EMERGENCY PROCEDURES

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FIR Attachment 8

LICENCE REG. NO.: P1107-01

Spillage Containment

Purpose/Scope:

This is to detail the method for dealing with the occurrence of an uncontrolled or accidental release (spillage) of a chemical or material.

Responsibility

The site manager is responsible for implementation of this procedure.

Documentation

Incident Record

Implementation

In the event of a spillage of a chemical or material, the observer must contact the site manager IMMEDIATELY.

Ascertain if the spillage is mobile. In the case of liquids or a solid under wet conditions, the spillage is mobile and therefore must be contained.

The following personnel protection equipment, which are available in all spillage kits, must be worn when dealing with spillages:

- Safety Goggles
- Gloves

Containing mobile spillage:

- If possible and safe to do so, stop the source of the spillage from flowing.
- Use booms to prevent spillages entering open drains.

Use absorbent pads and pillows from the spillage kits to absorb the chemical/material.

Once the chemical has been soaked up, the spill is then non-mobile.

Treating non-mobile spillages:

Once a spillage has been immobilised, it must be disposed of as follows:

- Place used pads and booms into the disposal bags provided in the spillage kits.
- Flush any residue remaining with plenty of water to the nearest foul drain (Internally and Externally). Contaminants must not be flushed down surface water drains (externally).
- Consult the waste collector for disposal instructions.

After the chemical spillage is cleaned up, record the details of the spillage, in conjunction with the site manager, on an Incident Form.

Details should contain:

- Time
- Date
- Material
- Quantity
- Operative involved
- Type of work being performed and location of spillage
- Circumstances of the incident.
- Preventative action to be carried out and signed off
- Forward the completed sheet to the Environmental Officer.

Additional Material

A spill kits is to be kept in the Machinery Store.

Environmental Accident Protection

Purpose/Scope

The purpose of this procedure is to explain the procedure, which addresses hazards on site and how related environmental accidents can be prevented.

Responsibility

The site manager is responsible for the implementation of this procedure.

Documentation

IPPC Licence

Introduction

The site is committed to achieving high standards of safety and environmental performance and, as such, will ensure that all necessary resources are made available to achieve these goals.

The site recognise that the nature of our activities may give rise to environmental accident hazards for employees, contractors, visitors, members of the public and the natural and built environment. The site therefore has obligations to reduce the risks associated with any such activities to levels as low as is reasonably practicable.

In order to meet our obligations to staff, customers and neighbours, the site will provide and maintain an Environmental Management System (EMS). This includes arrangements for the prevention of environmental accidents in accordance with the Control of Environmental Accident Hazards Regulations 2000.

The sites aim in implementing this system is to reduce the risks associated with an environmental accident to as low as reasonably practicable.

The Environmental Management System (EMS):

- Identifies the roles and responsibilities of those involved in the management of environmental hazards, identifies and provides for their training needs and involves both staff and contractors.
- Systematically identifies and evaluates the likelihood and severity of environmental hazards which may arise at our sites.
- Implements procedures and instructions for safe operation. Implements procedures for the management of change to our operations

Management of Change

The sites policy objectives are to ensure that:

- Procedures are adopted to achieve the Management of change objectives in respect of changes capable of affecting the control, of environmental accidents. Appropriate post change review procedures are defined and implemented.
- Management of change covers both permanent and temporary changes and also includes urgent operational changes.

- Any new installations or storage facilities shall be installed in accordance with specific procedures.

Planning for Emergencies

The sites policy is that:

- Operations are carried out in a manner, which serves to protect the community and the company employees from injury or illness and which avoids damage to the environment. This policy extends to protection from environmental hazards.
- An on-site emergency procedure would be prepared and maintained, which details the required response of the company personnel in the event of an environmental accident such as a spillage.
- The sites policy is to contact the emergency services and those people in the surrounding environment that might be affected in the case of an environmental emergency.
- The relevant personnel are trained in their emergency response duties, together with first aid and firefighting.
- The site co-operates fully with the local Fire Authority and other emergency services for emergency planning.

Monitoring Performance

The sites policy objectives are to ensure that:

- Procedures are developed, implemented and maintained which actively monitor adherence to all environmental procedures adopted in order to minimise the risk from environmental accident hazards. Active monitoring includes inspections of safety critical plant, equipment and instrumentation as well as checking compliance with training, instructions and safe working practices.
- All accidents and incidents capable of leading to an environmental accident are systematically reported and investigated. Investigations examine both the immediate cause of an incident and any underlying causes such as failure of procedures to protect against the occurrence.
- Corrective/preventative action determined by such investigations are recorded and implemented to a set agreed deadline.
- The relevant manager holds responsibility for the completion of plant and vehicle checks and for the reporting of all incidents or “near misses”. It is the responsibility of the manager to complete incident report forms, establish the causes of incidents and decide on possible actions.

Review

The sites policy objectives are to ensure that:

- The EMS is systematically reviewed for effectiveness and suitability.
- Regular inspections are conducted.
- In particular, all relevant procedures are reviewed following any environmental accident or incident with the potential to escalate into an environmental accident.

Potential hazards on site

- Chemical spillage to surface waters
- Wash water spillage to surface waters
- Fugitive emissions to air.

Leak Checks

Scope

This procedure applies to the checking for leaks of fuel, water and liquids throughout the farm.

Responsibility

It is the responsibility of the site manager to ensure this procedure is adhered to.

