	<p align="center">STANDARD OPERATING PROCEDURE</p> <p align="center">Accident Management Plan, incorporating Environmental Emergency Plan</p>	<i>Ref no</i>
		Authorised: P. Goodwin Date: 1-5-15
		Type: Plan

Scope

This accident management plan complies with Natural Resource Wales guidelines.

Specifically it;

- Identifies the events or failures that could cause damage to the environment
- Assesses the likelihood of occurrence and the potential environmental consequences
- Takes steps to minimise both the potential causes and the consequences of accidents
- Identifies how to minimise the consequences should accidents occur

If an accident does happen and it may cause an adverse environmental impact Wastesavers will be expected to;

- Follow the accident management plan
- Mitigate the environmental consequences
- Investigate the incident to identify why it happened in order to prevent recurrence
- Review the accident management plan

The accident management plan will include;

- A site map with drainage, interceptors, fire extinguishers and spill kits etc
- A list of key contacts with contact numbers
- Information on preventing accidents which could occur on site, and what to do if an accident does occur.

Site Information

Wastesavers have two sites; its head office is based at Wastesavers Resource Centre, Newport, NP19 0RD and its Reuse Centre based at Unit 2 Phoenix Park, Newport, NP19 0LW.

Head Office NP19 0RD

From here Wastesavers Recycling runs its kerbside collections and commercial collections. It also runs Training for adults and an alternative education service for young people excluded from school and an interactive education room for primary school children.

Operationally it processes 15,000 tonnes of material per year including the following waste streams:

- Paper

- Cardboard
- Plastic
- Glass
- Steel
- Aluminium
- Scrap metal
- Textiles
- SDA
- Food waste

It runs 24 vehicles from the site and has plant and machinery including forklift trucks, balers and conveyor belts.

It is situated under newports Grade II listed Transport Bridge and within 10 meters of the River Usk designated a SSSI. It is on a transport industrial estate surrounded by similar industrial businesses including the Orb Steelworks.

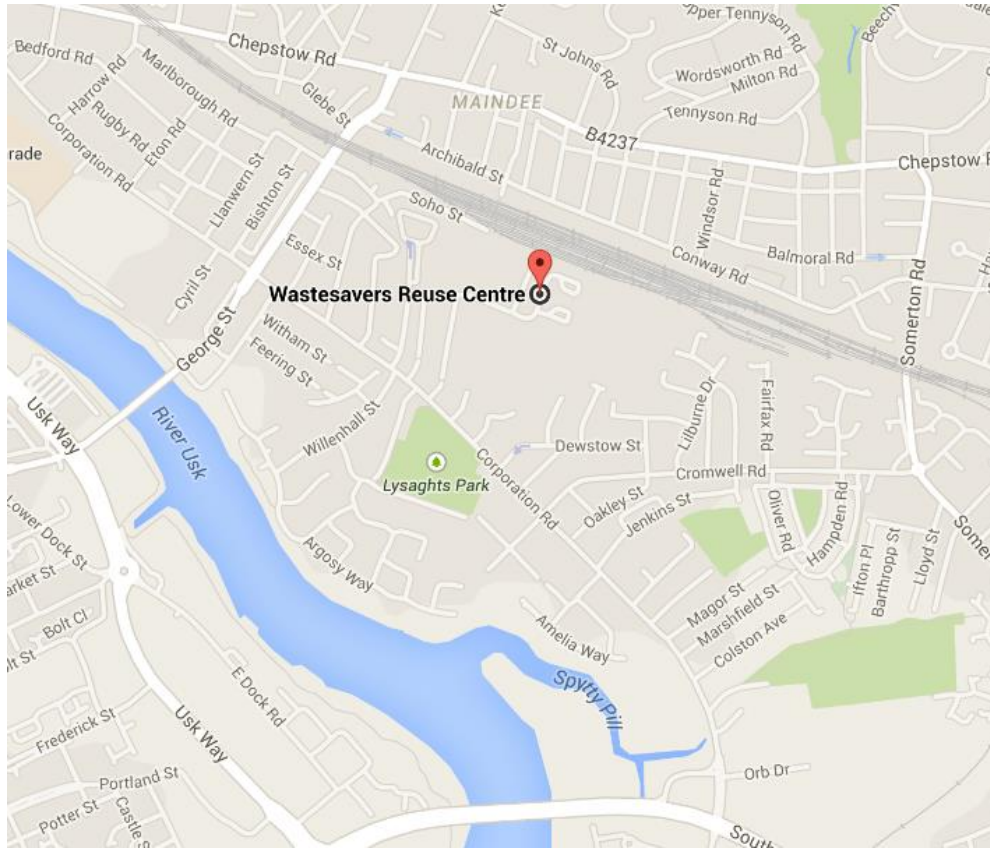
Location Map NP19 ORD:



Reuse Centre NP19 0LW

The Reuse Centre runs two operations; furniture and white goods reuse and IT recycling and repair. It is open as a warehouse shop for residents to purchase items from. It recycles and reuses around 500 tonnes of material per year including the storage of CRT monitors classed as hazardous. It is registered for this. It runs one van.

Location Map NP19 0LW:



Risk Assessments for the sites (in appendix) incorporating;

- Spillage
- Fire
- Failure of plant or equipment
- Flood
- Failure of services (water, electricity etc)
- Failure of containment
- Vandalism

Environmental Emergency Plan

In the event of an emergency the following procedure should be followed:

- Contact the relevant emergency services and nominated Wastesavers personnel as listed.
- Ensure non-essential personnel are evacuated following the fire evacuation procedure if appropriate.
- Issue a site map to relevant emergency services personnel
- The Business Continuity Plan and Procedure should be followed in the event of any large scale incident on site.
- Spillage procedure should be followed in the event of any large scale spillage or vessel failure.

Contact details of key personnel

Name	Department	Emergency type	Contact Number
Fire Brigade		Fire	999
Police		Vandalism/Damage	999
Natural Resources Wales		Environmental Damage, Spill/vessel failure, Flood	0300 065300
GD Environmental	Drainage	Spill/vessel failure	01633 277755
GD Environmental	Waste Management Support	Failure of services	01633 277755
Newport City Council	Environmental Health	Spill/vessel failure,	01633 656656
Penny Goodwin	Wastesavers CEO	ALL	07917353816
Ian Syms	Wastesavers Recycling and H&S Manager	ALL	07738804087
Mark Miller	Wastesavers COTC holder	ALL	07860438345

Investigate Incident

After any incident or near miss an investigation will take place into the cause of the incident and if any steps can be taken to prevent reoccurrence. At this investigation the effectiveness of the plan will be reviewed.

Related documents

A site map with drainage, interceptors, fire extinguishers and spill kits etc

Business continuity plan and procedure

Fire Evacuation procedure

Spillage Procedure

Accident and incident record form

Appendix

- Spillage
- Fire
- Cross contamination
- Failure of plant or equipment
- Flood
- Failure of services (water, electricity etc)
- Failure of containment
- Vandalism