T G HOWELL & SONS LTD
MAJOR INCIDENT PLAN ALEXANDRA DOCK

The **PURPOSE** of this plan is to:

- Give clear instructions to respond to possible incidents
- Provide sufficient information to manage incidents and post-incident recovery

It has been prepared after completing a thorough Risk Assessment exercise on potential incidents.

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6	Incident Procedure: Power Cut	Main Office
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INCIDENT PROCEDURE FOR ALL EMPLOYEES

Fire, Spillage, Explosion, Flood, Gas Leak, Trapped Person, Power Cut

- Know your team; know your assembly point!
- Be aware of your nearest exit – keep it clear.
- When you hear the alarm or are instructed to do so, evacuate immediately and calmly by the nearest safe exit.
- The Incident Controller manages all activities to control an incident, and will be the most senior person available.
- If **YOU** discover a **FIRE** then raise the alarm to start the evacuation, proceed to your assembly point, then find the Incident Controller to pass on any details.
- For other incidents that it may be more suitable not to evacuate– let the Incident Controller decide and communicate.
- If the Unit **FLOODS** then do not wade through water to the meeting point. The Incident Controller will direct clearing up when safe.

- You do not go back into the Unit or Office, drive your truck or start work until:
  - you are instructed to by the Incident Controller or his messenger
  - requested to assist the Incident team
  - requested to make something safe, eg an isolation
- If someone is trapped at height or in a confined space then contact the Fire Brigade immediately.
- All key employee and external telephone numbers are kept in the office
- Current Site Incident Team:
  - Martin Howell
  - Gary Rowlands
  - Luke McCarthy
  - Grzegorz Minalto

INCIDENT CONTROLLER CHECKLIST

1. Protect life
2. Minimise damage
3. Communication, always remain visible and available

- Evacuate using the fire alarm for a fire. Otherwise use runners to communicate assembly points and danger areas to avoid
- Set up an Incident Post at the Main Office if not suitable the Main Gate
- Do not get involved in dealing with the incident, focus on communication.
- Use the Check sheet in the main office.
- Make sure the head count is completed; organise the incident team to look for anyone missing.
- Liaise with the Incident team, organise the emergency services as required.
- Call the Fire Brigade immediately for anyone trapped or if a building has collapsed.
- Inform the emergency services of:
  - Location
  - Nature of incident
  - Number of people involved
  - Other risks and special help
- Keep the access clear for emergency vehicles; stop all vehicles from entering site.
- Gas leak: no naked flames, smoking or mobile phones.
- Confirm the all-clear and safe to return to work.
- All media statements must be provided by:
  - Mr Martin Howell. T: 07970004053, or T: 01633612383
- All key employee and external telephone numbers are kept the main office.

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INCIDENT CONTROLLER CHECK SHEET

Communicate be visible and available.

What is the Incident?	

Call **Fire Brigade** or other services**?**	

Location of Incident:	Zone:

Identify Person in case services isolation required?	

Is Everyone Safe?
No One Is To Re-Enter Site.
Do You Need To Call The Fire Bridge? If Yes Ring 999

Appoint Traffic Controller / Maintain Fire Brigade Access to Plant?	

Head Count Received?		Missing Persons?
Site Employee's	Martin Howell	
	Gary Rowlands	
	Luke McCarthy	
	Grzegorz Minalto	
	Dave Thomas	
Visitors		
Drivers		
Other		

Incident Team members – make roll call when appropriate	
Leader:	Martin Howell
Member	Gary Rowlands
Member	Luke McCarthy
Member	Grzegorz Minalto

Inform Incident Team that head count completed and of any missing Persons?	
Appoint assist to direct Fire Brigade to fire location within Site?	
All Clear Given?	

