

ACCIDENT / POLLUTION INCIDENT MANAGEMENT PLAN

Site Management System: Potters Yard, Welshpool

Title:	Accident / Pollution Incident Management Plan
Document ref.:	AMP

Revision	Description of change	Author	Effective Date
1	Additional Fuel Tank	Debbie Potter	31.08.2017

1.0 PURPOSE

The purpose of this document is to plan what should be done to prevent potential accidents and pollution incidents and what to do if they happen.

2.0 SCOPE

All existing and planned processes, activities or equipment on site.

3.0 MANAGEMENT PLAN

3.1 Management of activities to prevent and handle accidents

3.1.1 The details of the Accident / Pollution Incident Management Plan are included in the following appendices: -

Appendix A – Site Plans

Appendix B – Key Site and Emergency Contacts

Appendix C – List of Substances and Storage Facilities

Appendix D – Preventing Accidents / Incidents... and what to do if they happen.

3.2 Test and reviews of the management plan

3.2.1 The accident management plan should be tested regularly, and a record should be made of all tests.

3.2.2 The test of the management plan can be done by designing exercises which can be discussion based, table top or live. Tests can be set up to test the whole plan or critical elements within it such as:

- contacts lists;
- the activation process;

- equipment.

3.2.3 If possible, include external parties as this helps validate the plan.

3.2.4 Frequency of testing should be related to the environmental risk posed by the site, staff turnover, the introduction of new processes or materials and conclusions from any previous exercises or incidents.

3.2.5 The plan should be reviewed, as a minimum, every 3 to 4 years. It may need to be reviewed following an incident, accident, complaint or if requested by the Natural Resources Wales (NRW).

4.0 REFERENCES

- Drawings (within the Site Management System)
- Standard operating Procedures (SOPs)

APPENDIX A – SITE PLAN

Site plans are located in the 'Drawings' section of the Site Management System.

Site plans should be up-to-date and should be showing the locations of the following items:

- **Site entrances and exits** available to the emergency services
- **Buildings**; the buildings and other main constructions
- **Drainage**; including
 - foul drainage (marked in Yellow),
 - surface water drainage (marked in Blue)showing
 - the direction of flow and
 - the discharge points to the sewer, watercourse or soakaway,
 - the location of manhole covers and drains,
 - the location of stop valves and interceptors (Dip pipes on all interceptors act as stop valves for oil etc).
- **Service mains**; the routes of
 - water supply, gas, electricity,
 - mains water stop tap, and gas and electrical supply isolating valves / switch.
- **Storage of hazardous materials**; e.g. oil and fuel tanks, chemical stores, raw materials, waste materials etc.
- **Process lines**; location and direction of main process lines/pipes.
- **Accident and emergency response items**; such as fire extinguishers, fire hydrants, fire water tanks / ponds, spill kits, sand bags, alarms, first aid kit etc.
- **Vulnerable receptors**; on site or adjacent receptors that could be affected by the site operations, such as porous / unmade ground, watercourses, springs, boreholes, ecologically sensitive sites, residential properties, schools, offices, hospitals etc.
- **Pollution control points**; such as inspection or monitoring points, bunds.
- **Treatment**; location of any on site trade effluent or sewage effluent treatment plant.

APPENDIX B – KEY SITE AND EMERGENCY CONTACTS

This table contains information and contacts you may need in an emergency.

SITE DETAILS			
Location: Potters Yard, Severn Road, Welshpool, Powys			
Postcode: SY21 7YE			
Site Access Grid Reference: SJ 231 072			
SITE CONTACTS	Name	Office Hours (specify)	Out of hours
Owner:	James Potter	01938 552396	
General Manager:	Kevin Pryce	01938 552396	07793 159189
Security Contact:	Phil Davies	01938 552396	07968 290543
Landowner / Agent:	James Potter	01938 552396	
EMERGENCY SERVICES		Office Hours	Out of hours
Emergency		999	999
Medical – non-emergency (NHS Direct):		0845 4647	0845 4647
Police – non-emergency:		101	101
Fire – non-emergency (Welshpool):		0370 6060699	
REGULATORS		Office Hours	Out of hours
Health and Safety Executive (HSE)		0845 300 99 23	0151 922 9235
Local Authority:		01938 551 115	08450 544 847
Natural Resources Wales Unit 15B, Severn Fm Ind. Est. SY21 7DF (Local Office)		03000 65 3000	03000 65 3000
NRW (24 hour emergency hotline)		0800 80 70 60	
Countryside Council for Wales		N/A	N/A
UTILITY / KEY SERVICES	Name	Office Hours	Out of hours
Water undertaker:	Severn Trent		0800 783 4444
Sewerage undertaker:	Severn Trent		0800 783 4444
Electricity supplier:	Scottish Power/Manweb	0845 2722424	0845 2722424
Fuel supplier:	Banwy Fuels	01938 810242	
Maintenance contractor:	Phil Davies	01938 552396	07968 290543
Electrician:	John Gibb	07773035460	
Plumber:	A & G Jones	01691 648725	
OTHER KEY CONTACTS	Name	Office Hours	Out of hours
Head Office:			
Neighbours:	Newmor Kevin Nunn Derwas	01938 552671 01938 554791 01938 552246	

APPENDIX C – LIST OF SUBSTANCES AND STORAGE FACILITIES

The following is a list of liquids, powders etc that are stored on site and could be harmful to the environment if they escape.

