

ATTACHMENT J
ACCIDENT PREVENTION & EMERGENCY RESPONSE

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J. Accident Prevention & Emergency Response.

As part of the existing site Waste Permit WFP-MH-11-0005-01, clause 9.1 requires The Recycling Village Ltd to develop and implement a site Emergency Response Plan (ERP).

A copy of the site ERP which has been submitted to Meath County Council, is attached.

The Recycling Village Ltd has developed and implemented an Environmental Management System (EMS) at the site in accordance with ISO 14001. In conjunction with the EMS, a health and safety system is being developed consisting of a series of fire and risk assessments. The EMS and risk assessments will be used to review the existing ERP and update as required.

The attached site ERP describes the existing measures including procedures, to minimise the impact on the environment of a fire, accidental emission, spillage or emergency.

The ERP also outlines the provisions that have been made for response to emergency situations outside of normal working hours, i.e. during night-time, weekends and holiday periods.

An outline of the site ERP is summarized below.

J1. Fire.

A Fire Safety Certificate (FSC FS 04/231) has been issued for the facility (see Appendix 1 of the attached ERP).

The site Fire Procedures to ensure the safety of all employees and minimise impacts on the environment are detailed in Section 7.0 of the attached ERP.

Appropriate fire extinguishers are located throughout the site. The fire extinguishers are checked regularly by a specialist external company.

The fire alarm system is tested weekly and regular fire safety drills and evacuations are carried out at the site.

A schedule of fire safety training has been developed as part of the site EMS. Records of fire safety training are kept by the Environmental Compliance Officer.

J2. Spillages.

The site Spillage Procedure to ensure the safety of all employees and minimise impacts on the environment and immediate containment are detailed in Section 6.0 of the attached ERP.

Spillage kits are located throughout the site and are inspected on a weekly basis and replenished when required. The interceptor sump is fitted with an alarm and a shut off device.

A schedule of spillage training has been developed as part of the site EMS. Records of spillage training are kept by the Environmental Compliance Officer.

J3. Emergency & Accidents.

The site Emergency & Accident Procedures to ensure the safety of all employees and minimise impacts on the environment are detailed in Sections 3.0 and 4.0 of the attached ERP.

First aid equipment and emergency contact numbers, including out of hours numbers are located throughout the facility.

First aid kits are located in the staff canteen and the administration office. The kits are inspected on a weekly basis and replenished when required.

A number of staff have been selected as first aiders and a schedule of first aid training has been developed as part of the site EMS. Records of first aid training are kept by the Environmental Compliance Officer.

In the event of an emergency or process equipment breakdown, all site operations would stop and equipment turned off. There would be no expected significant environmental emissions to air, ground, sewer, surface water etc.

J4. Insurance.

The Recycling Village Ltd retains Public Liability insurance including cover for Environmental Pollution upto a value of €2,600,000.

A copy of the Public Liability insurance certificate is attached.

In addition, The Recycling Village Ltd has lodged a security bond of €5,000 with Meath County Council as part of the existing Waste Permit to cover any potential pollution incident costs. This bond will be reclaimed on surrender of the Waste Permit and an appropriate security lodged with the EPA.

*Consent of Pollution Inspector proposed only.
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**THE RECYCLING VILLAGE LIMITED
ELECTRICAL AND ELECTRONIC RECYCLING FACILITY**

EMERGENCY RESPONSE PLAN

Waste Permit No. WFP-MH-11-0005-01

Condition 9.1

Submitted to:
Senior Engineer
Environment Section
Meath County Council,
County Hall,
Railway Street
Navan, Co. Meath

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1 copy - Meath County Council
1 copy -MRSK Safety Consultants

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SERVICE	EMERGENCY NUMBER
Ambulance	999/112
Hospital	Our Lady of Lourdes Hospital, Drogheda, Co. Louth 041-9837601
Doctor	Wheaton Hall Medical Centre, Dublin Road, Drogheda, Co. Louth Phone: 041 9846846
Gardaí	999/112
Fire Brigade	999/112
ESB	1850-372 999
Eircom	1800-299 799
Meath County Council	046-909 7000/7200
EPA	053-916 0600
NTFSO	01-222 4829
Ivan Callaghan	086 1945 608
The Recycling Village	041 686 2366
Safety Consultant Sean Kavanagh MRSK Safety	087 417 3141

1.0 INTRODUCTION

Condition 9.1 of the Waste Permit WFP-MH-11-0005-01 requires the licensee to submit a written Emergency Response Procedure to the issuing Local Authority for its agreement, it states;

“The permit holder shall ensure that an Emergency Response Procedure (ERP) is in place, which shall address any emergency situation, which may originate on site. This procedure shall include provision for minimising the effects of any emergency on the environment. The ERP shall be submitted to the Environment Section of the Council within two months of the date of grant of the permit.”

