

Vastre Depot Accident Management Plan

Title:	Vastre Depot Accident Management Plan		
Ref:	EP76		
Issue:	1	Sheet:	1 of 19
Issued By:	Green Dragon Coordinator	Date:	23/04/14
Approved by:	Environmental Manager	Date:	24/04/14

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1. Introduction

1.1.1 This Accident Management Plan is based on:

- (i) a risk assessment; carried out to identify potential hazards arising from the Waste Transfer Station (WTS) and any possible pathways and receptors
- (ii) mitigation measures; designed to minimise risk, and consequences of, an accident
- (iii) the core procedure for the prevention and management of accidents, which forms part of the operator's Environmental Management System.

1.1.2 Table 1 lists the potential hazards that have been considered at the WTS and identifies the possible pathways and receptors.

Accident/incident Plan – pollution risk

Possible Accident/ Incident	What would the environmental harm be?	How do we reduce the chances of it happening?	What to do if it happens
Spillages			
Spillage during transfer and sorting, wastes	Contamination of land, drains, groundwater and watercourses.	Inspect and validate all in-coming wastes. Train staff	Follow the spill response procedure described in the pollution incident response plan. It describes what to do in the event of a spill and where the spill kit is kept.
Failure of Plant or Equipment			
Leakages; due to faulty pipe work, valves, over pressure, blockages, corrosion, severe weather, ground movement and so on.	Contamination of land, drains, groundwater and watercourses	Daily visual inspection and completion of site diary. Preventative maintenance regime. Insulation and protection of pipe work.	Spill response procedure as described above.
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 minimize stockpile of combustible materials. Fire training and emergency drills.	Fire procedure describing what to do in the event of a fire, is given in the fire and emergency Corporate working arrangements on the staff intranet.
Cross Contamination			
Due to transfer and mixing of incompatible materials, drainage cross connections and so on	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	Fire procedures as described above.

Possible Accident/ Incident	What would the environmental harm be?	How do we reduce the chances of it happening?	What to do if it happens
		on site including induction training and permit to work. Fail-safe filling systems.	
Flood			
Due to ingress of watercourse floodwater, blocked drains, burst water main, use of fire water.	Contamination of raw materials, buildings, land, drainage system, groundwater and watercourses with fire and flood water.	Maintenance of drains. Fitting of flap / non return valves on drains. Safe location for storage of hazardous materials.	Flood procedure describing what to do in the event of a flood warning is given in fire and emergency Corporate working arrangements on staff intranet.
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.	Flooding, explosion with subsequent contamination of land, drains, groundwater and watercourses.	Provision of standby facilities. Maintenance of up to date plans showing location of utilities services. Procedure for contractors to work on site including induction training and permit to work.	Utility supply failure procedure describing what to do in the event of services supply failure is given in the Corporate Business Continuity Plan on page 2127 of the staff intranet.
Failure of Containment			
Failure of containment facilities due to land movement, impact, corrosion and so on.	Contamination of land, drains, groundwater and watercourses	Provision of secondary containment for hazardous liquids. Inspection of primary and secondary containment facilities. Integrity testing of tanks and bunds & pressure loss alarms.	Spill response procedure as described above.
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	Spill response procedure as described above.

Possible Accident/ Incident	What would the environmental harm be?	How do we reduce the chances of it happening?	What to do if it happens
		installed including camera and recording facilities.	

POLLUTION INCIDENT RESPONSE PLAN

FOR:

Powys County Council
Unit 39 Vastre Industrial Estate
Newtown
Powys
SY16 1DZ

Site Activities:

NON-HAZARDOUS WASTE TRANSFER STATION

Date of Plan:

JULY 2013

Review date:

JULY 2014

Version no:

2

Approved by:

ADRIAN JERVIS

Date:

05/07/2013

Environment Agency/
Fire Authority
Police
Sewer Provider
Water supplier
Green Dragon

Copies to:

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Date sent:

04/07/2013

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2. EMERGENCY CONTACT DETAILS

Emergency Services:	999 or 112
Local Police:	0845 3302000
Local hospital/NHS Trust:	01686 617200
Environment Hotline:	0800 807060
Environment regulator (Local Office):	02920-582758

	Office Hours	Out of Hours
Water/Sewer provider:	0800 7834444 (SEVERN TRENT WATER 24HR)	
Gas supplier:	NO SUPPLY	
Electricity supplier:	0845-2722424 (SCOTTISH POWER ENERGY NETWORKS 24HR)	
PCC emergency planning:	0845 0544847	0845 0544847

