

Indaver Rivenhall IWMF DCO

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Procedure) Regulations 2009

Examination Documents [PINS Ref: EN0101038]

Applicant's Construction Stage Emergency Preparedness and Response Plan

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Indaver Rivenhall Ltd

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sustainable waste
management.

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Project Name	Rivenhall IWMF		



Indaver Rivenhall Ltd
 Kao Hockham Building
 Edinburgh Way
 Harlow
 Essex CM20 2NQ

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1 Introduction

This Emergency Preparedness and Response Plan (EPP) covers foreseeable emergencies likely on the Rivenhall Integrated Waste Management Facility (IWMF) project. Although the exact nature of an incident/emergency cannot be predefined, this document sets out the procedures to be followed to prepare for and manage any emergencies effectively.

The EPP shall be distributed to all Contractors working on site and held available on site for relevant interested parties. The EPP shall be reviewed on a regular basis in order to remain effective and up to date. Any changes shall be document controlled and shared with Contractors on site.

1.1 Structure

This document is structured as follows:

- Sections 1 – 7 give general information regarding emergency response. This information should be used setting up the process and monitoring it.
- Section 8 to 15 is written as information which should be used in an emergency - flow charts, prompt sheets, contact details etc. which can be printed out and kept at key locations on site, ready for use in the event of an emergency.
- Sections 16 and 17 cover spillage and flooding preparation and response measures.

1.2 Related Documents

- Construction Phase Plan and Environmental Management Plan (HZI Doc. Nr. 50162284): Outlines HSE Management and general HSE requirements;
- Incident Investigation and Reporting Procedure (AA 426 04): Further detail on requirements for reporting and investigation of HSE incidents;
- First Aid Provision (AA 426 06): Procedure to ensure that suitable and sufficient measures are in place to provide persons with effective and timely medical attention that may arise from on site;
- Permit to Work (PTW) procedure (AA 426 03);
- Confined Space Procedure (AA 426 21).

2 General Information

2.1 Site Layout Plan

The site layout plan describes suitable escape routes on site that lead to a place of safety. Daily inspections by the HZI management team shall ensure that escape routes remain free from obstructions and are clearly signed.

2.2 Assembly Point

The main assembly point will be located at the site car park. In the event that access to the primary assembly point is not possible, Contractors shall assemble at a location that will be determined depending on the emergency.

2.3 Training

All employees, contractors and visitors on site shall receive Site HSE Induction Training in respect of the actions to be carried in the event of an emergency (including spill response).

The HZI HSE Manager or nominee shall instruct the Site Manager and Security Guard(s) in the duties and role of the Incident Co-ordinator. The HZI management team shall be trained in the HZI incident management checklist.

Contractors shall ensure that as a minimum they have the following trained personnel within their site team:

- fire wardens
- first aiders

First Aider(s) shall hold a current certificate issued by a UK recognised organisation. A minimum ratio of one first aider to twenty workers is required.

2.4 Exercises

Emergency exercises shall be carried out at regular intervals. The frequency and type of exercises should be commensurate with the type and magnitude of the risk on site. As a guide emergency evacuation should be tested every 6 months. Smaller exercises e.g. rescue from height, removing an injured person from scaffolding, confined space rescue, spillage response training etc. should be carried out in the intervening periods. As a minimum target an incident management exercise should take place every three months.

2.5 Arrangements for Communicating this Plan

The fundamentals of this plan shall be communicated at the site HSE induction.

Reminders of the contents will be communicated in the site newsletter and refresher toolbox talks will be issued as and when required.

'Action in the event of fire' and 'Action in the event of site evacuation alarm' notices will be posted at prominent places around the site.

2.6 Inspections and Monitoring of Equipment

An emergency equipment checklist will be produced, identifying equipment and its location on site (incl. spillage kits). This will be inspected on a weekly basis by HZI.

2.7 Liaison with the Emergency Services

HZI shall ensure effective liaison with the Emergency Services and arrange a meeting on site with representatives from the emergency services (Police, Fire and Ambulance). The meeting will discuss site arrangements and inform the emergency services of the potential support requirements. Particular attention will be paid to Air Ambulance.

2.8 Emergency Shutdowns and Making Safe

If safe to do so the following emergency shutdowns shall be completed via local isolations:

- the isolation of electrical power to Portacabins and other onsite installations;
- the closing of acetylene, oxygen and propane cylinder outlet valves;
- the closing of fuel or lubricant oil storage tank valves; and
- the isolation of water supplies.

All full gas cylinders which are not in use shall be kept in a locked cage. A key to this cage shall be available to the Incident Co-ordinator at all times.

2.9 Testing of Emergency Equipment

Sounding of the site emergency alarm shall be carried out each Wednesday at 11.00 am.

