

Subject:	Emergency Preparedness and Response		Number:	EVQP-HSE200		
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Approved By:	Managing Director *(GYMUK)	*Plant Manager (GYMUK)
Signature:		
Date:		
Approved By:	*Product Manager (GYMUK)	General Engineering Manager *(GYEUR)
Signature:		
Date:		

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Introduction

- A. Purpose:** The purpose of this procedure is to establish the requirements for HSE Department at *GS Yuasa Battery Manufacturing UK Ltd., its activities and focal points in respect of emergency preparedness and response.
- B. Approval and Revision:** This procedure has been approved by the Managing Director *(GYMUK), *Product Manager (GYMUK), Plant Manager *(GYMUK) and General Engineering Manager *(GYEUR) as detailed above, responsible for implementation at *GS Yuasa Battery Manufacturing UK Ltd and *GYEUR Technical Department. Any requests for revision to this procedure should be made to the *Product Manager.

Issue Level	Issue Date	Amendment Detail Record
2	27.07.2011	Amendment to titles
3	15.05.2013	Change from 'The Environment Agency' to 'Natural Resources Wales' (all occurrences)
4	11.05.2015	Changes include Manager titles in section B and other minor word changes where identified *. Added to Appendix A point K: 'and copies are held in the Security Gatehouse' Added to Appendix A point R: 'for chemical mixtures'
5	22.06.2017	Reviewed following an acid incident at factory No.4 in January 2016 and the company joining the Lower Tier COMAH regime.

1 General Requirements

1.1 Emergency response actions are segregated into the following sections:

- 2.1 Evacuation
- 2.2 Fire/Explosion
- 2.3 Spillage
- 2.4 Flood
- 2.5 Injury
- 2.6 Other Emergencies
- 2.7 Incident Follow Up

1.2 The information/data required to assist in handling an emergency incident shall be contained in an "Incident Response Information" file, see Appendix A for contents list. These files shall be located in the following locations and the contents shall be reviewed by the HSE Manager on a *biennial basis or following notification of an occurrence that has resulted in an emergency response.

Factory 1 Plate Manufacture Office
 Factory 2 Assembly Office
 Factory 4 Assembly/Inspection Office

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Security Gatehouse

1.3 Following an incident:

1.3.1 An Incident Report: Form Number [EVF076](#) shall be completed, as per procedure [EVQP QA203](#), detailing:

- Incident
- Description of events
- Environmental effects
- Immediate remedial action
- Future corrective action.

1.3.2 Natural Resources Wales shall be notified without delay of:

1.3.2.1 The detection of an emission of any substance, which exceeds any limit or criterion specified in relation to the substance. Limits are established in Table A of procedure [EVQP-HSE203](#)

1.3.2.2 The detection of any fugitive emission, which has caused, is causing or may cause significant pollution.

1.3.2.3 The detection of any malfunction, breakdown or failure of plant or techniques which has caused, is causing or has the potential to cause significant pollution.

1.3.2.4 Any accident which has caused, is causing or has the potential to cause significant pollution.

1.4 Roles and responsibilities during an emergency

1.4.1 Departmental Managers

On hearing the fire alarm, Department Heads or their Deputies will ensure that staff undertake their responsibilities to carry out safe shut-down procedures and evacuate the building. The Department Heads shall ensure that evacuation of the building is undertaken in a calm and efficient manner, without endangering themselves or others and, where possible, doors are closed as the last person exits. On leaving the building, Evacuation Wardens will collect the roll call register for their respective area and, on arriving at the Assembly Point, undertake a roll call. Once the roll call is complete, the Department Head/Evacuation Warden or their Deputies shall confirm the presence of all staff or report staff unaccounted for.

Where members of staff are missing, the Department Head or their Deputy must attempt to ascertain through discussion with staff, or from knowledge of the movements of the staff in question, the likely location of the missing parties. This information shall be reported to the Emergency Response Team Leader or his Deputy.

Once the roll call has been taken, Department Heads or their Deputies are responsible for ensuring effective communication between the Emergency Management Team and staff.

Emergency Management Team

When on site, and at the call to evacuate, the Emergency Management Team must leave their workspace in a safe manner and make their way to the assembly points. Depending on the level of emergency and circumstances where the control room cannot be used, the emergency will be co-ordinated from the security gatehouse.

On arrival, the Emergency Response Team Leader shall take command of the situation, undertaking or directing a roll call of the Emergency Response Teams, in order to ascertain the nature and severity of the emergency and determine how best to manage the situation.

Assessing the risk of any situation must always be the priority.

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The remaining emergency procedures are used as a basis for dealing with any emergency situation, however, each incident and the suitability of the procedures for dealing with it, must be considered in its own right.

THE SAFETY OF STAFF, VISITORS AND CONTRACTORS IS PARAMOUNT.

