

1. INTRODUCTION

This procedure describes the action to be taken if an emergency situation arises. This section considers those aspects of the installation operations that may pose a risk of accidents that may have environmental consequences.

The following categories of potential hazard/accident have been identified as being relevant to the installation: -

- Flood;
- Fire;
- Explosion;
- Spillage and leakage.

An assessment has been carried out to determine the likelihood of occurrence of the different accident scenarios, and the consequences of such an occurrence. For each of the accidents identified, a likelihood category has been assigned and an estimate of the likely consequences made..

Action plans have been devised for each potential identifiable accident scenario.

2. PROCEDURE

2.1 Fire/Explosion

Waste management installations can represent a potential fire risk for a number of reasons:

- Installation buildings contain electrical appliances and other sources of ignition along with materials that would readily burn;
- Many waste materials that are delivered to the installation will support combustion;
- Some loads are liable to be delivered in a hot condition;
- Maintenance activities on plant and equipment can represent a potential fire risk if necessary precautions are not taken; and
- Underground fires, due to smouldering loads or spontaneous combustion have been known to occur at landfill installations.

The main risk of explosion at the installation is associated with the operation of the landfill gas collection and extraction system. There is also the possibility that explosive materials may be present in incoming waste although such materials are prohibited from landfill disposal and will be rejected if found during waste acceptance procedures.

Management Responsibility - The site manager will have responsibility for ensuring that nuisances and hazards arising from the landfill due to fire are minimised.

Training - All employees will undergo training relevant to their role in fire prevention, use of fire extinguishers, and emergency procedures.

Smoking Policy - Smoking will not be permitted on the site and prominent notices prohibiting smoking will be displayed at the site offices, on site access roads and at the entrance to the operational area.

Hot Work Permitting System - A formal permit to work system will be in place to ensure appropriate precautions are taken and approval obtained prior to any hot work being carried out on installation plant and equipment. This permit system will ensure that welding operations are only carried out a safe working distance from any area of waste deposit or fuel and chemical store.

Fire Fighting Equipment - Fire extinguishers will be provided in the installation buildings and will be used if it is appropriate and safe to do so, in the event that fire is discovered in the building. Fire suppression equipment and extinguishers will also be held on mobile plant as appropriate.

Monitoring - All operatives will remain vigilant regarding the breakout of fire at the site, and the emergency procedure and action plan outlined below will be followed if fire is observed.

In the event of a fire in the site buildings or plant the following action should be taken:

Fire in Site Buildings/Static Plant

1. The person discovering the fire will raise the alarm and evacuate and isolate the area.
2. Use the appropriate fire extinguisher or other fire fighting equipment if the fire can be controlled without endangering personnel.
3. Contact the Site Manager/Supervisor immediately, If the fire cannot be safely tackled the emergency services should be notified.
4. All electrical supplies should be isolated and made safe in the area of the fire.
5. Supervisor / Manager must inform weighbridge to prevent further entry of vehicles onto site if necessary.
6. The Site Manager/Supervisor or next senior person will make a check of all visitors, contractors and staff to make sure everybody is accounted for.
7. The Site Manager/Supervisor or next senior person will direct the emergency services to any casualties.
8. The Site Manager/Supervisor will send a report of the incident to the Streetscene Manager and NRW
9. All used fire extinguishers should be returned to a supplier for refilling/ replacement.

UNDER NO CIRCUMSTANCES SHOULD THEY BE RETURNED TO THE FIRE POINT.

10. All site employees to follow any instruction, supervision, training and information provided by Supervisor / Manager / other competent person.

2.2 Spillage or Leakage

This can occur during vehicle breakdowns, accidents and/or damage to tanks and bunds. Care should be taken when dealing with any spillage. The COSHH Register (kept in the site office) should be consulted and any specific instruction complied with.

In order to prevent spillages and leaks of potentially polluting materials and minimise the impact of any spillages that do occur, the following measures will be implemented at the installation.

Unloading Procedure - All polluting materials delivered to site will be unloaded by suitably trained employees from the delivery company, and overseen by a designated installation operative.