Where a fire has been successfully dealt with internally always contact the Fire Control Centre on 01443 232000 to register a 'Late Fire Call' where an officer will attend

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LIST OF EMERGENCY TELEPHONE NUMBERS

Emergency Services	
Fire Brigade / Police / Ambulance	999
Hospital	
Royal Gwent	01633 234234
NHS Direct	0845 4647
Health & Safety Executive	02920 263000
Gas Board	
British Gas Emergency Number (24HR)	0800 111 999
Electricity	01443 202813
Western Power	
Waterboard	
Dwr Cymru Welsh Water (24HR)	0800 0520130
Newport City Council	01633 656656
Environmental Health. Permit (Abbie Chivers)	01633 210071
Natural Resources Wales (24hr)	0800 807060
Alexandra Docks	
Associated British Ports	0870 6096699
Extinguishers	
Hartson Fire Ltd	01792 218214
Cyril Hartson	07971747424
Koppers	01628 486 644
Peter Bamford:	07767421149
Alphabyte IT	029 2047 0213
AFS Biomass	07970 244660
Ian Robinson	

CALL OUT LIST

Outside normal office hours, the incident controller will contact relevant personnel to affect emergency plan.

Mr Martin Howell. T: 07970004053
Mr Terry Howell. T: 07970004052

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INCIDENT PROCEDURE

Major Spillage from Timber Treatment Plant

Implement Major Incident Plan, “Preservative Spillage Procedure”

Spillage Other
Implement Emergency Spillage Procedure.

Autoclave Emergency Shutdown

Switch Off Control Panel In Control Room.

Fire
Raise Alarm. Implement Major Incident Plan.

Flood
Isolate At The Nearest Safest Point (To Minimize Disruption Without Wading Through Water).

Major Gas Leak
No Gas on Site
Contact The Fire Brigade And Gas Supply Company.

Power Cut
Make sure people congregate in one place e.g. Main Office, and don’t wander off

Bomb Threat
Person receiving call should write down conversation word for word and then notify a Company Director giving if possible location of bomb and when it will go off.

Isolation Points

Red-Main Switchboard

Yellow-Autoclave

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ACCIDENT/INCIDENT REPORTING SYSTEM

Major Incident
A condition or practice that has caused permanent disability, loss of life or body part, and /or extensive loss of structure, equipment or materials

High Potential Incident
A condition or practice that has the potential to cause permanent disability, loss of life or body part, and/or extensive loss of structure, equipment or materials regardless of actual loss.

High Potential Near Miss
A condition or practice that does not result in a loss but has the potential to cause permanent disability, loss of life or body part, and/or extensive loss of structure, equipment or materials

ACCIDENT or INCIDENT

Most suitable person deals with short-term consequences.

- First Aider to attend to casualty and complete relevant sections of accident book.
- Inform Supervisor when complete.
- Always inform personnel of early finish or hospital visit.

Fatality

Major Incident
High Potential Incident
High Pot. Near Miss

Supervisor, to evaluate potential loss.

IMMEDIATELY

Complete relevant sections of reporting system

Personnel to inform H&S Manager if Loss time accident (7 days HSE) is likely

Inform:

Martin Howell

Inform:

Martin Howell

Agreed action plan and sign off on completion.

Incidents reviewed at H&S meetings.

Police and HSE

Must be informed

Director will advise on HSE notification

Director, completes RIDDOR obligations.