Emergency Response Team

At the call to evacuate, the Emergency Response Team must leave their workplace in a safe manner, undertaking safe shutdown procedures and evacuating the building. The Emergency Response Team then make their way to the control room from where all emergencies shall be co-ordinated, and in exceptional cases where the control room is unavailable due to the extent of the emergency, it will be co-ordinated from the security gate-house.

The site Evacuation Wardens will then carry out roll calls at the designated assembly points and will be in direct contact with the Emergency Response Team Leader by either mobile telephone or radios which are available from any one of five emergency response cabinets located throughout the site, all of which are identified by green/white stripes and are also fitted with emergency lighting on the outside to help identify them should there be a cut in the power supply.

1.4.2 Site Security Emergency Response Instruction

During Normal Working Hours

A. Following Activation Of The Fire Alarm

- A1 Close the barrier.
- A2 Contact the ERT Leader by phone/walkie-talkie.
- A3 Give clear details of the location(s) of the incident zone(s).
- A4 Await instruction from the ERT Leader e.g. whether to contact the emergency services.
- A5 Only open the barrier to admit emergency services.
- A6 An ERT runner will attend the security lodge to provide incident detail to the emergency services.
- A7 Do not admit any person onto site or permit anyone to leave the site until given the all clear by the ERT Leader.

B. Whilst On Patrol

- B1 Report any signs of a fire, spillage or any other abnormal condition immediately to the security *gatehouse.
- B2 Continue as from A1 to A7 above.

During Out Of Normal Hours

C. Following The Activation Of The Fire Alarm Panel

- C1 Keep the barrier closed.
- C2 Contact the emergency services.
- C3 Contact the 2nd guard, if on patrol, to return to the security lodge by the safest possible route.
- C4 Contact GS Yuasa personnel. *(See Appendix A, Section C)
- C5 Await instructions from the Emergency Services on their arrival.

D. Whilst On Patrol

- D1 Report any signs of a fire, spillage or other abnormal condition to the security lodge.
- D2 Return to the security lodge by the safest possible route.

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D3 Continue from C1 to C5 above.

D4 Give clear details of the location and nature of the incident.

THE PRESERVATION OF LIFE AND PREVENTION OF INJURY IS OF PARAMOUNT IMPORTANCE AT EVERY INCIDENT.

2 General

The nature and severity of the emergency shall be ascertained by the Emergency *Response Team Leader.

Any investigation of the incident may be undertaken by the Emergency Response Team, but is only authorised if it is considered safe to do so, e.g. in the event of a small localised fire that is considered safe to tackle.

A risk assessment of any situation should always be the priority.

The remaining emergency procedures are used as a basis for dealing with any emergency situation, however, each incident and the suitability of the procedures for dealing with it, must be considered in its own right.

THE SAFETY OF STAFF, VISITORS AND CONTRACTORS IS PARAMOUNT.

Security:

Security staff must undertake their own roll call, report to the Emergency Response Evacuation Co-Ordinator and await further instructions from the Emergency Response Team.

The Security staff must ensure that non-essential services are not allowed onto site, and clear access is maintained for the emergency services. In the event that all of the Emergency Management Team are required within the site, the Security Staff automatically become responsible for communications, such as keeping telephone lines clear of non-essential calls and undertaking any essential communications (i.e. to the emergency services), and also retain the authority to refuse entry to site of non-essential services.

Inevitably, if a serious incident is being dealt with, members of the press may attempt to gain access to the site and this must not be allowed for their own safety. Similarly, interviews may only be provided by a member of senior management.

Further Actions:

Should the incident be such that the Fire and Rescue Service have been called, the Emergency Response Team Leader has the responsibility for calling other services as necessary and protecting staff and the site?

The Emergency Response Team Leader would manage and consult his Emergency Management and Response Teams to determine any necessary course of action.

ALL ACTIONS MUST BE ASSESSED FOR RISK AND THE SAFETY AND PROTECTION OF STAFF IS PARAMOUNT.

Each situation must be considered for its own characteristics and risks, however, where it is considered safe to do so, the Emergency Response Team would likely be asked to undertake an investigation of the incident area along with the HSE Manager/Managing Director and Plant Manager, to ascertain any actions which could be taken to control the incident or reduce its impact.

The following list of emergency considerations should be taken into account, and areas protected where possible.

STAFF SHOULD NOT PUT THEMSELVES OR OTHERS AT UNNECESSARY RISK, AND, IF IN DOUBT, THE ARRIVAL OF THE EMERGENCY SERVICES SHOULD BE AWAITED.

Emergency Considerations:

Are any members of staff unaccounted for, and are their likely whereabouts known? The emergency services will require as much information as possible to enable an accurate location and rescue operation.

- Have all of the necessary emergency services been alerted?
- Do any members of staff require medical attention?
- Should their next of kin be informed?