The Site HSE team shall complete weekly inspections of the equipment supplied for safety to ensure it is available, complete and in good order. Reports on the condition of items shall be issued to the Site Manager.

2.10 Visitor Access Control

All persons that visit the site for the first time shall report to the security office.

Visitors will not be permitted to access the site unless accompanied at all times by a sponsor who has completed a full site HSE induction.

2.11 Provisions for Rescue (Work at Height and Confined Space)

Each Contractor shall ensure that where their work activity involves Work at Height or in a Confined Space, they should have available a plan for rescue. This rescue plan must be provided to the HZI HSE Department with the relevant RAMS for the task.

2.11.1 Site Rescue Team

When work involves work at height a trained rescue team for rescuing individuals who fall from height shall be maintained by HZI. This team shall be suitably trained and equipped. Provision of this team does not alleviate Contractors of the responsibility of providing a rescue plan as described above. The team is there to ensure the fastest possible reaction times in the event of an emergency.

3 Roles and Responsibilities

3.1 HZI Site Manager

3.1.1 Preparation

The Site Manager shall ensure that:

- the EPP is produced, maintained and available at site;
- the EPP is communicated to all contractors;
- the EPP is communicated any adjacent sites or relevant construction projects.
- an 'Incident Co-ordinator' is appointed;
- the SITE EMERGENCY ALARM is an Air horn, which will be:
 - tested no less than weekly; and
 - sounded in an emergency that requires a site evacuation;
- the site emergency arrangements and equipment are tested no less than every three months.

3.1.2 Incident

The Site Manager shall ensure that the client is informed of the incident / emergency and that HZI notifications and incident investigation is carried out as per procedure (AA426 04).

3.2 Security Officer

3.2.1 Incident

The Security Officer shall monitor the site emergency number 24 hours a day and immediately contact HZI via HZI's emergency phone in the event of an incident.

3.2.2 Roll Call

The Security Officer shall, as soon as an incident is notified that requires evacuation of the site, print a full list of all persons on site. This list will be collected from the Security Officer by an HSE Advisor.

3.2.3 Emergency Services

On instruction from HZI the Security Officer shall:

- Contact the Emergency Service to give details of the incident;
- On arrival of the Emergency Services, direct them as specified by the Incident Co-ordinator;
- Ensure the access / egress routes for emergency vehicles remain clear at all times.

3.2.4 Press / Enquiries from the Public

In the event of an incident the Security Officer shall:

- Prevent access to site and give no statement to the press or other interested parties either in person or via telecommunications; and
- Record the date, time contact details of all callers and pass these to the Incident Co-ordinator as soon as practicable.

3.3 First Aiders

3.3.1 Preparation

First Aiders shall ensure that the First Aid Room, defibrillator, First Aid Boxes and eye wash bottles are available and their contents are maintained in accordance with their contents list, and safety showers are operable.

3.3.2 Incident

First aid personnel shall:

- Assess injured personnel;
- Call for the Site Medic and an ambulance, if necessary;
- Give first aid treatment as appropriate; and
- Advise the Site Medic of the condition of the injured.

3.4 HZI HSE Manager

3.4.1 Preparation

The HZI HSE Manager shall:

- With the assistance of others prepare the site EPP and ensure the plan is updated to cover the different phases of the project or when changes are required;
- Ensure that adequate training is given to those persons with responsibility;
- Identify the project's significant environmental aspects, with impacts that might require emergency preparedness actions and controls;
- Monitor and audit arrangements that site emergency drills are carried out not less than 6 monthly; and
- Ensure that the HZI Site HSE Advisor(s) carry out responsibilities as detailed below.

3.5 Incident Management Roles

3.5.1 Incident Co-ordinator

The Site Manager shall usually assume the role of 'Incident Co-ordinator'. In the absence of the Site Manager, the Deputy Site Manager, Construction Manager or Duty Manager should assume the role. During commissioning this will default to the Commissioning Manager.

The Incident Co-ordinator shall:

- Decide if the emergency services are required;
- Decide if the site is to be evacuated;
- Go to the Incident Control point in the event of an incident;
- Nominate a Scene Controller and Contractor Incident Co-ordinator (if required);
- Follow guidelines of the incident management checklist; and
- Ensure enquires from third parties (press, relatives, public) are co-ordinated.

3.5.2 Contractor's Incident Co-ordinator

The Contractor's Incident Co-ordinator shall, once nominated by the Incident Co-ordinator:

- Go to the Incident Control Point;
- Assist the HZI Incident Co-ordinator with his duties and provide relevant contractor specific details; and
- Arrange for a Contractor's Scene Assistant if instructed by the Incident Co-ordinator.

3.5.3 Scene Controller

The Scene Controller shall, once nominated by the Incident Co-ordinator:

- Control the incident location by, ensuring area is made safe,
- Provide information on the incident to the incident co-ordinator,
- Remove unnecessary personnel,
- Ensure access is available for relevant support (fire, first aid etc.);
- Follow orders from the control point; and
- Take charge of the scene assistants.