Storage Vessels - All potentially polluting materials shall be stored within tanks meeting the requirements of the Control of Pollution (Oil Storage) (England) Regulations 2001.

Bundling - All storage tanks will be located within an area banded to contain 110% of the volume of the largest vessel contained within the bund, or 25% of the aggregated

total capacity, whichever is the greater. Alternatively, double skinned mobile tanks (*ie* bowzers) will be used as described below.

Inspection - All bunded tanks will be inspected at regular intervals by the site manager or his/her designated deputy to ensure the continued integrity of the tanks, and identify the requirement for any remedial action. Any minor spillages or rainwater that has accumulated within the bund will be removed at regular intervals to ensure the capacity of the bund is maintained.

Absorbent Materials – Minor Spills - A supply of materials suitable for absorbing and containing any minor spillage will be maintained at the installation within the lockable container. Suitable materials include the following: -

- Sand and earth;
- Proprietary absorbents.

Spill Containment Equipment – Major Spills - Materials suitable for containing spills including sealing devices and substances for damaged containers, drain seals and booms, and overdrums will be maintained at the installation if required. Examples of emergency containment measures include:

- Sacrificial areas
- Portable tanks, overdrums and tankers
- Vacuum or similar mobile tankers may also be used for collecting and containing small spills.

A wide variety of products are available to deal with spillages or to contain spills in emergency containment areas, some of which are listed below. Any materials or equipment used must be well maintained and strategically placed at accessible locations, which are clearly marked with durable notices explaining their use.

- Sand and earth.
- Proprietary absorbents
- Sealing devices and substances for damaged containers
- Drain seals
- Booms

Monitoring Techniques - All installation personnel will be tasked with monitoring for evidence of spillage and leakage, during their day-to-day routine. The condition of bunds and tanks will also be inspected on a daily basis. Any evidence of spillage or leakage will be reported to the site manager or his deputy for appropriate remedial action

Leaks and Spillage Action Plan

Action to be taken in the event of a leak or spillage. Immediate action will include –

Spillage Action plan

1. If any spillage occurs it should be immediately contained if possible and reported

- to the Site Manager/Supervisor or Senior person on site. They will then assess the situation and decide on an appropriate course of action.
2. If possible stop the leak or if it is safe to do so isolate the cause of the spill or leak and/or move to bunded area i.e. pick up the container turn off the valve or block the flow.
 3. If the spillage is small then use spill granules immediately to prevent the spill spreading, clean up and send contaminated material to appropriate licensed site for disposal.
 4. If the spill is larger use inert material's i.e. clay or sand to make a containment bund and seek specialist help to clean up.
 5. If some of the spillage has entered a flowing watercourse immediately contact the NRW and use an appropriate approach for the material spilled i.e.
 - Oil – floating absorbent boom,
 - Denser than water (i.e. sinks) a weir can be used.
 6. If the spillage is major and cannot be contained using approved materials, then the NRW and Senior Management should be contacted immediately and specialist help obtained.
 7. If a vehicle does start leaking and it can be safely approached and started then it should immediately be moved to a position where any spillage can be contained (if possible) i.e. quarantine area, sweeper tipping bay or other concrete area that can be isolated.
 8. Operator to follow any instruction, supervision, training, Information provided by Supervisor / Manager / other competent person

2.3 Vehicle Accident

In the event of an accident involving any item of plant or vehicle, the person first becoming aware of the incident must immediately check for casualties.

Any spillage will be dealt with as in 2.2. Immediate action will include -

Vehicle Damage

1. Check for casualties.
2. If there are any casualties the First Aider must be summoned and the emergency services called.
3. Check for immediate danger and give first aid
4. The plant item or vehicle must not be moved, unless to remove casualties, until the Site Manager has assessed the situation and obtained any evidence as to the cause.

The accident details should be noted in the site log. The Site Manager will carry out an investigation filling in the appropriate forms and initiate any corrective action. A report will be made to the Streetscene Manager.