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- Should the police be involved?
- Does the Health and Safety Executive, Natural Resources Wales, *Gas, Electricity and/or Water Companies require informing at this stage?
- Is the cause of the incident known and *what area of the site is affected?

The emergency services will require as much information on the cause, location and possible hazards in the area to control the incident safely and efficiently.

- Can the gas and electricity services be reached to isolate the site as necessary?
- Are surface water areas safe to access to install drain mats to prevent the loss of chemicals or fire-waters to controlled waters?
- Should neighbouring sites be informed of the emergency and advised of appropriate actions?

On the arrival of the emergency services, the *Emergency Response Team Leader or his Deputy shall liaise with the services to present them with all available information and shall take instruction from them as to the necessary course of action. The emergency services particularly need to know:-

- Whether all staff have been accounted for on a roll call and, if any staff are missing, their suspected location.
- The location of the incident and any specific hazards in the area.

No specific fire-fighting measures have been specified for the site, and thus each incident and the disposal of any fire waters resulting from it, shall be considered in their own right. The detail contained in the "Incident Response Information" File which includes details of drainage, utilities and the chemicals stored on site must be made available to the emergency services, and any additional information they require shall also be provided where possible along with details of any actions already taken e.g. protection of utilities supplies or drainage channels.

2.1 Evacuation Procedure

Action:

The fire alarm is an audible siren which has a continuous and/or intermittent wailing sound. On hearing the fire alarm, staff must prepare to evacuate the building. Where possible, safe shut down procedures of equipment must be implemented, and staff must leave the building through the nearest accessible exit. Where possible, the last person through a door should close it behind them to reduce the likelihood of contamination or spread of fire.

Staff must gather at the correct assembly point and shall await instruction from their Department Heads Team/Cell Leaders or the Emergency Response Team. The "ALL CLEAR" can ONLY be given by the Emergency Response Team Leader, his Deputy or the person in charge at the time.

In cases where the fire service have been called to the site, only the senior fire officer in attendance may give permission for a fire alarm to be silenced.

At that point, staff may return to work and continue under the instruction of their Department Head or Team/Cell Leaders.

IF YOU DISCOVER A FIRE

- 2.1.1 Sound the fire alarm using a "Break Glass" call point.
- 2.1.2 Close all doors in the vicinity and switch off all equipment necessary to minimise the spread of fire.
- 2.1.3 If possible to tackle the fire without personal risk:
 - Inform at least one other person

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- Use a suitable fire extinguisher

2.1.4 Otherwise;

Leave the building immediately by the nearest exit or fire exit, do not stop to retrieve personal belongings and report to the assembly point. Give the location and extent of the fire to the person in charge.

ON HEARING THE FIRE ALARM

2.1.5 Close down any plant as necessary for safety.

2.1.6 Leave the building in an orderly manner by the nearest exit or fire exit. Do not stop to retrieve personal belongings.