3.5.4 Scene Assistant

The Scene Assistant(s) shall follow out duties as directed by the Scene Controller.

4 Dealing with the Press and Other Visitors

In the event that the press or other interested parties arrive at the site entrance, after an incident involving the emergency services has occurred, the Security Officer shall prohibit their access to the site. Under no circumstances shall the Security Officer or other unauthorised employee or Contractor make any statements relating to the incident or other information to any activities on site.

The Security Officer shall inform the Incident Co-ordinator that the press or other interested parties are at the gate who should then inform.

The Incident Co-ordinator shall ensure that the facts relating to the incident are recorded. This information shall be passed on to the Client's representative, so that they may make a statement, if deemed appropriate. The Incident Co-ordinator shall also ensure the Communications are made in line with the HZI procedure AA426 04.

In the event that unauthorised persons, including children, demonstrators, the press, or trespassers are found to have entered the site, the site Security Officer shall be contacted. On no account should employees or Contractors try to evict these persons other than by asking them to leave. If they refuse to leave, the Security Officer shall immediately call the police. The location of these unauthorised visitors shall be tracked so that the police may be informed of their latest position.

The Security Officer shall inform the HZI Site Manager and the Client's Site Manager that unauthorised persons have entered the site.

Records of all unauthorised entries to the site shall be maintained by the Security Officer.

Refer also to Human Factors to do with Industrial Relations (AA215 02) for further information on managing any industrial action or picketing around site.

5 Foreseeable Emergencies

Activity / Element	Foreseeable emergency	Number and type of persons involved	Action required/relevant plan/procedure
Fire/smoke	Large scale fire effecting the visibility local community.	1 to 20 members of the public	The emergency services 999 must both be informed immediately of any possible impact to visibility
Third party / intruder accessing site	Rescue third party	1 to 2 Member of public / intruder / child	Strict personnel control All personnel identified with induction hat sticker Induction procedure Site security procedure
Vehicles / plant / deliveries - traffic movement on site	Road traffic incident on site road. Site road closed	1 to 5 Construction site employees Delivery drivers	Traffic routes accommodate large vehicles, passing places. Arrange breakdown and recovery services. Traffic management plan
Vehicles / plant / deliveries - traffic movement to/from site	Incident resulting in road closure immediately outside site resulting in no access/egress to/from site.	250 Construction employees and delivery drivers.	Ensure appropriate bodies are informed. Close roads leading to incident scene. If road closure foreseen for long period i.e. >24hr then organise safe pedestrian access off site to a suitable vehicle pick up point.
Excavations	Excavation collapse/recover personnel from collapsed excavation. Injured person within excavation	1 to 5 Construction site employees	Recover personnel from excavation. General rescue/recovery procedure
Work at height	Personnel fall from height Personnel suspended at height - in fall arrest harness	1 to 5 Construction site employees	Contractor rescue plans Height rescue/recovery procedure
Work at height from Mobile Elevated Work Platform (MEWP)	Plant / equipment failure Personnel injured / stranded in MEWP	1 to 2 Construction site employees	Contractor rescue plans Remote MEWP recovery procedure
Lifting operations	Failure of lifting equipment/operation Damaged equipment and structure	1 to 20 Construction site employees	General rescue/recovery procedure
Confined spaces	Injured person within confined space	1 to 5 Construction site employees	Contractor rescue plans Confined space rescue procedure
General work at ground level	Personal injury to a member of the construction team resulting in incapacitation at ground level	1 to 2 Construction site employees	General rescue/recovery procedure Recover personnel from site Enable emergency services access to work face Means of transferring IP