Documentation

Weekly Environmental Checklist
Incident Record

Procedure

Weekly leak checks will be carried out as per the Weekly Environmental Checks.

The methods used to detect leaks may include sight, sound, smell, and soapy water.

All detected leaks should be recorded in an Incident form to be signed by the site manager.

All Leak Check preventative maintenance recommendations must be signed off on by the site manager and whom will contact the appropriate contractor to carry out works/repairs .

If the leak has caused an environmental incident or contamination further investigation should be carried out.

Records

Environmental Incident Forms must be retained on file by the Environmental Officer for a minimum period of seven years.

Weekly Environmental Checks

Purpose/Scope

To explain the method involved in carrying out an Environmental Checklist. This environmental checklist is designed to monitor the factory grounds.

Responsibility

The Environmental Officer is responsible for the implementation of this procedure.

Documentation

Weekly Environnemental Checklist

Implementation

The Environmental Representative carries out this procedure and communicates findings with the relevant departmental Manager.

All of the environmental aspects outside the walls and within the boundaries of the farm are inspected and examined.

Inspect all surfaces and roadways.

Inform the site manager immediately in the case of any fugitive emission, such as spillages, odours and storm-water contamination.

Record all information on the Weekly Environmental Checklist.

WEEKLY ENVIRONMENTAL CHECKSHEET

INSPECTION DETAILS	
INSPECTOR NAME	
DATE	

Non Conformance Response – Guidance	
Minor -	Low/Medium risk identified - monitor and agreed containment to be in place within 2-3 wks
Major	High risk identified - containment and countermeasure plan must be in place within 24 hrs
Critical	**H**igh /high risk identified - immediate containment and countermeasure plan must be put in place

Audits shall be scored based on the number and category of non-conformance raised using the scoring matrix below: Percentage points will be deducted for each type of non-conformance raised: Minor 1%, Major 5%, Critical 35%.

Total Non-Conformances Raised	Major (eg. Potential Legal Issue or Substantial failure to meet standard)	Critical (eg. Legal Issue or H&S issue that is rated High/High Risk)	B.R.A.G Status[1]	Audit Score[2]
0-4	0	0	Blue	96-100%
5-14	0	0	Green	86-95%
15-35	Maximum 3	0	Amber	65-85%
>35	4 or More	1 or more	Red	<65%

[1]BRAG status will be applied based on number and type of Non Conformance and not on Audit Score[2]

ENVIRONMENTAL CHECKSHEET (To be Scored Seperately)			Compliant	Non-Compliant		
				C	M	m
SECTION E.1 AIR EMISSIONS						
E.1.1	**Boiler**	**Potential Critical:** Are the boiler stack emissions visually acceptable (e.g. no black smoke)?				
E.1.2	**Farm odour**	**Potential Critical:** Are the yard and boundary areas free from any odours?				
Comments:						

SECTION E.2 NOISE EMISSIONS						
E.2.1	**Factory noise**	**Potential Critical:** Is the area free from any noise which may constitute a nuisance?				
Comments:						

SECTION E.3 SOLID WASTE						
E.3.1	**Waste containers**	Waste containers (bins) in appropriate locations/to standard?				
E.3.2	**Waste weighed**	Waste weighed/metrics up to date?				
E.3.3	**Waste bins**	Are separate bins in use for different types of waste and are bins in good condition?				
E.3.4	**Waste segregation**	Are the separate bins being used correctly (no cross contamination)?				
E.3.5	**Hazardous waste**	**Potential Critical:** Is there any hazardous waste in general waste (carcasses)?				
E.3.8	**Litter**	Are areas litter-free?				
Comments:						

SECTION E.4 WASTEWATER & STORMWATER						
E.4.1	**Stormwater**	**Potential Critical:** Visual check of the storm water drain, colour and odour ok?				
E.4.2	**Drains**	Are all drains clear and free of debris?				
Comments:						

SECTION E.5 ENERGY						
E.5.1	**Equipment**	Are equipment / machines off when not in use?				
E.5.2	**Doors**	Are house doors closed?				
E.5.3	**Lights**	Are lights off in areas where people are not working?				
E.5.4	**Light switches**	Are light switches for the area easily accessible and clearly marked, where applicable?				
E.5.5	**Machinery efficiency**	Is machinery free from faults that could affect its energy efficiency i.e. Oil leaks, ripped conveyors, etc.?				
Comments:						

SECTION E.6 WATER MANAGEMENT						
E.6.1	**Dry-cleaning**	Is dry-cleaning being completed before wet-cleaning?				
E.6.2	**Leaks**	Any evidence of leaks from machinery, hoses, taps?				
E.6.3	**Nozzles**	Hoses fitted with standard fitted nozzles?				
E.6.4	**Equipment**	Equipment turned off when not in use?				
Comments:						

SECTION E.7 HAZARDOUS MATERIALS (Incl CHEMICALS)						
E.7.1	**Spillages**	**Potential Critical:** Is the area free from spillages e.g. roadways, paths, storage areas, despatch areas etc.?				
E.7.2	**Spillage kits**	Are spillage kits in the area accessible and in good condition?				
E.7.3	**Bunds**	Are all bunds empty of rainwater / liquid?				
E.7.4	**Bund integrity**	Is the bunding integrity good on all vessels?				
E.7.5	**Bunds locked**	Are all tanks and bunds in the area locked?				
E.7.6	**Chemicals**	Are there any chemicals in yard which are not bunded?				
Comments:						
				SECTION TOTAL		