Material	Maximum Quantity	Type and size of storage	Type and size of Secondary Containment
Red diesel tank	5,000 litres	Above ground QSS bunded tank with a pump	On concreted area draining to foul sewer
Red diesel tank for shredder	1,200 litres	Above ground QSS bunded tank	On concreted area draining to foul sewer
Lubricants for machinery maintenance	100 litres	Oil & grease stored in 45 gallon drums.	In building with impermeable pavement
Asbestos skips	60 m ³	2 enclosed, lidded containers	On concreted area draining to foul sewer
Waste oil container	3,000 litres	2 double skinned purpose-designed waste oil containers with drip tray.	On concreted area draining to foul sewer
Car batteries container	1 m ³ container	Lidded acid resistant plastic container	On concreted area draining to foul sewer
Car batteries bulk storage	Approx 24 pallets	Batteries pallet wrapped, 3 high, in upright condition.	Building with acid resistant surfacing.
Household chemicals (including paints, solvents and pesticides) (chemstore waste)	3 m ³	Lidded acid resistant 3 m ³ purpose built steel container	On concreted area draining to foul sewer
Fluorescent tubes	10 m ³ skip	Enclosed container with hinged access doors	Segregated, fenced and locked compound with concreted area draining to foul sewer
Gas bottles	Approx 150 gas bottles	Gas bottles	Appropriately segregated, fenced and locked compound

APPENDIX D – PREVENTING ACCIDENTS / INCIDENTS AND WHAT TO DO IF THEY HAPPEN

The following table is a list of the things that could go wrong and harm the environment.

The table describes what you should be doing to reduce the chances of each possibility happening. It also describes what should be done if the worst actually happens.

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Spillages			
Spillage during transfer, sorting, crushing and compaction of wastes.	Contamination of land, drains, groundwater and watercourses.	Inspect and validate all incoming wastes. Remove hazardous liquids from wastes prior to processing. Train the staff	Follow the spill response procedure. It describes what to do in the event of a spill and where the kit is kept.
Spillage during delivery of oil or fuel.		Supervise fuel deliveries. Use drip trays and spill materials.	
Spillages during refuelling of plant and equipment.		Plant and equipment will be refuelled in designated areas with impervious surface and will use drip trays and spill materials.	
Slow seepage of liquids from imported contaminated materials. Slow seepage can be less noticeable than 'spills'.		Incoming materials that are contaminated e.g cutting oil or tramp fluid on swarf, will only be stored on impervious surfaces that are drained to an oil interceptor	
(Others: Please specify)			
Overfilling			
Overfilling of oil / fuel tanks during delivery.	Contamination of land, drains, groundwater and watercourses.	Stock level control checks, supervised delivery and high level alarms.	Spill response procedure as described above.
(Others: Please specify)			
Failure of Plant or Equipment			
Leakages; due to faulty pipe work, valves, over-pressure, blockages, corrosion, severe weather, ground movement etc.	Contamination of land, drains,	Daily visual inspection and completion of weekly inspection checklist record. Preventative maintenance regime. Any underground pipes and tanks will be tested for integrity.	Spill response procedure as described above.

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Puncture; of vessels and tanks etc due to impact – such as fork lift trucks.	groundwater and watercourses..	Insulation and protection of pipe work. Tanks and vessels generally located within / on secondary containment facilities. Storage locations of drums and non-permanent vessels protected by use of barriers or fencing. Movement of drums and containers using safe techniques.	
<i>(Others: Please specify)</i>			
Fire			
Fire	Smoke and pollution, Firewater causes contamination of land, groundwater and watercourses.	Separation of incompatible materials and of combustible materials and ignition sources. Incorporation of fire breaks into site layout and containment of fire water. No smoking policy. Maintain tidy site and minimise stockpile of combustible materials. Fire training and emergency drills.	Fire procedure describing what to do in the event of a fire, including details about fire alarms, exit routes and muster points, responsible personnel such as a fire warden and the location and use of emergency fire equipment such as extinguishers, hoses, sand bags and drain covers.
Cross contamination			
Due to transfer and mixing of incompatible materials, drainage cross connections etc.	Explosion, smoke and pollution of air, Contamination of land, drains, groundwater and watercourses.	Maintenance of up to date drainage plan. Maintenance of inventory of substances with material property details. Procedure for contractors to work on site including induction training and permit to work. Fail-safe filling systems.	Fire procedure as described above.
<i>(Others: Please specify)</i>			
Flood			
Due to ingress of	Contamination of	Maintenance of drains.	Flood procedure

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
watercourse floodwater, blocked drains, burst water main, use of fire water.	raw materials, buildings, land, drainage system, groundwater and watercourses with fire and flood water.	Fitting of flap / non return valves on drains. Safe location for storage of hazardous materials.	describing what to do in the event of a flood warning such as installation of barge boards, use of sand bags, movement or protection of sensitive materials.
<i>(Others: Please specify)</i>			
Failure of Services			
Due to failure of supply; water, electricity, gas supply and of sewerage system. Due to utility supply being struck and broken / cut.	<i>No potential accidents/incidents identified that may result from failure of services</i>		
<i>(Others: Please specify)</i>			
Failure of Containment			
Failure of containment facilities due to land movement, impact, corrosion etc.	Contamination of land, drains, groundwater and watercourses.	Provision of secondary containment for hazardous liquids. Inspection of primary and secondary containment facilities. Integrity checks of tanks and bunds.	Spill response procedure as described above.
<i>(Others: Please specify)</i>			
Vandalism			
Unauthorised entry and tampering or malicious damage to property, plant and equipment.	Contamination of land, drains, groundwater and watercourses.	Secure gate and perimeter fence. Site locked when un-manned, tanks and valves locked when not in use out of hours. Plant and equipment locked in secure storage out of hours. Security system installed including camera and recording facilities.	Spill response procedure as described above.