Activity / Element	Foreseeable emergency	Number and type of persons involved	Action required/relevant plan/procedure
General work at remote location within site boundaries	Personal injury to a member of the construction team resulting in incapacitation in a remote area	1 to 2 Construction site employees	Find and recover personnel from remote area Afford access to remote area of site Means of transferring IP General rescue/recovery procedure
Drowning (including secondary drowning)	Unplanned personnel entering deep water.	1 to 2 Construction site employees, and possible intruder / child.	Access will be restricted to any surface water. However, an Emergency life ring will be available in an emergency. Anyone falling into the pond must attend hospital.
Cooking, warming food, electrical equipment, smoking	Fire within welfare/office/kitchen complex	1 to 250 Construction site employees	Office Fire Risk Assessment Office Fire Safety Plan PAT testing electrical equipment Installed fire detection and firefighting equipment Call Emergency Services
Industrial relations, human factors	Altercation/demonstration, acts of physical violence	1 to 2 Construction site employees	Site security procedure Police involvement
Human factors	Controlled substances found on site	1 to 2 Construction site employees	Site security procedure Police involvement
General construction activities, use of hand tools	First aid injury Ill health/sudden illness	1 to 5 Construction site employees	First aid risk assessment First aid facility
Contact with existing services	Incidents that involve contact with buried services or overhead power lines	1 to 2	General rescue/recovery procedure
Explosions	Involving fuel and welding gas cylinders and pressurised pressure systems.	1 to 50	See Section 11 for evacuation requirements.
Electrocution	Of contractors and others whilst electrical supplies, circuits and equipment and being installed.	1 to 2	General rescue/recovery procedure
Collapse of scaffolding	Involving defective erection & inspection, impacts by site vehicles, damage caused by adverse weather conditions.	1 to 10	General rescue/recovery procedure
Collision of crane plant or structure	Incidents involving contact between cranes, cranes and other plant, cranes and structures, cranes load and structures etc.	1 to 50	General rescue/recovery procedure
Spills	Spills involving hydrocarbons, chemicals or any unauthorised discharge (e.g. sewage, concrete washout water etc.)	1 to 100	See Section 11 for evacuation requirements. See Section 16.3 for spill control and clean-up measures.

Activity / Element	Foreseeable emergency	Number and type of persons involved	Action required/relevant plan/procedure
Flooding	Flooding as a result of heavy rainfall or as a result of watermains/pipe leakage.	1 to 100	See Section 11 for evacuation requirements and Section 17 for flooding. Site signed upto EA flood alert. See appendix A for water mains isolation valve.

6 Emergency Plans and Procedures

EMERGENCY ARRANGEMENTS	CONTRACTOR	PRINCIPAL CONTRACTOR
First Aid	<p>Each Contractor shall produce a first aid risk assessment taking into consideration the number of employees, the nature of their work and their location/response time with respect to on site first aid. This assessment will be submitted to HZI for review.</p> <p>Contractors should provide sufficient first aid trained personnel (including arrangements for extended working, weekends or nightshift).</p>	<p>HZI will provide a basic common user First Aid facility within the welfare village which will be made available to the contractor groups if required in an emergency.</p>
Occupational Health (OH)	<p>Each Contractor shall have access to a suitably qualified OH practitioner who shall perform health surveillance (relevant to the risks associated with their work) on a pre-defined basis.</p> <p>Contractors shall ensure their RAMS consider the health and capabilities of individual employees.</p> <p>Contractors shall notify HZI of any employees who have a physical condition that affects their (or their colleagues) safety at work.</p> <p>Contractors shall review Risk Assessments in light of this information before allowing work to begin.</p> <p>Note: HZI do not require details of the condition, merely the impact it has on work.</p>	<p>HZI will be proactive in promoting employee wellbeing by educating and discussing diet, drinking habits, stress, exercise, quitting smoking, cancer prevention, heart disease and diabetes prevention.</p> <p>Motivate employees to take responsibility for their own health by making lifestyle changes.</p> <p>Liaise with First Aiders and HSE team.</p>
Fire - Construction Site	<p>Each contractor shall;</p> <p>Include an assessment of the construction fire risks relative to their activities in their RAMS.</p>	<p>HZI will produce a Fire Risk Assessment for the construction site.</p> <p>HZI shall apply the PTW and RAMS Review process and ensure all Fire Risks have been considered and precautions taken.</p> <p>Call Emergency services.</p>
Fire - Welfare / office / kitchen complex	<p>Each Contractor in control of premises shall complete a fire risk assessment for any offices/buildings under their control.</p> <p>Each Contractor shall have a suitable number of trained fire wardens relative to their activities and appoint a suitable number of competent roll callers to implement their mustering arrangements in the event of an emergency.</p>	<p>HZI will produce a Fire Risk Assessment for all buildings in the Welfare/office/kitchen complex.</p> <p>Call Emergency services.</p>

