

ACCIDENT **MANAGEMENT PLAN**

Morris & Co (Handlers) Ltd

Neath Abbey Wharf

Skewen

Neath

Castell-nedd Port Talbot

SA10 6BL

Permit number: Application submitted October 2018

Issued: TBC

Grid Reference: SS 72769 95874

Revision History

Issue	Date	Comments	Author	Approved by
1.0	22.05.2018	First version	Joanne McAnulty	Tom Morris
2.0				

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Emergency Procedures Contact Details

<u>Emergency Services</u>	<u>Telephone Number</u>	<u>Emergency Number</u>
Fire and Rescue Services	0370 6060699	999
Ambulance Service	111	999
Police	101	999
<u>Emergency Response</u>		
Wales Enviromental (Water/Chemical Removal)	02920 456456	

<u>Hospitals</u>	<u>Telephone Number</u>
Morriston General Hospital	01792 702222
Neath Community Hospital (Minor Injuries)	01639 862000

<u>Utilities</u>	<u>Telephone Number</u>
Electricity	0800 096 3080
Water	0800 052 0130
Piped Gas	0800 111 999
Diesel	01829 260900
Spillage cleaning	02920 456456

<u>Health and Safety Executive</u>	<u>Telephone Number</u>
General Enquiries	0300 003 1747
Local Office	Cardiff

<u>Natural Resources Wales</u>	<u>Telephone Number</u>
General Enquiries	0300 065 3000
Incident Hotline	0300 065 3000
24 Hour Emergency Floodline	0345 988 1188

<u>Internal Emergency Contact</u>		
<u>Name</u>	<u>Telephone</u>	<u>Position</u>
Martin George	07482 304185	Site Manager

<u>Neighbour Contacts</u>	
<u>Name</u>	<u>Telephone</u>
Arfon Jones (Steel Supply Co.)	01792 472981
Richard Morgan (Sims Metals)	07774 896188

1 Introduction

The site currently operates 3 core documents relating to mitigating environmental risks within the companies environmental management system:

- Summary of Management Systems - this document highlights the steps taken to control day to day environmental risks.
- Accident Management Plan – this document considers the company's response to accidents on site.
- Fire Prevention Plan – this document identifies the potential Environmental hazards with a review to meeting the 3 National Resources Wales (NRW) objectives:
 - minimise the likelihood of a fire happening
 - aim for a fire to be extinguished within 4 hours
 - minimise the spread of fire within the site and to neighbouring sites

Please note that the 3 above documents should be read in conjunction with the procedures and controlled document list held within the environmental management system.

The drawings for the site are:

Drawing Title	Drawing Number	Relevant to Neath
Site Planning Permission Boundary Plan	01	N/A
Site Location Plan	02	Yes
Site Ownership Boundary Plan	03	N/A as rented land
Environmental Permit Boundary	04	Yes
Fire Hydrant Locations	05	N/A as not available
Fire Protection Plan	06	Yes
Site Infrastructure Plan	07	Yes
Material Storage Plan	08	Yes
Site Drainage Plan	09	Yes
Receptor Plan 1km	10	Yes
Odour Plan	11	N/A
Habitat Plan	12	Yes

2 Substances

Oil is stored in IBCs on a bund. Diesel is stored in a bunded tank in the building as shown on the Site Infrastructure Plan drawing No.7.

In the event of a spillage on site either inside buildings or on the outside storage areas, pallets of spill dry are available. The spill dry is used to contain any oil or contaminated waters. The contaminated granules are put in the yellow allocated spill bin and disposed of to a hazardous waste disposal.

The volumes kept on site are always very low. Transfer of substances on site is kept to an absolute minimum and if any substances are transferred this is done under controlled conditions.

In the event of a spillage on site either inside buildings or on the outside areas, pallets of spill dry are available. The spill dry is used to contain any oil or contaminated waters. The contaminated granules are put in the yellow allocated spill bin and disposed of to a hazardous waste disposal. Spill kit locations are included on Site Infrastructure Plan drawing No.7.

Cleaning chemicals are locked in the cleaning cupboard. In the event of a spillage inside the building, spill dry granules would be used to contain the spill.

3 Spillages

In the event of a spillage inside the building, spill kits are available on site to deal with any spillages that may occur. The location of spill kits inside the building is detailed on the Site Infrastructure Plan drawing no.7. In the event of a major spillage which contaminated the lagoon on site, this would be emptied via tanker until all contamination removed.