Waste Management contractor:

Potters (Brynposteg Landfill)	01686 412043
Potters (Waste transfer station)	01938 552396
Cae Post Ltd Trewern . (Recycling processor)	01938 570426
Clwyd Transport Wrexham(Glass transfer)	01978 660022
Recresco Ltd, Ellesmere Port (Glass processors)	
Lovett Bros Goetre, Abermule (Scrap metal contractor)	01686-630600

Specialist advice:

Water/Sewer provider:	0800 7834444 (SEVERN TRENT WATER 24HR)
Environment Agency	01743 283448 (Liz Park, Environment Officer)

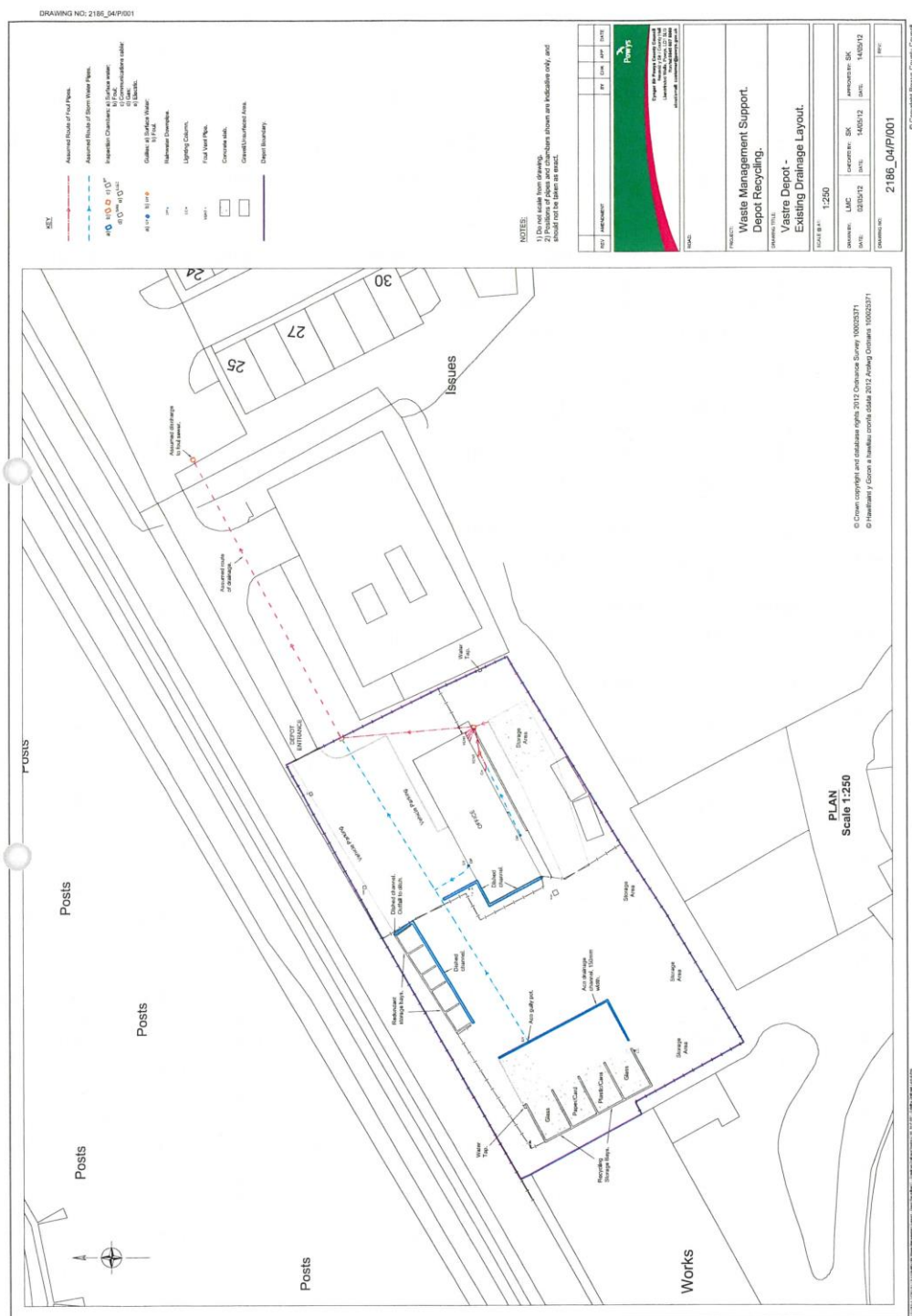
Specialist clean-up

Border Environmental	01244 530380
Adler and Allen	0800 592827
Briggs Environmental Services	0800 374348
Braemar Howells	08700 73776673 (24 hrs)