<p>Major incident/ Construction site evacuation.</p>	<p>Contractors must alert HZI immediately of any major incident via telephone, site radio or through supervision. All personnel must follow the site evacuation and mustering procedure, as outlined in the induction process. It is imperative that all personnel once mustered do not leave the muster area unless instructed to do so.</p>	<p>HZI site evacuation procedure.</p>
<p>Specific emergencies - confined spaces, working at height, working in excavations</p>	<p>Contractors shall submit a Rescue Plan with each PTW request. Each contractor shall have suitable arrangements for the rescue of persons and the preservation of life following a specific emergency such as; confined spaces, working at height, working in excavations. Contractor HSE plans shall describe the arrangements in place for rescue/recovery from specific risks. These plans will be reviewed and approved by HZI prior to work commencing. The emergency services shall not be relied on for rescues from height or confined spaces.</p>	<p>HZI shall apply the PTW and RAMS review process and ensure all risks have been considered and precautions taken. HZI will review Contractor HSE plans. Confined space working is strictly controlled utilising the HZI PTW procedure (AA 426 03) supported by the HZI Confined Space Procedure (AA 426 21).</p>
<p>Off-site Emergency Services</p>	<p>The nearest hospital. All emergencies use the 999 emergency phone number.</p>	<p>HZI will liaise with the emergency services; The median ambulance response time is: 17.5 minutes (approx.) The fire brigade response time is: 10 minutes (approx.) The police response time is: 96% of calls within 15 minutes (approx.)</p>
<p>Environmental</p>	<p>Contractors shall provide adequate spillage containment equipment to deal with spillages depending on quantity of oil or fuel. Contractor's staff must also have received suitable training. Contractors will provide interception / containment for any spillages that may occur during the project. Contractor shall report all spills to HZI.</p>	<p>HZI shall apply the RAMS Review process and ensure all risks (incl. risk to the environment such as spills) have been considered and precautions taken. Emergency spill equipment will be available on site. HZI HSE team will check regularly for indications of contamination. Tanker away any identified floating pollutants.</p>

7 Essential Information

SITE ADDRESS	Indaver Rivenhall IWMF Coggeshall Road Bradwell Essex CO6 1NZ
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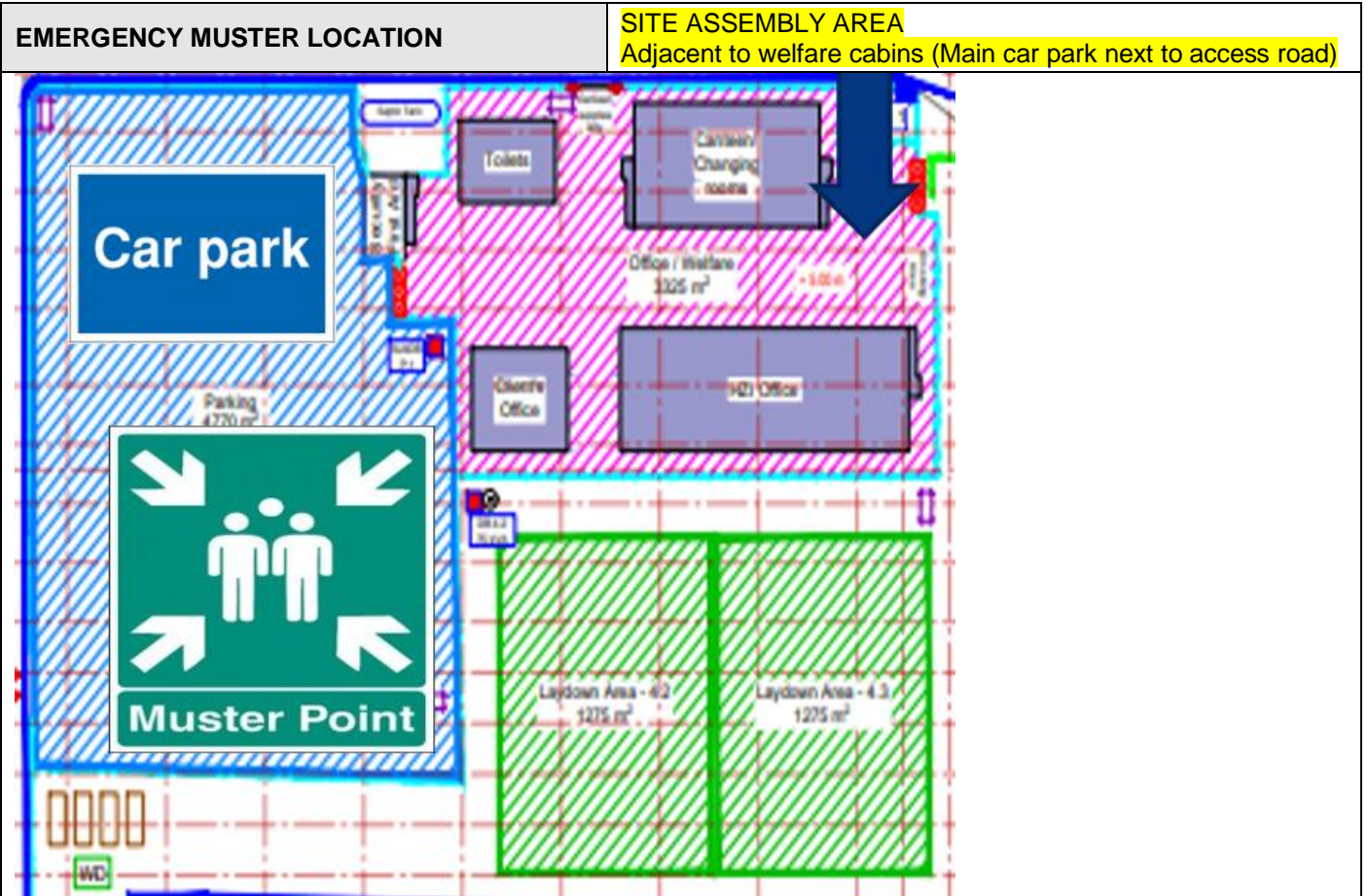
7.1 Emergency Alarms