This condition has been considered and the following subject areas are outlined in this report to cover the emergencies identified:

- General Emergency Procedures;
- Accident Procedures;
- Vehicular Accident;
- Spillage Procedures;
- Fire Procedures; and
- Procedures in the Event that Waste Cannot be Accepted at the Site.

2.0 THE FACILITY

The facility is located in Duleek Business Park, Commons, Duleek, Co. Meath. The primary purpose of the facility is to recycle cathode ray tubes (CRTs) from monitors and televisions. The company provides a solution to the recovery of redundant computer equipment and televisions, and in particular CRTs.

Since the EU Waste Electronic and Electronic Equipment (WEEE) Directive was implemented into Irish law in August 2005, this facility is providing a much needed outlet for the recovery of materials from CRTs.

The facility is contained indoors and occupies an area of ca. 1650 m². In order to dismantle the TV and monitors, they are first separated from the CRTs, manually. The CRTs are de-vacuumed in a controlled manner and then passed through specialised machinery. Damaged CRTs are not accepted at the site.

The facility also processes the glass (from the dismantling process) in a CRT glass cleaning plant. The plant has a cleaning drum, vacuum function, conveyor belt, screening drum, roller magnet and glass collection unit. From this process glass, metal and plastic fractions are produced.

The facility also accepts waste batteries and accumulators. These are sorted and stored pending onward shipping for further processing. All batteries are sorted and stored in industry standard containers and according to industry best practice.

3.0 GENERAL EMERGENCY PROCEDURES

Objective: Ensure the health and safety of all employees and minimise impacts on the environment.

Method: In the event of an emergency occurring on-site, each employee will primarily consider his/her own safety and withdraw from the area immediately, if necessary. If the emergency is serious (e.g. fire), employees will proceed to designated area. A senior member of staff will be contacted as soon as possible. The senior member of staff will then:

- Give instructions regarding assistance and possible evacuation to any persons in difficulty;
- Instruct employees with training in first aid to attend the incident;
- Arrange for all personnel to be evacuated if necessary; and
- Arrange for the attendance of an ambulance or safe transportation to hospital of any injured persons.
- In cases of a serious emergency, the local hospital will be provided with as many details as
- In possible in advance. Senior management will also be contacted.
- After the emergency, next-of-kin will be notified. In cases where the injured person is not a member of the workforce their employer will be notified.
- When the site is pronounced 'safe' the area will be inspected. Statements will be taken from all witnesses and an incident report will be prepared. The Local Authority and The Health and Safety Authority will also be notified as appropriate.

Outcome: The emergency is identified and resolved efficiently, without confusion and without further endangering employees or impacting on the environment.

4.0 ACCIDENT PROCEDURES

In the event of an accident occurring on-site, each employee will primarily consider his/her own safety and withdraw from the area immediately, if necessary. A senior member of staff will be contacted as soon as possible.

4.1 Minor Accidents

Objective: Ensure the safety of all employees.

Method: A first aid box is available in the staff canteen and another in the administration offices at all times and all employees are aware of its location. All injuries will be reported to the facility manager. Employees will also be required to report to the facility manager if they have used anything from the first aid box that needs to be replaced. All incidents to be noted in the accident report book held on site.

Outcome: The incident is identified and resolved efficiently, and without confusion and further endangering employees.

4.2 Major Accidents

Objective: Ensure the safety of all employees and minimise impacts on the environment in the event of an accident on-site.

Method: In the case of a serious accident where an employee or visitor to the site has been injured, the following procedures will be followed:

1. The alarm will be raised and the facility manager will be informed immediately;
2. The injured person will not be left alone, and efforts will be made to protect him/her from further danger;
3. Trained personnel will be sent to the scene; and
4. An ambulance will be called and met upon arrival by the facility manager who will direct them to the scene of the accident.