2.1.7 Proceed to the fire assembly point without delay and report to the person in charge.

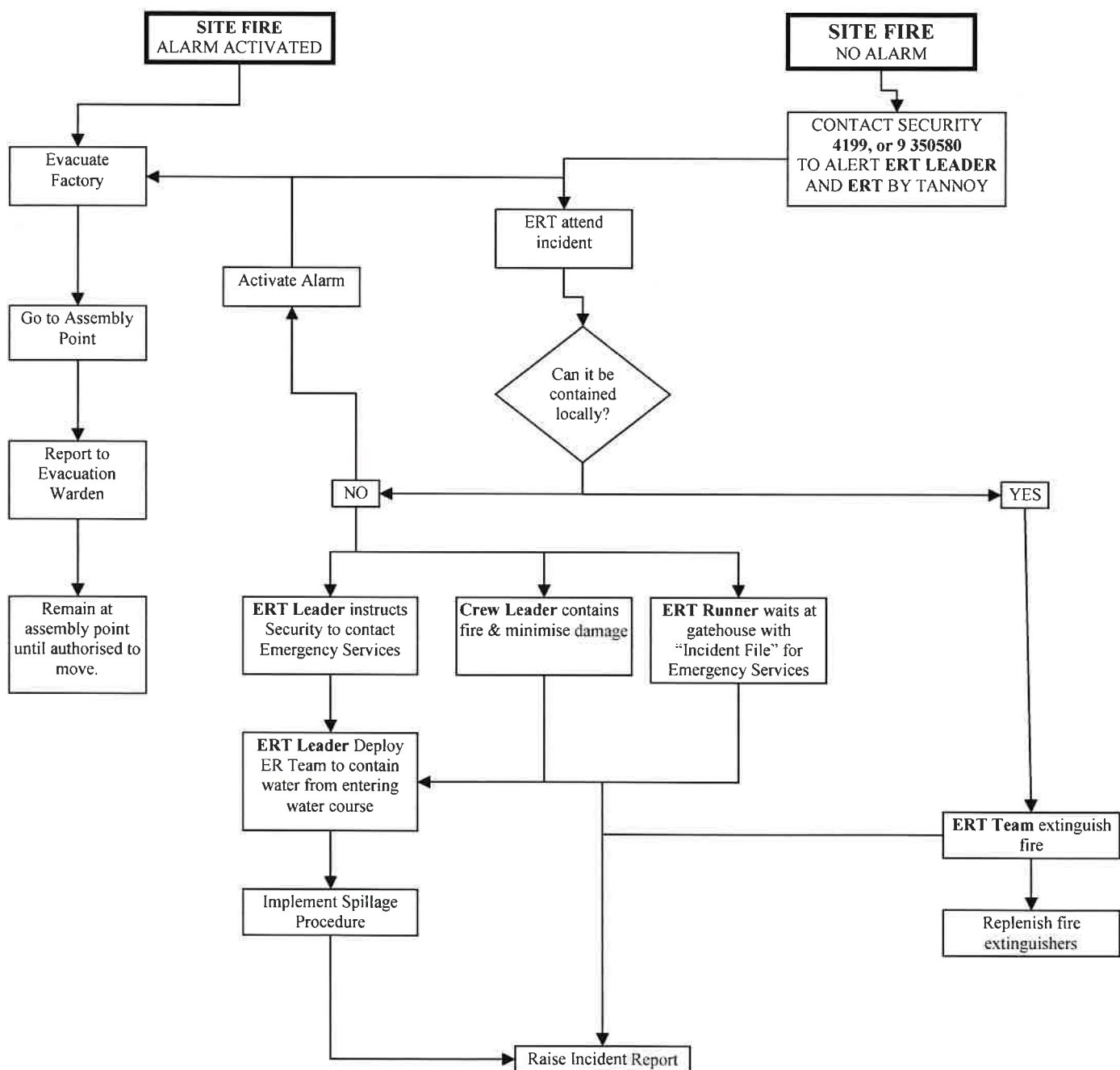
2.1.8 Members of the fire teams will report to their stations.

Staff fire procedure notices are displayed at all fire alarm call points and also at other various locations throughout the site. The notices also provide details of where fire assembly points are located and a plan showing each department's assembly point can be seen at "section L" of appendix A.

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2.2 Fire/Explosion Procedure

2.2.1



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2.2.2 Fire/Explosion General:

Upon discovery of a fire, trained staff shall undertake an initial assessment of the severity of the fire. If the fire is small and contained, the Emergency Response Team may attempt to put the fire out. If however the fire is large or appears to be spreading rapidly, the nearest accessible fire alarm call point shall be activated and the site will begin its evacuation procedure. Once the fire alarm has been initiated, the staff member to raise the alarm must evacuate the building and report immediately to the Security Gatehouse with details of the location and nature of the fire if known.

The results of an explosion will likely require the evacuation of the area or the site, and the nearest accessible fire alarm must be activated immediately.

Action Points:

Assess the severity of the fire.

Call the Emergency Response Team, raise the fire alarm or contact any of the following using the internal telephone system in order to alert the Emergency Response Team:

- Department Head
- Team Leader
- Cell Leader

Give full details of the location and nature of the fire, and any other important information such as any restricted entry through doors etc.

If you are capable of tackling the fire and have a suitable extinguisher close by, do so, but **DO NOT PUT YOURSELF AT RISK, and, IF IN DOUBT, DO NOT ATTACK THE FIRE.**

Await the arrival of the Emergency Response Team. Stand a good distance from the fire in a well-ventilated area, preferably outside, but in the vicinity of the fire in order to direct the Emergency Response Team. If you feel that the fire is growing and may be too big to be tackled by the Emergency Response Team, activate the nearest accessible fire alarm and evacuate the building.

On the arrival of the Emergency Response Team, direct them to the location of the fire and follow any instructions they give.

Emergency Response Team members are trained in firefighting and will attempt to extinguish the fire with a suitable extinguisher. They will also cordon off and evacuate the area as they see fit. **THE SAFETY OF STAFF, CONTRACTORS AND VISITORS IS PARAMOUNT.**

If the fire appears to be getting out of control, the Emergency Response Team will activate the nearest accessible fire alarm call point and will evacuate the area, initiating any health, safety and environmental protection measures possible en-route to attending the Fire Assembly Points for roll call.

2.2.3 Large fire or explosion:

Staff who find a fire which appears to be large and spreading rapidly, or is in an area close to chemical storage should immediately activate the nearest accessible fire alarm.

IF IN DOUBT, ACTIVATE THE FIRE ALARM.

An explosion would almost certainly require the evacuation of the area or site, and, as such, the nearest accessible fire alarm should be activated immediately.

Action Points:

- Activate the nearest accessible fire alarm call point.
- Evacuate.
- Report to the Gatehouse with details of the location and nature of the fire or explosion.