Tone	Site	Tested	Action	Contact telephone
Continuous electronic siren from emergency call point	Construction Area Alarm	11:00am every Wednesday	Evacuate to the assembly point , Near the Main Site Entrance	HZI HSE Manager Tel: 07442322070 or HZI Site Manager 07570381786
Continuous electronic siren from emergency call point	Office/Welfare Cabin Alarms	11:00am every Wednesday	Evacuate to the assembly point , Near the Main Site Entrance	HZI HSE Manager Tel: 07442322070 or HZI Site Manager 07570381786

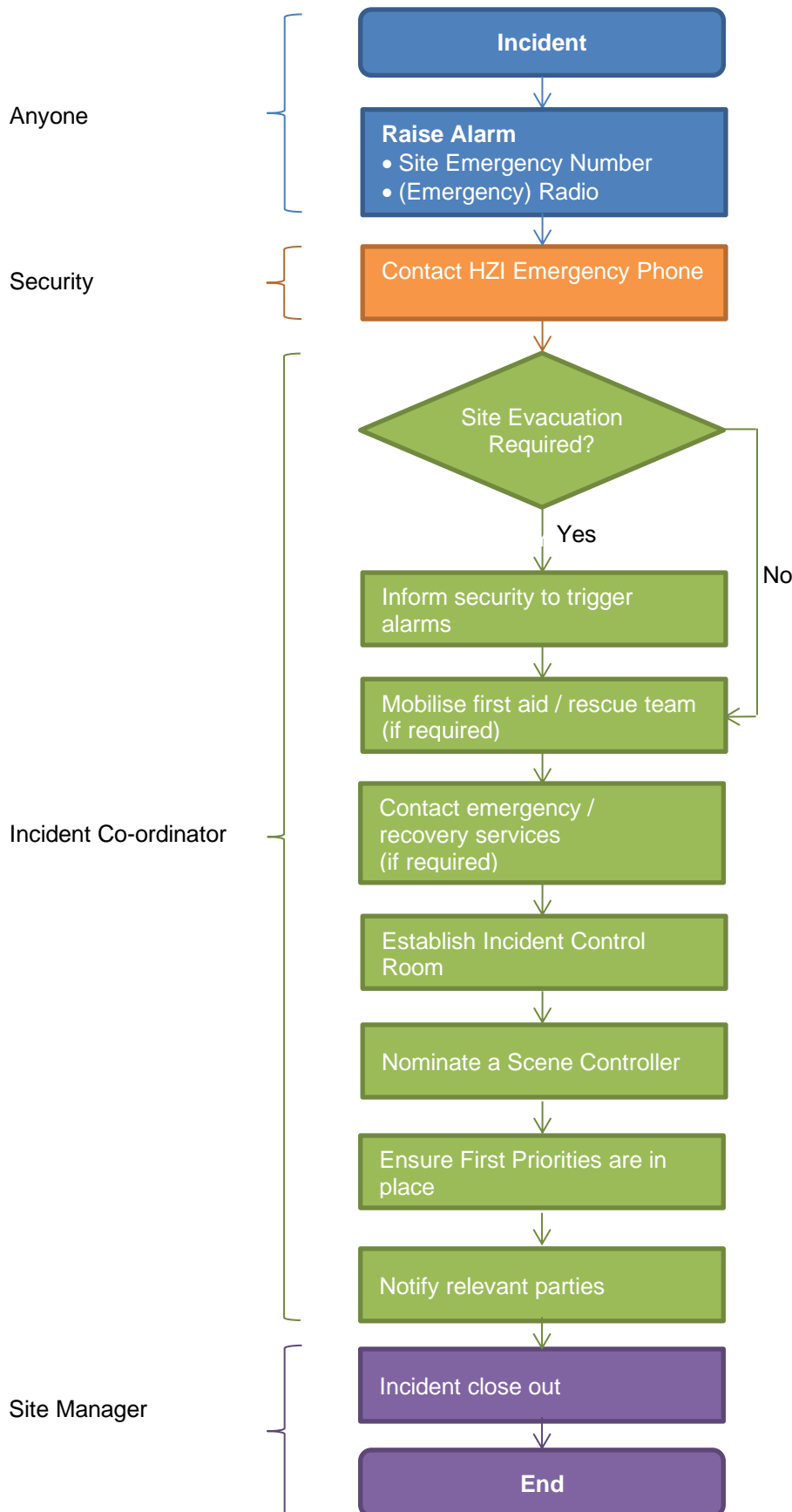
7.2 Emergency Contact Details

EMERGENCY CONTACT DETAILS- SITE		
Site Paramedic	Wright Medics	
WAH Rescue Team	Not Applicable for this Project phase	
Confined Space Rescue Team	Not Applicable for this Project phase	