KEY CONTACTS: (out of hours)

Duty officer:	CARELINE 0845 0544847
Manager:	ADRIAN JERVIS 07748 703750
Head office contact:	RICHARD HOBBS 07786 703196

3. SITE PLAN & DRAINAGE PLAN



4. CHEMICAL, PRODUCT AND WASTE INVENTORY

Maximum quantities at Peak times

[illegible]

5. POLLUTION PREVENTION EQUIPMENT INVENTORY

Type	Location	Amount	Staff contact
FUEL/OIL SPILL KIT	AT R/H SIDE OF RECEPTION OFFICE	BAGS OF GRANULES PLUS FUEL SPILL BOOMS/PILLOWS	TCM 07815 544038 01686 611580 SITE OPERATIVE RECEPTION OFFICE
GLASS WASTE, LITTER, GENERAL WASTE, SPILL EQUIPMENT.	AT SIDE OF PAPER BAY	SHOVEL-HARD BROOM- REJECTED WASTE WHEELY BINS-LITTER PICKERS	TCM 07815 544038 01686 611580 SITE OPERATIVE RECEPTION OFFICE
Water Hose	At the side of R/H glass storage Bay	25m - 50m hose length	TCM Site Operative Reception Office

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6. INCIDENT RESPONSE PROCEDURES



Incident preparedness and response procedure

Title:	Incident preparedness and response procedure		
Ref:	EP12		
Issue:	4	Sheet:	1 of 3
Issued By:	Green Dragon Coordinator	Date:	03/04/12
Approved by:	Environmental Manager	Date:	03/04/12

7. INCIDENT RESPONSE PROCEDURES (CONTINUED)

1. Purpose

- 1.1 This procedure sets out how Powys County Council responds to environmental incidents.

2. Scope

- 2.1 This procedure covers all activities within the scope of the Council's Green Dragon Environmental Management Scheme.

3. Responsibilities

- 3.1 *Green Dragon Environmental coordinator* - to maintain and review pollution prevention plans. Update pollution incident register.
- 3.2 *PCC Duty Emergency Planning Officer* - responsible for coordination of multi-agency response.
- 3.3 *Duty Management Team member* – responsible for providing strategic management for the Council.
- 3.4 *All staff* - responsible for the actions to be taken under this procedure.

4. Related documents

- 4.1 Environmental management procedure EP04 Pollution prevention plan.
- 4.2 Environmental management procedure EP14 Materials storage and spill response procedure
- 4.3 Site specific pollution incident response plans (PPG21 plans)
- 4.4 Environmental management procedure EP42 Pollution incident action flowchart
- 4.4 [PCC Major Incident Plan](#)
- 4.5 [PCC Business Continuity Plan](#)
- 4.6 Incident report form – on intranet page 4924

5 Procedure

- 5.1 The Council shall identify areas and situations that pose a potential risk of environmental pollution.

8. INCIDENT RESPONSE PROCEDURES (CONTINUED)

- 5.2 A pollution risk assessment shall be carried out to determine the level of risk posed to the environment. This is contained in the Pollution Prevention Plan.
- 5.3 Prevention and mitigation measures are put in place and documented in the Pollution Prevention Plan.
- 5.4 In the event of a fire or environmental incident, call the emergency services on 999. The police/fire service will attend and may call a major incident. The evacuation of buildings is covered by the PCC Business Continuity Plan.
- 5.5 In the event of an oil and/or chemical spill at a depot or leisure centre, if safe to do so, contain the spill using appropriate abatement materials. The site specific pollution incident response plan (PPG21 plan) should be followed. For all other offices follow 5.4 above.
- 5.6 The spill should be reported immediately following the procedure set out in the Pollution Incident Action Flowchart.
- 5.7 If any of the following occurs the incident must be reported to the Environment Agency on their hotline, telephone number 0800 80 70 60.
 - i. Damage or danger to the natural environment
 - ii. Environmental pollution to soil or water. With oil pollution this is seen as a sheen on the surface of the watercourse.
 - iii. Risks to wildlife.
 - iv. Fish in distress.
- 5.8 All used absorbent materials should be disposed of via a specialist waste contractor using relevant hazardous waste consignment notes supplied by the contractor. Details of suitable waste management contractors are given in the relevant site specific pollution incident response plan (PPG21 plan).
- 5.9 An incident report form should be completed by the relevant manager (see the Pollution Incident Action Flowchart) for any environmental incident that occurs. The incident report form can be found on page 4924 of the intranet.
- 5.10 Incidents will be recorded by the Green Dragon coordinator in the pollution incident register.