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- Ensure that you have been recorded on a roll call.
- Follow instructions from the Emergency Management Team – you may be required to wait in the Gatehouse to ensure that the emergency services have all the details they need, or alternatively you may be instructed to wait at your Assembly Point.

On arrival of the fire and rescue service, the Emergency Response Team shall take instruction from them, assisting where possible, or evacuating the area as necessary.

*Two boxes of type 2 respirators are kept at the security gate house which must be issued to fire service personnel upon arrival to the site. This is purely as a routine precaution for protecting their health while attending an emergency situation on site but, generally, one box per appliance should be adequate.

Should any additional respirators be required, the ER Team Leader will arrange for them to be obtained.

- Does the Health and Safety Executive, Natural Resources Wales, *Gas, Electricity and/or Water Companies require informing at this stage?

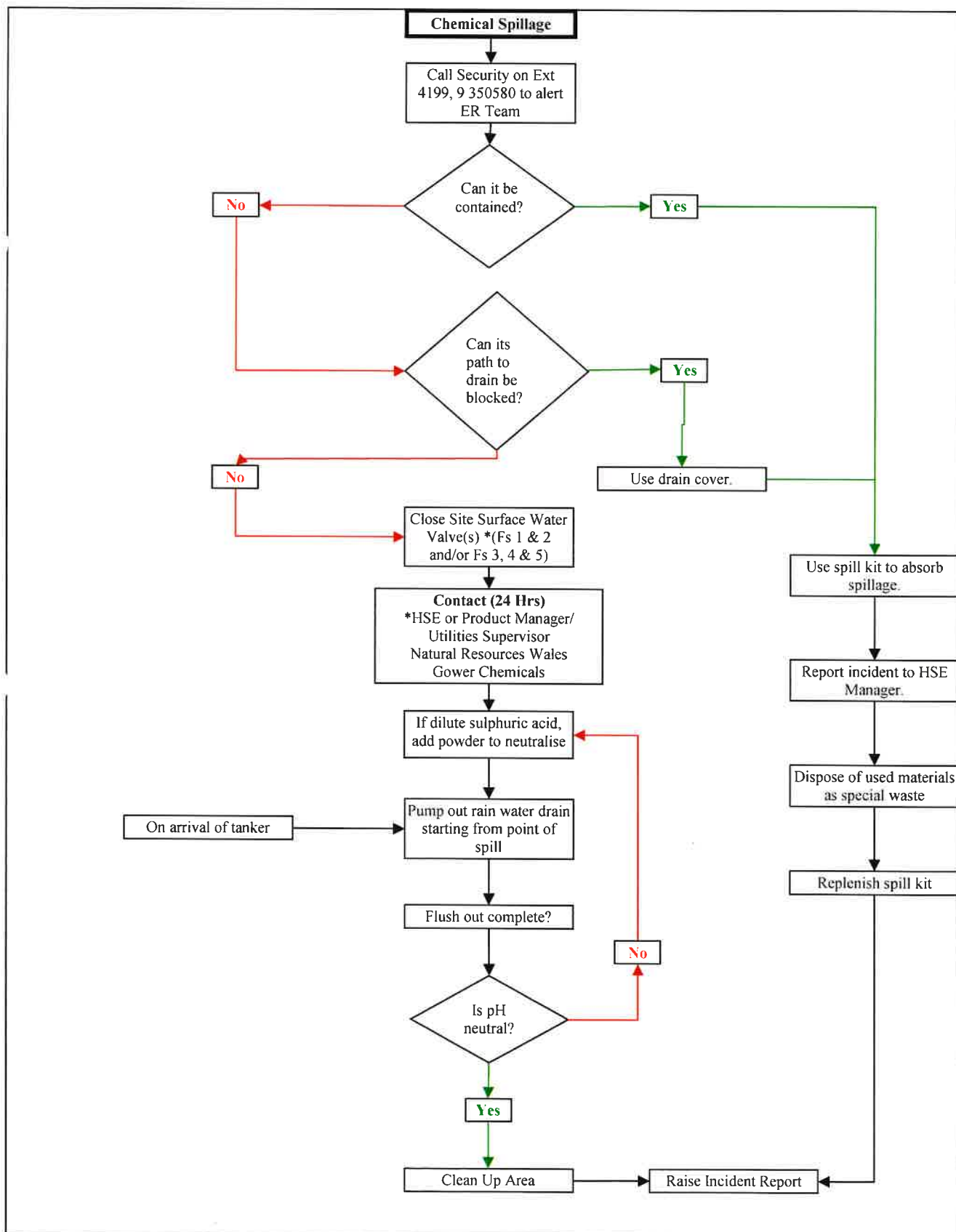
Any used spillage kits, protective equipment or first aid kits must be replenished and spent fire extinguishers must be replaced.