Once the area has been made safe, an assessment of the damage will be made. Statements will be taken from all witnesses, an incident report will be raised and future preventative measures will be established. The Local Authority and other relevant officers will be notified as appropriate.

Outcome: The incident is identified and resolved efficiently, and without confusion and further endangering employees or impact of the environment. Future preventive measures will also be established for continual improvement.

5.0 PROCEDURES FOR DEALING WITH AN OVERTURNED VEHICLE

Objective: To minimise impact on driver, all employees and facility operations.

Method: In the event of such an emergency the following procedures shall be followed:

1. The facility manager will be notified immediately;
2. The nature and location of the problem will be identified;
3. In the case of injured personnel, the procedure in Section 4.2 will be followed;
4. A mechanic will be called to the scene to repair the equipment;
5. Once the problem has been rectified, an assessment will be made and a report prepared;
6. An incident report will be completed and future preventive measures will subsequently be established; and
7. The Local Authority will be notified of the incident by the next working day.

Outcome: Ensure the safety of the driver, all employees and facility operations.

6.0 SPILLAGE PROCEDURES

Objective: Ensure the safety of all employees and minimise impacts on the environment and immediate containment of the subsurface environment.

Method: In the event of a spillage at the site the following procedures will be followed:

1. The alarm will be raised and immediately brought to the attention of the facility manager;
2. All possible ignition sources and/or combustion will be removed from the area;
3. The spill shall be assessed for quantity and potential risk to the employees and the surrounding environment;
4. The spill kit will be used to clean up spillage, which will be maintained on the site;
5. The spoiled spill kit material will be placed into a 5-gallon bucket, seal and arrangements made for appropriate disposal by an approved licenced contractor; and
6. The Local Authority will be notified of the incident by the next working day, as required.
7. The interceptor trap shall be isolated from the drains by means of shutting the closure device.

Note: The following equipment is readily available: designated sweeping brushes, leather gloves, 2-strap face mask, spill kits and 5-gallon plastic buckets for spill cleanup activities.

Outcome: Ensure the safety of all employees and minimise impacts on the environment with immediate priority being to prevent contamination.

7.0 FIRE PROCEDURES

Objective: Ensure the safety of all employees and minimise impacts on the environment.

Method: In the case of fire at the recycling facility the following steps will be taken:

1. Raise the alarm by informing all members of staff;
2. The fire brigade will be notified and the facility manager will meet them on arrival;
3. All machinery will be switched off (from a central power point, if possible) and employees will assemble at the nearest assembly point. The facility manager will ensure that all employees and visitors are accounted for;
4. All vehicles will be parked outside the site and clear of all doorways, entrances and exits;
5. If there is a release of odour, fumes, smoke, gas or dust evacuate to a safe distance. Stay upwind of any smoke or fumes. Keep others away;
6. If safe to do so, tackle the fire using the hose, extinguishers or inert materials such as soils. Do not take risks;
7. Once the area has been made safe, an assessment of the damage will be made. Statements will be taken from all witnesses and included in this report; and
8. The Local Authority will be notified of the incident by the next working day, as required.
9. The interceptor trap shall be isolated from the drains by means of shutting the closure device.

Note: A Fire Safety Certificate have been issued for the facility (FSC FS 04/231) and are attached in Appendix 1 of this report.

Outcome: The emergency is dealt with efficiently without further endangering employees. Impacts on the environment are minimised. Further preventive measures will be established on a continual improvement basis.

Fire prevention: All employees are aware of the switching off of all machinery while not in use and are not supervised. There is 24-hour monitoring at the site, thus minimising the risk of fire from foul play. All vehicles and personnel entering and exiting the site are monitored by site personnel.

8.0 PROCEDURE IN THE EVENT THAT WASTE CANNOT BE ACCEPTED AT THE FACILITY

Objective: To minimise impact on the facility operations and employees.

Method: In the case of an emergency, which would prevent waste being accepted at the facility (i.e. breakdown of equipment, fire or serious accident) the following procedures will be followed:

1. The facility manager will be notified and the nature of the waste at the facility identified;
2. Other customers will be notified that loads cannot be accepted at the facility until further notice;
3. If the emergency has arisen as a result of a breakdown of equipment, a service engineer will be called to the scene immediately. If the equipment cannot be repaired, customers will be notified that they need to make alternative arrangements;
4. If the emergency has arisen as a result of unsuitable weather conditions, the facility will remain closed until conditions improve and customers will be notified that they need to make alternative arrangements;
5. If the emergency has arisen as a result of a serious accident, the Major Accident Procedures (Section 4.2) in this document will be followed;
6. Once the emergency has been resolved, an assessment will be made. An incident report will be raised and further preventative measures will be established; and 7. The Local Authority will be notified of the incident by the next working day, as required.