http://www.hse.gov.uk/riddor/

EMERGENCY/CONTINUITY PLAN

Issue	Area(s) of concern	Prevention Measures	Mitigation Measures
Spillage	Environment, Health and Safety, Financial, Quality	▪ Information, Instruction, Training and Supervision (Transport & Handling of chemicals) ▪ Secure storage ▪ Bunds ▪ Maintenance procedures ▪ COSHH ▪ Inventory	▪ Information, Instruction, Training and Supervision. ▪ Spill kits ▪ Interceptors ▪ Koppers: 01628 486 644, 07767421149 ▪ Environmental Health Newport City Council 01633 656656
Flood	Environment, Health and Safety, Financial, quality	▪ Maintenance of Drains / storage tanks ▪ Maintenance of Water pipes ▪ Monitoring of water consumption ▪ Regular visual inspections of holding tanks	▪ Welsh Water emergency number: 0800 052 0130 ▪ Natural Resources Wales 0800 807060 (24hr)
Fire	Environment, Health and Safety, Financial, Quality	▪ No smoking policy ▪ Legislative inspections, competent persons ▪ Information, Instruction, Training and Supervision (Induction and ongoing) ▪ Fire Procedure ▪ Correct storage of flammable materials / substances	▪ Fire extinguishers Hartson Fire 01792 809166 07971747424 (24 hr) ▪ South Wales Fire Service 999 ▪ Natural Resources Wales 0800 807060 (24hr)
Major accident	Health and Safety, Financial	▪ Risk assessments ▪ Safe systems of work ▪ Information, Instruction, Training and Supervision ▪ Mentoring programmes ▪ Regular equipment maintenance checks ▪ Signs and signals ▪ Personal Protective Equipment	• Accident / Incident reports and corrective actions • RIDDOR policy • Employers Liability Insurance • Information, Instruction, Training and Supervision
Vandalism / Theft	Financial, Quality, Environmental	▪ Perimeter fence ▪ Controlled access gates ▪ CCTV and 24 hour surveillance ▪ Locks	• ABP Security (24 hrs) 01633 204420 • Contact police. • Insurance • Review security measures as

			appropriate.
Noise	Environment, Health and Safety	1. Noise assessments 2. Safe systems of work 3. Method statements 4. Information, Instruction, Training and Supervision 5. Regular maintenance checks of equipment	• Surveys • Personal Protective Equipment • Corrective actions • Information, Instruction, Training and Supervision
Emissions	Environment, Health and Safety	▪ Method statements ▪ Information, Instruction, Training and observation	▪ Emission monitoring ▪ Operator Recording Log ▪ Newport City Council Permit ▪ Personal Protective Equipment ▪ Corrective actions ▪ Information, Instruction, Training and Supervision
Leachate	Environment, Health and Safety	▪ Information, Instruction, Training and Supervision ▪ Method statements/procedures ▪ Correct storage / usage ▪ Review surface area of point of use/storage	▪ Condition of Permit ▪ Information, Instruction, Training and Supervision ▪ Land remediation ▪ PPE

SPILLAGE

- When spills happens
- Assess the risk
- Select personal protective equipment
- Confine the spill
- Stop the source
- Evaluate the incident and implement clean-up
- Decontaminate the site
- Complete required report

1. **Assess the risk**
From the moment a spill occurs and throughout response, responders should determine the risks that may affect human health, the environment and property. This could be instant because you know the liquid spilled because you were working with it, or it may involve some investigation. The spilled material can be identified from the container label or the Material Safety Data Sheet (MSDS).
Next, identify how much has been spilled and the primary dangers posed to the spill responders and the environment. Once the extent of the spill and the risks are understood, appropriate measures may need to be taken to isolate the spill area (e.g., setting up exclusion zones).

2. Select personal protective equipment (PPE)
The spill responder may already be wearing the necessary PPE because they were working with the spilled liquid, but if not, it is crucial that the appropriate PPE is chosen. Consulting the MSDS

3. Confine the spill
Confining the spill may be a simple task for spills of a few litres or it could be more difficult for larger spills, so it is important to make sure that the correct absorbents available for the liquids that have been spilled.
Once the correct absorbents or kits have been chosen, responders should limit the spill area by blocking, diverting, or confining the spill.
The flow of the liquid should also be stopped before it has a chance to contaminate a water source – minimising the spill area and protecting drains are the priorities. Make sure the barrier is placed far enough away from the spill to ensure you can complete the setup but also far away from sensitive areas, such as drains and waterways.