The *Emergency Response Team Leader shall ensure an Incident Report is raised and actioned for each occurrence.

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2.3 Spillage Procedure

2.3.1



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2.3.2 Spillage General *(All Hazardous Materials Including Wastes)

*All spillages, *including Resins, Dilute Sulphuric Acid, Sodium Hydroxide (Caustic Soda), IMS, MEK, Oils, Lead Oxide and Lead Waste materials are considered to constitute an emergency situation and the immediate action required by staff is as follows:

Contact a member of staff who has been trained in the handling of hazardous chemicals *and waste materials, and/or a member of the Emergency Response Team, or any of the following using the internal telephone system.

- Department Head
- Team Leader

Details of staff trained in emergencies are displayed on all main notice boards.

Inform them of the nature and location of the spillage and any other important information such as any restricted entry through doors etc.

If trained, assess the risk and, where possible, contain the spillage.

Untrained staff should not attempt to approach or contain the spillage as serious injury *or long term health condition may be incurred. However, if safe to do so, staff should remain in the locality, UPWIND OF THE SPILLAGE, in order to direct trained staff to the spillage and offer any additional information.

THE SAFETY OF STAFF, CONTRACTORS AND VISITORS IS PARAMOUNT. IF YOU ARE UNSURE OF THE EFFECTS OF THE SPILLAGE, EVACUATE THE AREA AND ACTIVATE THE NEAREST ACCESSIBLE FIRE ALARM CALL POINT.

If a spillage cannot be contained or isolated, the area should be cordoned off as a precaution against Fire or any other environmental effect(s) and the area evacuated by activating the nearest accessible fire alarm call point.

Each situation must be considered for its own characteristics and risks, however, where possible, the following actions should be taken:

- Contain the spillage and protect drains (using drain mats) and areas of damaged or non-hard-standing by containment or improvising bunds or kerbs.
- Does the Health and Safety Executive, Natural Resources Wales, *Local Authority, Gas, Electricity and/or Water Companies require informing at this stage?
- Where possible, damaged containers should be carefully removed to secure them and, banded areas with any spillage during transportation, contained or absorbed using suitable spill material.
- *Contained liquid spillages should be carefully pumped into a suitable, secure and labelled container and shall be held in the waste chemical storage area pending collection.
- *Contained Solid spillages, including Lead and waste materials should be carefully placed into a suitable, secure and labelled container and shall be held in the appropriate waste storage area pending collection.
- Used absorbent material *must be collected and contained in a suitable, secure and labelled container and shall also be held in the appropriate waste storage area pending collection.

UNDER NO CIRCUMSTANCES SHOULD *LIQUID CHEMICALS OR SOLID WASTE MATERIALS BE WASHED TO DRAIN AS THEY MAY CAUSE LONG TERM ADVERSE EFFECTS IN THE AQUATIC ENVIRONMENT.

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REMEMBER THAT SAFETY DATA SHEETS ARE AVAILABLE FOR ALL MATERIAL(S) USED ON SITE AND CAN BE ACCESSED ON THE INTERNAL COMPUTER SYSTEM OR BY HARD COPY WHICH ARE AVAILABLE FROM THE SECURITY GATEHOUSE OR, DURING NORMAL DAYSHIFT OPERATING HOURS, FROM THE ENVIRONMENT DEPARTMENT OFFICE.

IT MUST ALSO BE NOTED THAT, IN THE EVENT OF A SPILLAGE INADVERTENTLY ENTERING A SURFACE WATER DRAIN(S), EMERGENCY ISOLATION VALVES ARE LOCATED AT THE SOUTH EAST OF THE SITE.

FOR FACTORY NUMBERS 1 AND 2, AN EMERGENCY PENSTOCK VALVE IS SITUATED NEAR THE PERIMETER FENCE OPPOSITE THE INSPECTION OFFICE WHILST FOR FACTORY NUMBERS 3, 4 AND 5, A SIMPLE "PUSH-BUTTON" OPERATED VALVE IS LOCATED ON A PANEL LOCATED AT THE CORNER OF FACTORY NUMBER 4, NEAR THE CAR PARK.

IF IN ANY DOUBT, A PLAN OF THE DRAINAGE SYSTEMS CAN BE SEEN AT APPENDIX H OF THIS PLAN.

If the Fire & Rescue Service has not been alerted but their presence on site is considered necessary, the HSE Manager or Emergency Response Team Leader shall contact them. If the site has been evacuated, the Fire & Rescue Service will have been alerted and will arrive at the scene. The HSE Manager or the Emergency *Response Team Leader will inform the Fire & Rescue Service of the nature and location of the spill and provide details of the chemicals and/or materials concerned.

The Emergency Services and trained site staff shall ensure the containment of the spillage and securing of the site, with any necessary clean up being undertaken by trained members of staff. All non-essential vehicle movements must be prevented by Security during the evacuation period.