A safe working procedure is in place on the site to general spillages. Staff are trained via a toolbox talk for spillages (Talk.No 82)

4 Site Security

CCTV - The site has CCTV which records 24/7. Multiple camera images from the CCTV are displayed in the office and the images are recorded to a hard drive in the office.

The CCTV on site is owned by the landlord and monitored by ADT. CCTV is situated on external areas on the site and is used to monitor both H&S and security aspects. When the cameras are being monitored at night, the cameras are triggered on movement and the monitoring company call persons via mobiles as per their response list.

This is checked daily as part of our environmental monitoring regime and recorded on the Environmental Site Checksheet.

Arson – the gate at the side of the building is locked out of hours.

Boundaries are made up as follows:

- East - 3m high palisade security fencing on the top of 4m high earth bank, backs onto river.
- South - 3m high palisade security fencing on the top of 4m high earth bank, backs onto marsh land.
- West - 3m high palisade security fencing and steel clad building.
- North – mixture 3m high palisade security fencing and concrete block panels topped with barbed wire, backs onto Sims Yard.

All visitors and contractors have to obtain permission to enter the site via the weighbridge office upon arrival at site.

5 Failure of main services

Loss of mains services would not have a major impact on the site for several hours and there would be no environmental risk from the loss of any mains service.

6 Management and prevention of accidents / Incidents.

We will ensure that:

- All accidents, incidents, dangerous occurrences and emergencies are reported promptly, investigated and recorded accurately and that remedial actions are put in place as required.
- We comply with the Reporting of Incidents.
- We carry out RIDDOR reports as required.
- Our core procedures form part of our Environmental Management System.
- We communicate health and safety and environmental issues to all relevant staff and contractors, in order to minimise the risk of accidents.
- All staff will receive training, appropriate to their post, to help minimise accidents.
- Records are kept to ensure training needs are assessed and addressed.
- The site is audited on a regular basis; accidents and near misses will be investigated and the findings recorded.
- Our operating procedures include the safe emergency shutdown procedures.

7 Recording Incidents

All incidents that have caused or could result in environmental pollution should be recorded on the Non-Conformance form (NCW Report) or on the Environmental Site Checksheet (Env Site Checklist). Also if a complaint is received this should be documented on the Complaint and Feedback Form (Complaint Form)

The Non-Compliance form will enable you to document the details of the environmental pollution incident, the corrective action that was taken and a record of signature that the clean-up process has been completed. When completing the form details should be recorded including:

- location of the environmental pollution incident
- who discovered the incident
- what caused the incident
- whether the emergency services or NRW were required on site
- actions that were taken to contain the pollution
- what corrective action was taken and whether any samples were required.

8 Training

Training of new employees is undertaken as per the Training Procedure (ProTrain) and is the responsibility of the Site Manager/Finance Officer dependent on role.

All new employees are inducted. There is an induction program which includes (but not limited too):

- Company awareness
- Health and Safety
- Environmental permit awareness
- Emergency evacuation procedure

Following induction:

- The Site Manager will identify the SSOW's, RA's and COSHH Assessments for completion and ensure these are completed prior to any works undertaken.
- The employee is added to the company Training Matrix, where key training requirements are added dependent on role.

Visitors are supervised whilst on site. At the visitors sign in area, there is an instruction sheet to the site that makes them aware of the correct safety and fire prevention procedures whilst on site.

There is a designated smoking area at front of the site which is away from the stored material. As part of the staff induction the location is shown.

9 Emergency Procedure

In the event of an incident on site the following steps must be taken; it is vital that at no point does any lone worker enter any potential risk areas or that any person is put at risk. Clear and concise information must be given at all times. Under no circumstances should any individual be put at risk.

1. Site Manager or Deputy will: Ensure that emergency evacuation procedure incorporated within the site induction pack are followed.
2. Site Manager or Deputy will: Ensure no individual is put at risk.
3. Deputy or a person nominated by the Site Manager: Will ensure all individuals are kept out of harm's way and do not venture off in other directions.

**ONLY THE SITE MANAGER OR DEPUTY WILL DIRECT PERSONNEL FROM THIS POINT
THE SITE MANAGER WILL ENSURE:**

4. Fire Brigade is called.
5. NRW is called.

6. Emergency tanker company(s) is called.
7. Liaise with Fire and Emergency response teams as required.

10 Procedures

The company operates with a number of core environmental control procedures, these can be found in the Works Drive. A list has not been provided here, as the list is continually developing.