4. Stop the source
This step may happen before the spill is even confined depending on the extent or the size of the spill. This could simply involve turning a container upright, or plugging a leak from a damaged drum or container.
Once the leak has been stopped the liquids should be transferred from the damaged container to a new one.

5. Evaluate the incident and implement clean-up
Once the spill is confined and the leak has been stopped, it is time to reassess the incident and develop a plan of action for implementing the spill clean-up. First, responders should make sure they have enough spill response supplies to deal with the incident. Once the absorbents are saturated, they may be considered hazardous waste and should be disposed of properly.

6. Decontaminate
The site, personnel, and equipment should be decontaminated by removing or neutralising the hazardous materials that have accumulated during the spill. This may involve removing and disposing of contaminated media, such as soil, that was exposed during the spill incident. PPE may be able to be reused after inspection and clean-up. An effective decontamination area should also be created to ensure the health and safety of emergency responders.

7. Complete required reports
As soon as possible after the spill, all spill notifications and reports required by local and national guidelines should be completed. Failure to do so can result in severe penalties. Typical reports include medical reports, local council or district reports,

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PRESERVATIVE SPILLAGE EMERGENCY PROCEDURE

1. **STOP THE LEAK - CONTAIN THE SPILLAGE**
   - Follow the instructions on the emergency action poster, situated in and around the treatment plant, and in your Operations Manual.

2. **DURING OFFICE HOURS – 8.30am to 5.00pm**
   - Phone Koppers on **01628 486644** and ask for the Engineering Department.
   - Tell reception there has been a spillage and priority will be given to your call.
   - If you need emergency assistance with spill clean-up and waste disposal during this period, Koppers will arrange for Prestige to contact you.
   - If this spill can be dealt with as routine waste disposal you may contact Prestige direct on 01543 466330.
   - Inform them you are a Koppers product user.

3. **OUT OF OFFICE HOURS**
   - For urgent on-site assistance with spill clean-up and waste disposal.
   - Phone 07967 100355. This is the emergency number for Prestige.
   - Inform them that you are a Koppers product user.
   - To help speed up the initial response, have information on your product available. (Refer to the product label on the storage vessels or the Safety Data
   - Sheet.)
   - When appropriate, Prestige have access to Koppers technical staff out of office
   - hours.
   - Please note, be prepared to offer an official order for any call out by Prestige.
   - Koppers will not pay for this work.

4. **WASTE DISPOSAL**
   - For routine disposal of waste during office hours contact:
     Prestige Tank Cleaning 01543 466330

I confirm that I have received the instruction as outlined above.		
Name	Sign	Date
Gary Rowlands	Gary Rowlands	19/7/16
Luke McCarthy	Luke McCarthy	20/7/16
Grzegorz Minalto	Grzegorz Minalto	19/7/16