Any used spillage kits, protective equipment or first aid kits must be replenished and spent fire extinguishers should be replaced.

The *Emergency Response Team Leader shall ensure an Incident Report is raised and actioned for each occurrence.

2.4 Flood

Note: The most probable cause of flood at the site would be as a result of the containment of fire-waters created by the tackling of an emergency incident.

Concern over flooding would be raised either because the effluent treatment plant(s), drains and sumps at the site are nearing capacity and heavy rains are leading to excessive amounts of run-off, or because drains protected during fire-fighting are containing fire-waters within the site. Actions to be taken in the event of a site flood shall primarily be undertaken by the Emergency Response Team Leader, Utilities Supervisor or HSE Manager.

Immediate Actions:

Surface water drains should be protected from contaminated water and thus if the likelihood of contamination exists, surface water drains must be protected by drain mats, e.g. where waters from contaminated areas are running to surface water drains due to the flooding of the site.

The effluent treatment plants at the site should be controlled in order that the site Trade Effluent Discharge Conditions are met, considering both the quality and quantity of the effluent being discharged. If the quality of the discharge is in question, or the throughput through the effluent treatment plant(s) is too great, then the plant(s) should be put into re-circulation mode to control the release.

Both Natural Resources Wales and the Water Company shall be contacted to explain the situation, and to agree a suitable course of action.

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Further Actions:

In the event of severe flooding, operations may have to be stopped either because of water ingress to the factories, or because of the effluent treatment plant's inability to contain and treat any additional effluent. In such a situation, a full and controlled shut down of site processes (not including the effluent treatment plants) would be instructed by the Managing Director, in order to protect staff and/or to reduce the effluent passing through the treatment plant. Such severe flooding could also affect the non-hardstanding areas of the site, and these should be protected where possible. Raw Material and waste storage which is considered to pose a pollution threat will be moved inside the factory or into bunds where possible, and where kerbs are not thought to be sufficient to contain flood waters, attempts will be made to prevent contamination of the surrounding land using any temporary bunding materials available.

In the case of contaminated fire-waters, it may be necessary to contain and pump the waters to a suitable tanker for subsequent removal and disposal. The numbers of the waste management companies who deal with the site's hazardous wastes are detailed in the "Incident Response Information" which is located in the appendices of this file.

***REMEMBER THAT SAFETY DATA SHEETS ARE AVAILABLE FOR ALL MATERIAL(S) USED ON SITE AND CAN BE ACCESSED ON THE INTERNAL COMPUTER SYSTEM OR BY HARD COPY WHICH ARE AVAILABLE FROM THE SECURITY GATEHOUSE OR, DURING NORMAL DAYSHIFT OPERATING HOURS, FROM THE ENVIRONMENT DEPARTMENT OFFICE.**

IT MUST ALSO BE NOTED THAT, IN THE EVENT OF A SPILLAGE INADVERTENTLY ENTERING A SURFACE WATER DRAIN(S), EMERGENCY ISOLATION VALVES ARE LOCATED AT THE SOUTH EAST OF THE SITE.

FOR FACTORY NUMBERS 1 AND 2, AN EMERGENCY PENSTOCK VALVE IS SITUATED NEAR THE PERIMETER FENCE OPPOSITE THE INSPECTION OFFICE WHILST FOR FACTORY NUMBERS 3, 4 AND 5, A SIMPLE "PUSH-BUTTON" OPERATED VALVE IS LOCATED ON A PANEL LOCATED AT THE CORNER OF FACTORY NUMBER 4, NEAR THE CAR PARK.

IF IN ANY DOUBT, A PLAN OF THE DRAINAGE SYSTEMS CAN BE SEEN AT APPENDIX H OF THIS PLAN.

Any used spillage kits, protective equipment or first aid kits should be replenished and spent fire extinguishers should be replaced.

The *Emergency Response Team Leader shall ensure an Incident Report is raised and actioned for each occurrence.

2.5 Injury

Injury to staff or contractors at the site may involve chemical splashes, gas inhalation, falls from height, slips, trips or burns from fire or explosion. THIS LIST IS NOT EXHAUSTIVE AND FIRST AID TRAINED STAFF MUST BE PREPARED TO PROVIDE THE FIRST LINE OF AID TO ANY MEDICAL EMERGENCY OR INCIDENT. The Emergency Response Team includes trained First Aiders.

If an injury is received or witnessed by a member of staff, a member of the Emergency Response Team should be found or called. It is crucial that as much information regarding the nature and location of the incident is given to the Emergency Response Team and any other important information such as any restricted entry through doors or the nature of the chemicals involved is provided.

ALWAYS ASSESS THE RISKS BEFORE APPROACHING THE INJURED PERSON.

The cause of their injury may not be readily apparent and may also injure you, e.g. a chemical or gas release, *electrocution due to contact with live wires or conductors or something falling from above.