Outcome: The emergency will be resolved efficiently and the site is returned to full operational status and monitored in the future.

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FOURTH SCHEDULE

FIRE SAFETY CERTIFICATE

BUILDING CONTROL ACT 1990

FIRE SAFETY CERTIFICATE

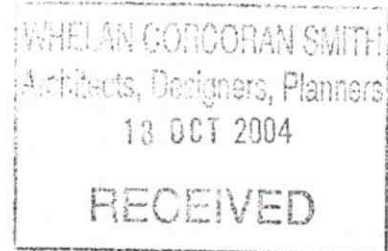
Reference Number:

FS 04/231

Name of Building Control Authority:

Meath County Council

To: Laser Engineering
C/o Whelan Corcoran Smith
11 North Street Business Park
North Street
Swords
Co. Dublin



Application for a Fire Safety Certificate (Ref. No. FS 04/231) for a new industrial unit with ground floor offices, workshop, stores and staff accommodation at mezzanine level at sites 20 & 21 Duleek Business Park, Duleek, Co Meath.

I hereby certify that the works or building to which the application relates, will, if constructed in accordance with the plans, calculations, specifications and particulars submitted, comply with the requirements of Part B of the Second Schedule to the Building Regulations 1997.

In considering the application, no assessment has been made as to whether the works of building will comply with the other requirements of the Second Schedule to the Building Regulations, 1997. This certificate is **GRANTED** subject to 3 conditions as per attached schedule.

Dated this 14th Day Of October 2004

Signed: B. Rowan
County Secretary

An appeal against this decision or any condition(s) attached thereto may be made within one month beginning on the day of the decision. Appeals should be addressed to An Bord Pleanála, 64 Marlborough Street, Dublin 1.

An Appeal shall

- (a) Be made in writing
- (b) State the name and address of the Appellant
- (c) State the subject matter of the appeal
- (d) State in full the grounds of appeal and the reasons, considerations and arguments on which they are based
- (e) Be accompanied by a fee of €250.

FS 04/231

Schedule of Conditions

1. All recommendations and information submitted in the Fire Safety Certificate Technical Report and drawings 0395-FSC-01, 0395-FSC-02, 0395-FSC-03 and 0395-FSC-04 shall be fully complied with.
2. All fire doors installed in the building shall fully comply with Section 1.4.3 of Technical Guidance Document B (TGDB) as follows:
 - Be fitted with an automatic self-closing device in stairwells and corridors.
 - Comply with BS8214: 1990 Code of Practice for fire door assemblies.
 - Have non-combustible hinges with melting point of at least 800 degrees Celsius
 - Have appropriate safety signage complying with BS5499 Part 1:1990
 - Be marked with permanently affixed small metal plate indicating the period of fire resistance, manufacturer, year of manufacture and other relevant details.
3. Escape exit near spray room shall open outwards as per TGDB Section 1.4.3.3

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To Whom It May Concern

Re: The Recycling Village

We write to confirm the following Liability Insurances are in force :

Insurers: FBD
Policy Number: 01736425
Next Renewal Date: 4th May 2013

Public Liability Insurance

Cover: This policy provides an indemnity in respect of the Insured's legal liability to compensate members of the Public for Accidental Bodily Injury or damage to property arising out of the course of the Insured's Business.

Limit of Indemnity: €6,500,000 – any one event

Pollution: € 2,600,000 – solely in respect of any loss caused by a sudden, identifiable, unintended and unexpected incident.

Employers Liability Insurance

Cover: This policy provides an indemnity in respect of the Insured's legal liability to compensate Employee's Accidental Bodily Injury arising out of the course of the Insured's Business.

Limit of Indemnity: €13,000,000

These statements have been made in good faith and are a resume of the insurance cover in force (which is subject to the full terms and conditions of the policy). We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or for any loss, damage or expense thereby occasioned to any recipient of this letter.

Yours faithfully

Stephen Synnott.

Tel 01 266 6543

Email : Stephen_synnott@aon.ie

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