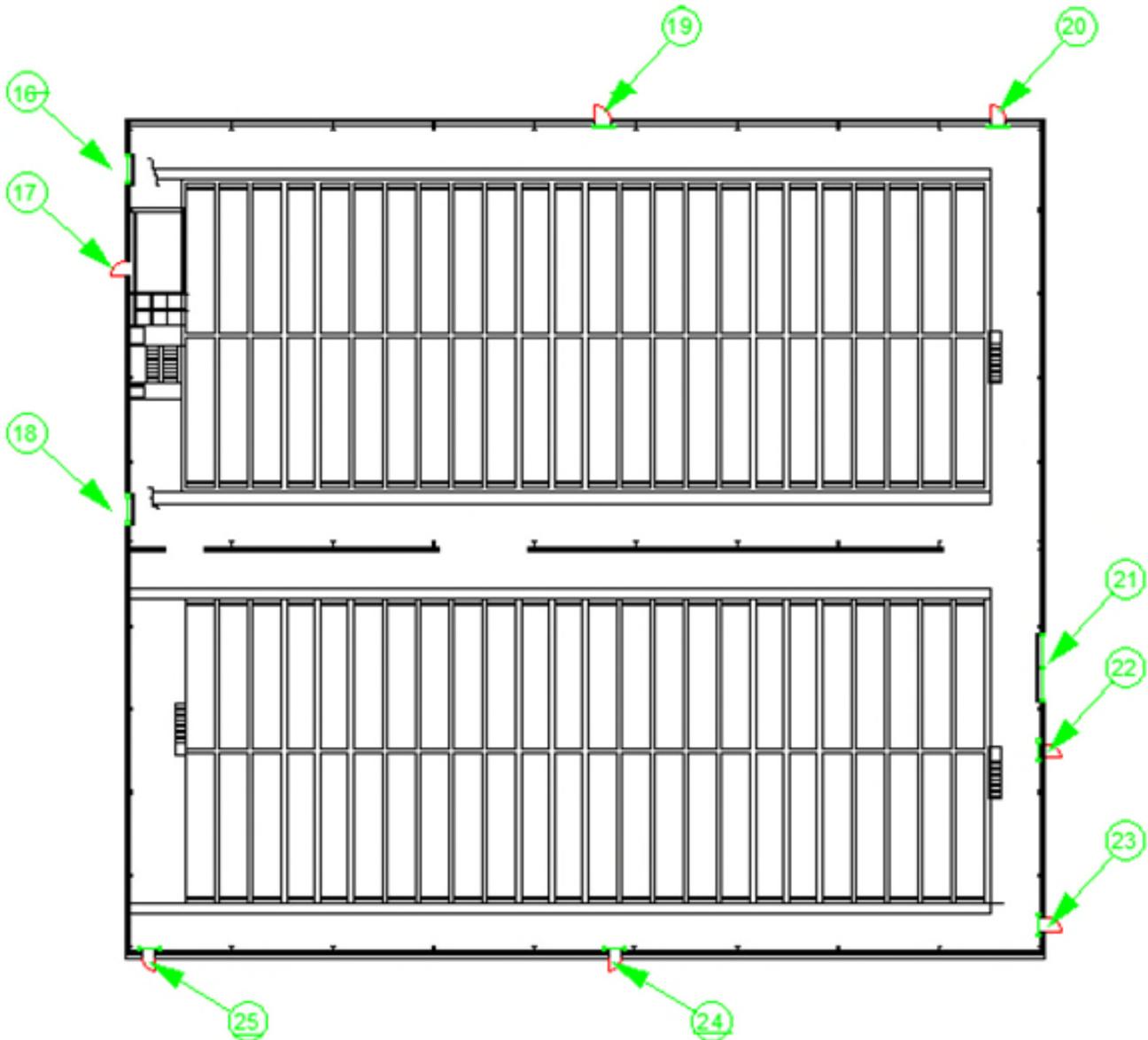
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PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	48 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

A18



PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	49 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

A21



PB Gelatins –Safety, Health & Environment Procedure

Emergency Preparedness and Response Plan (EPRP)		Reference ISO Document	NA
		Reference Risk Assessment	NA
Document Number	SHE 012	Date of Creation	25/06/2020
Revision Number	2	Review Date	24/09/2024
Page	50 of 50	Author	Berwyn Williams / Neil Davies
Objective	Documented procedures and processes to be followed in emergency situations on site		

Blending