Emergency Services Police, Fire, Ambulance	999/112	
Site Emergency Number (Site HSE Manager)	07442322070	
HZI 24hr Emergency Phone	07932086699	
Project Director – Pierre-Jean Matherat	[REDACTED]	
Site Manager – Marek Blazycza		
Site HSE Manager – Lee Standland		
Site Security (24 Hour)		
	Office Hours	Out of Office Hours
Highways Agency (National Helpline)	0843 208 0986	0300 123 5000
Environment Agency (Local office)	0370 850 6506	0800 80 70 60
Waste Contractor	Go green	01371821950
Water Provider	Anglian water	03457919155
Electricity Supply	Positive Energy	03333709900

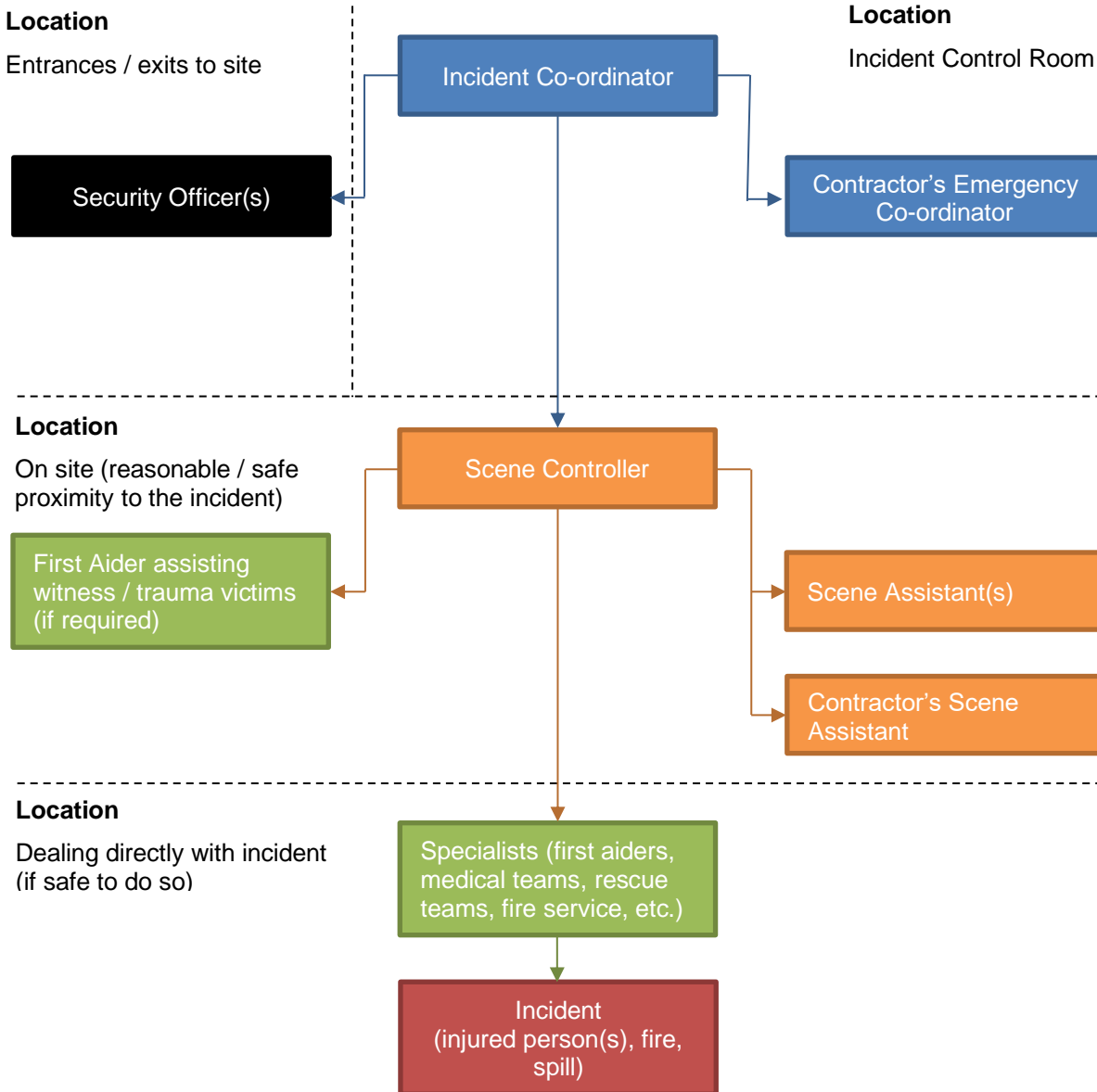
Special Spill clean-up contractors	Tardis	08007310589
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8 Incident Management Flow Chart