9. POLLUTION PREVENTION EQUIPMENT INVENTORY

Type	Location	Amount	Staff contact
Fuel/oil spill kit Station	At R/H side of Reception Office	Bagged Granules/Spill Booms/pillows/gloves waste bags/warning signs	TCM Site Operative Reception Office
Paper/Card Plastics/Cans Glass waste spill kit Station	At L/H side of Paper storage Bay	Rejected waste Wheely Bin, Broom, Shovel, Scraper, Litter pickers, Warning signs.	TCM Site Operative Reception Office
Water Hose	At the side of R/H glass storage Bay	25m - 50m hose length	TCM Site Operative Reception Office

10. EMERGENCY PROCEDURES

10.1 INSTRUCTIONS FOR DEALING WITH A FUEL SPILL

1. If the fuel spill is large evacuate the buildings by triggering the fire alarm and contact the emergency services by dialling 999. Retreat to a safe distance. Do not put yourself at risk. When safe to do so, contact the Helpdesk/Careline on 0845 0544847 who will inform the relevant operations manager or duty manager (if out of office hours.)
2. Do **not** attempt to hose down the spill or disperse it with detergent.
3. If the fuel spill is small - under 90 litres (20 gallons), locate the fuel spill kit station. This is kept to the R/H side of the Reception Office in a wheeled container marked "OIL SPILL RESPONSE KIT".
4. Open the kit, put on the protective gloves and use the pillows/booms or granules to mop up the spill, following the manufacturers instructions.
5. Place the used pillows or granules in the polythene bags provided and put the bags in a safe place.
6. Contact the Depot Manager who will arrange for a specialist waste contractor to dispose of them
7. Contact the Helpdesk/Careline on 0845 0544847 who will inform the relevant operations manager or duty manager (if out of office hours) of the incident

10.2 INSTRUCTIONS FOR DEALING WITH A FOOD WASTE SPILL

1. Locate the food waste spill kit and warning signs. The spill kit is in a container situated next to the sealed food waste bin.
2. Erect hazard warning signs.
3. Use the hard broom, shovel or dustpan and brush to place the spilt food waste into the bin provided.
4. Place the contents of the bin in the sealed food waste container.
5. Wash out the bin.
6. Hose down the area that has been affected.
7. Clean the hard broom, shovel or dustpan and brush and return to the spill kit container.

10.3 INSTRUCTIONS FOR DEALING WITH A PAPER/PLASTICS/ GLASS WASTE SPILL

8. Locate the paper/plastics/glass/warning signs station. The spill kit station is located at the L/H side of the paper storage bay
9. Erect hazard warning signs.
10. Use the hard broom, shovel or litter pickers and deposit spill in the rejected waste wheely bin
11. The rejected waste bin is emptied twice weekly into an R.C.V. and disposed of at landfill/transfer station.
12. Wash out the bin after each empty.
13. Hose down the area that has been affected using the hose located at the side of R/H glass storage bay.
14. Clean the hard broom, shovel or litter pickers and return to the spill kit station.

Accident and incident record

Waste transfer station:	
Date and time of the incident:	
What happened, what was it about?	
Was anyone else aware of this – other witnesses? If so who?	
What caused it?	
What action did you take to fix the problem? Were external agencies involved?	
What have you done to make sure that it does not happen again?	
Was there any significant pollution – for example: oil entering a surface water drain. If so what?	
If there was then you must notify the Environment Agency on 0800 807060 ASAP. Have you done so?	Yes/No/not applicable Time: Date: E.A Incident number:
Please print your name and sign	

Please send or email a copy of this completed form to the Green Dragon coordinator at green.dragon@powys.gov.uk



Fire Evacuation Procedure Manual / Air Horn

In the event of a Fire occurring the Air Horn must be sounded to warn those on site and any adjacent buildings to proceed to the Fire Assembly Point.

Dial 999 to alert the Emergency Services to attend site