Originals on file

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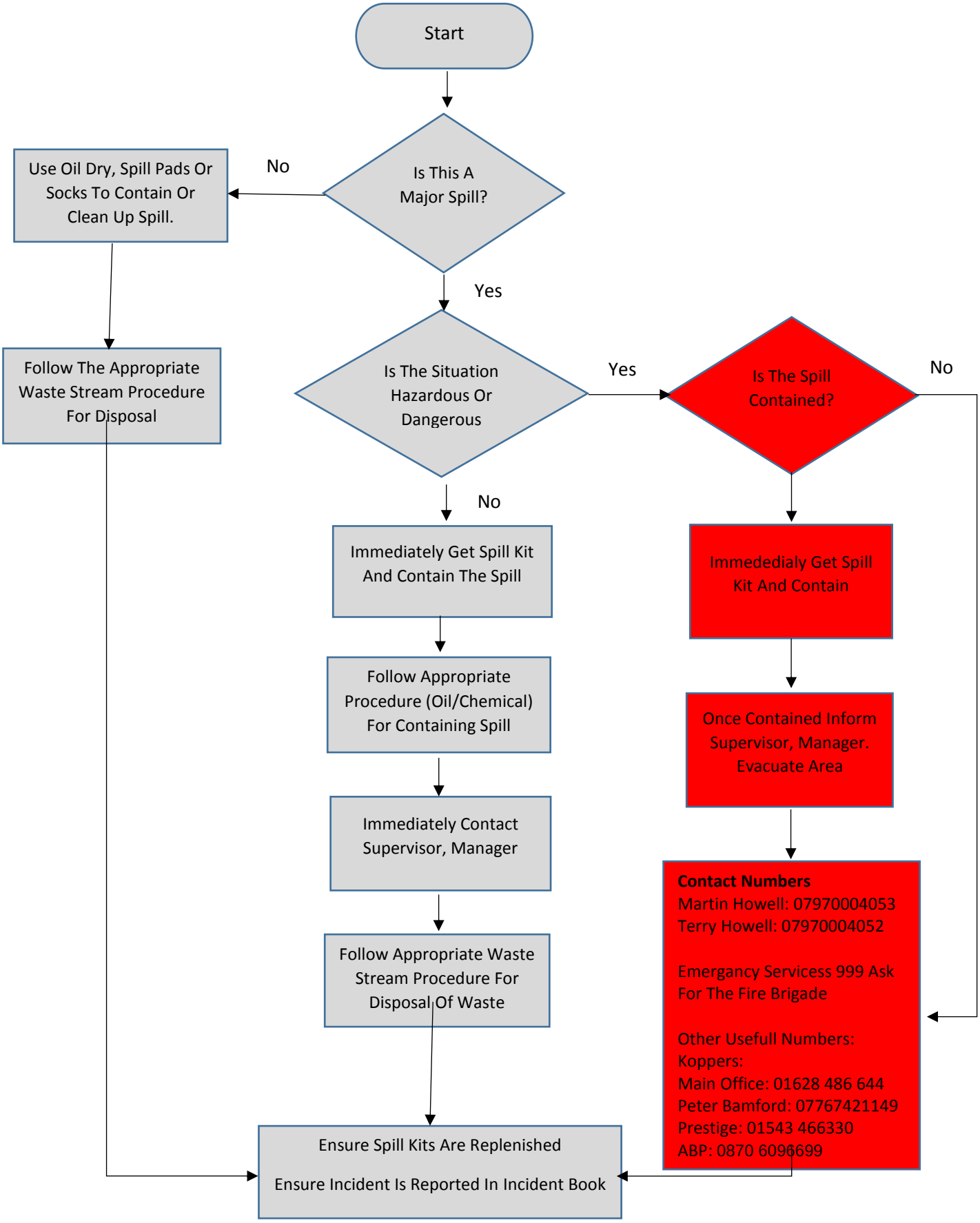
SPILLAGE PROCEDURE



CHECKLIST FOR POST INCIDENT RECOVERY

- Preserve as much evidence as practicable in the circumstances.
- Plan ahead for an orderly resumption of operations, see Computer Disaster Recovery Plan).
- Arrange for a review of the control of the incident on completion.
- Arrange for photographers to be called if necessary.
- Ascertain the facts as far as possible and identify any witnesses or personnel in the immediate vicinity during the occurrence.
- Compile all relevant information available to assist post incident investigations.
- Ensure that the Major Incident Plan was complied with satisfactorily.
- Arrange for access of Personnel Records as required for medical or notification urposes.
- Ensure all HSE notifications have been carried out in accordance with reporting procedure - see telephone list.
- Ensure relatives are formally notified prior to the release of any information on injured persons.
- As soon as possible after close of the incident establish full investigation.

I confirm that I have received the instruction as outlined above.		
Name	Sign	Date
Gary Rowlands	Gary Rowlands	19/7/16
Luke McCarthy	Luke McCarthy	20/7/16
Grzegorz Minalto	Grzegorz Minalto	19/7/16

Originals on file