All accidents and near misses must be reported no matter how trivial as per the Accident/Incident and Emergency Procedure

2.4 Notifiable Personnel Injury

If any person at the site suffers a serious personal injury the First Aider or Charge hand on site will telephone the emergency services if necessary and arrange for the casualties to be dealt with as appropriate. The Accident book will be filled in and kept up to date with any subsequent information about the casualty.

Accident/Injury

1. **Remove** casualties from immediate danger
2. If injuries are serious Dial 999 and ask for an ambulance - follow the instructions given
3. Summon the first aider
4. Do not move any plant or equipment involved other than to rescue casualties
5. Inform your supervisor/line Manager immediately
6. Contact the Streetscene Manager
7. Record details in accident book

Electrical

1. Isolate supply and/or casualty,
2. **Do not touch anything until supply is isolated.**
3. Summon Help / Call emergency services
4. Give first aid if it is safe to do so.

The Site Manager will inform the Streetscene Manager of any such accident, and produce a brief report as per Accident/Incident and Emergency Procedure. The Streetscene Manager will advise on appropriate action.

2.5 Flooding

In the event of flooding to any site, building and/or equipment then the following action may be taken. -

Flooding - Action Plan

1. If the site is in imminent danger of flooding or a flood alert has been issued isolate all electrical supplies in the affected area.
2. If possible remove all stocks of chemicals and fuel from the at risk area.
Remove any plant/vehicle from the at risk area
3. If spillage has occurred immediately contact the EA and use an appropriate approach for the material spilled i.e.
 - Oil – floating absorbent boom,
 - Denser than water (i.e. sinks) a weir can be used.
4. If the spillage is major and cannot be contained using approved materials, then the NRW and Senior Management should be contacted immediately and specialist help obtained.

5. Do not attempt to enter a flooded area for any reason until a full risk assessment has been carried out or the flood has subsided
6. Operator to follow any instruction, supervision, training, information provided by Supervisor / Manager / other competent person.

The Site Manager will be immediately informed and will arrange for samples to be taken. If the floodwater is not contaminated it can be pumped to surface water. If contamination is shown to be present then the NRW will be consulted before removal. After the flood and removal of any contaminated water the Site Manager will arrange for any affected electrical supplies to be checked by an approved contractor.

2.6 Explosives, Bombs or Ammunition

In the event that explosive material is discovered in the waste or in a skip

Explosives/Bombs

1. Evacuate area and keep clear
2. Dial 999 and state nature of emergency
3. Follow all instructions given
4. Contact supervisor/line Manager immediately

2.7 Non-conforming Waste

The procedure for non-conforming waste will be described in the working plan or as an appendix to the working plan. Generally all non-conforming waste must be reported to your line manager as well as the Natural Resources Wales

If the material is suspected of being hazardous, evacuate the area and seek assistance from the NRW.

Exposure to Chemicals/unknown substances

- Avoid contact- Evacuate all personnel from immediate area.
 - Stop the carrier leaving site if possible.
 - Contact the site manager or next available line manager immediately.
 - Quarantine area and seek assistance from NRW
- In the event that personnel are exposed to hazardous materials then: -
- If anyone is overcome or otherwise injured remove casualty from danger if it is safe to do so
 - Do not put yourself at risk.
 - Remove contaminated clothing using appropriate PPE and use emergency shower
 - Contact first Aider
 - Consult the COSHH file and/or consignment note for hazards if available.
 - Send casualty to hospital along with details of the material and sample if possible
 - Consult Streetscene Manager for further advice

Gas Bottles/other pressurised cylinders

- If bottle or cylinder is leaking Avoid contact- Evacuate all personnel from immediate area, ventilate and seek assistance from emergency services.
- Stop the carrier leaving site if possible.
- Contact the site manager or next available line manager immediately.
- Remove bottle to appropriate cage or quarantine area and arrange for removal from site.

3 RECORDS

Records will be maintained as follows: -

- All incidents, near misses, accidents and emergencies will be recorded in the site log.
- The results of visual inspections and topographical surveys;
- Stability problems including date, nature and suspected cause of the problem; and
- Details on the corrective action taken, and any subsequent changes to installation design or operational procedures.