If it is safe to do so, approach the casualty and re-assure them that help has been summoned.

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On arrival at the scene, the First Aider will ASSESS THE SITUATION and ensure that it is safe to approach the casualty. An assessment of the injuries and necessary treatment will be made and further assistance will be summoned as necessary, either in the form of additional First Aiders, the local doctor or the emergency services.

Should the situation require the evacuation of the site due to an apparent risk to other staff, the nearest accessible fire alarm call point will be activated and the Evacuation Procedure will be initiated.

An Internal Accident Report must be completed and signed by the First Aider, and any necessary report to the Health and Safety Executive will be made by the Health, Safety and Environment Manager,* or, in his absence, by the Product Manager.

Any used spillage kits, protective equipment or first aid kits should be replenished and spent fire extinguishers should be replaced.

The *Emergency Response Team Leader shall ensure an Incident Report is raised and actioned for each occurrence.

2.6 Other Incidents

Other emergencies may affect the site and each will be considered and dealt with on an incident specific basis. The site has 24 hour security cover and a CCTV system in place to ensure that any intruders or incidents of vandalism shall be quickly detected and thus controlled.

Staff shall contact the Emergency Response Team or Security if they witness an incident or are unsure of the severity of a situation, and shall raise the fire alarm if they feel the situation has the potential to pose an imminent threat to staff safety.

Should there be any doubt as to the capability of the site to control an incident the emergency services shall be called and any necessary parties informed.

Any incident that is causing, has caused or has the potential to cause a significant environmental impact e.g. release of Lead contaminants to air or water, shall be reported to the HSE Manager immediately or if he is not available, the *Product Manager or other senior person on site.

Does the Health and Safety Executive, Natural Resources Wales, *Gas, Electricity and/or Water Companies require informing at this stage?

2.7 Incident Follow Up Actions

Once any emergency has been controlled and the site is no longer considered to be on an Emergency Response, the Emergency Response Team Leader or Senior Fire Officer will give the "All Clear", and everyday activities will resume, where possible. Continuation of normal operation may be hampered by the unavailability of equipment or materials, and it is the responsibility of the senior management team to ensure that the site is able to resume its activities as soon as possible, either using site facilities or by purchasing supplies or services from other companies.

A clean up or disposal operation may be necessary and consideration must be given to any contamination which may have been caused to air, land or water. This may include the release of gases, mists or particulate to air, or the release of chemicals *and/or wastes or contaminated waters to drain or land.

Any necessary reports to the Health and Safety Executive, Natural Resources Wales, the Water Company and any other utilities suppliers shall be produced and will detail the nature of the incident, the cause, the outcome, any emergency preventive measures taken, and any corrective measures proposed at this stage. These reports are made by the Health, Safety and Environment Manager *or, in his absence, the Product Manager.

A full investigation will be made into the incident which confirms the information above where

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necessary and which assesses the suitability of any suggested corrective measures. Once corrective measures have been deemed appropriate, they should be implemented immediately.

Any used spillage kits, protective equipment or first aid kits should be replenished and spent fire extinguishers should be replaced.

3 Site Requirements

3.1 Drainage Classification

All drains on site are classified according to their usage with the aid of a colour system:

- RED - Foul drain used for trade effluent and sewerage.
- BLUE - Surface water drains used for rain water run-off.

3.2 Emergency Labour, Equipment and Materials

3.2.1 Equipment

- Internal fire hydrants
- Fire extinguishers and hose-reels
- Dedicated spill kits

3.2.2 Labour during normal working hours

- Emergency Response Team
- Company Nurse and Trained First Aiders

3.2.3 Outside normal working hours the Security Officer on duty will be responsible to respond to emergency situations, i.e. contact emergency services and senior GS Yuasa personnel, as per Security Site Instructions.

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Appendix A

Incident Response Information File Contents

- A.** EVQP-HSE200 Emergency and preparedness response procedure
- B.** Emergency Numbers
- C.** Company Contacts
- D.** ERT Members
- E.** First Aiders
- F.** Internal and external bulk acid storage locations, quantities & bunds.
- G.** Plan of site chemical storage and bund locations
- H.** Plan of surface water drainage
- I.** Plan of foul water drainage and effluent plant discharge points
- J.** Inventory of raw materials held on-site
- K.** List of available Material Safety Data Sheets
(Masters are held in the Environment Department Office and copies are held in the Security Gatehouse)
- L.** Plan of fire evacuation points
- M.** Plan of Factory No.1 services
- N.** Plan of Factory No.2 services
- O.** Plan of Factory Nos.3, 4, 5 and Despatch Warehouse services
- P.** Plan of Spill Kits, Dammit Mat Stations and Emergency Response Cabinets
- Q.** Fire Alarm Zones – Keys & Plans
- R.** Safe Working Methods for chemical mixtures