9 Incident Management Team Structure



10 Incident Management Checklist

ID	Question	Y/N	Time	Remarks
First Priorities				
1	Area made safe?			Hazards isolated (gas, electricity, chemical, others) and made safe. Enough lighting and safe access provided.
2	First aid in place?			Sufficient means and number of first aiders who can work safely.
3	Emergency services notified?			Call 999. For Ambulance, police, fire brigade.
4	Helicopter landing area available if necessary?			Sufficient space, no crane movements, no overhead cables, no loose debris.
5	Link man waiting for emergency services assistance?			Gates opened, routes / landing area clear.
6	Transport to emergency services access point available?			Routes clear for stretchers / other transport. If collection via helicopter transport to landing site available?
7	Trauma assistance in place?			Appoint first aider to look for traumatised persons, particularly first aiders, witnesses, direct colleagues. Bring traumatised individuals to separate location and do not leave unattended.
8	Location secured?			Ensure situation is stabilised and then protect evidence. Protect against watchers and remove bystanders. Photograph the scene where appropriate.
Notification and Information				
9	Client notified?			Within 30 minutes of an incident.
10	HZI Zurich notified?			See also procedure AA426 04 on Incident Reporting and Investigation
11	Regulatory Body notified?			If required (e.g Environment Agency, the HSE).
12	Family(s) notified?			Who and by whom
13	Hospital details known?			
14	Witness statements?			Take witness statements as soon as practicable. Interview in a separate location and individually however witness wellbeing is the most important aspect to consider.
Longer Term Follow Up				
15	Hospital visits			Contractor senior management or similar visiting the hospital? Family, friends?
16	Longer term trauma assistance			Ensure any trauma victims are appropriately supported longer term after the incident.
17	Incident investigation			
18	Workforce update			Facts only released to the work force to reduce rumour. What has happened, what we will do. No statements to the press by anyone other than the HZI Site Manager.

11 Site Evacuation Strategy

11.1 No Evacuation

- Injury**
 - Injured party can be easily transported to the welfare area.
 - No risk to bystanders.
- Fire**
 - Easily manageable by fire extinguisher.
- Spill**
 - The spill can be easily managed by one or two persons; and
 - The spill poses no risk to health.

11.2 Partial Evacuation

- Injury**
 - Injured party cannot be moved to the welfare area.
 - First aid and medical assistance is needed at the location.
 - Risk of impact on / distraction caused to others around.
- Spill**
 - The spill is limited but not contained; and
 - The spill poses no risk to health.

11.3 Full Site Evacuation

- Injury**
 - Major injury.
 - Fatality.
 - Multiple injured parties.
 - The impact / distraction on others is significant.
- Fire**
 - Fire is not manageable by fire extinguisher
- Spill**
 - The spill is hazardous to health; and
 - The spill is extensive and not contained.

12 Site Evacuation Procedure

On hearing the evacuation alarm:

Individuals

1. Immediately stop all activities.
2. Turn off any machinery that is in operation but leave the keys in place.
3. Head as quickly as possible to the main assembly area.
4. On arrival at the assembly area report to the relevant company's role call point.
5. Register your presence at the assembly area and await further instructions.
6. DO NOT LEAVE THE ASSEMBLY AREA.

Area Supervisors

7. Area Supervisors are responsible for carrying out a roll call of their designated list of personnel in the event of an evacuation.
8. Once roll call has been completed the Area Supervisors will report their roll call findings to their main Contractor HSE Advisor.

Contractor HSE Manager / Advisors

9. Contractor HSE Manager / Advisors report their roll call findings to the Scene Assistants.

13 Contacting the Emergency Services

Remember

- When talking speak clearly and slowly
- Multiple services may be required

Step	Action												
1	Dial 999/112												
2	Give your name												
3	Give your telephone number												
3	<p>Give where you are calling from:</p> <p>Indaver Rivenhall IWMF</p> <p>Indaver Rivenhall IWMF Coggeshall Road Bradwell Essex CO6 1NZ - this postcode will take you to the start of the access road to the quarry. This is the only access point to site.</p> <p>Post Code Phonetic</p> <table style="margin-left: 20px;"> <tr><td>C</td><td>Charlie</td></tr> <tr><td>0</td><td>Oscar</td></tr> <tr><td>6</td><td>Six</td></tr> <tr><td>1</td><td>One</td></tr> <tr><td>N</td><td>November</td></tr> <tr><td>Z</td><td>Zebra</td></tr> </table>	C	Charlie	0	Oscar	6	Six	1	One	N	November	Z	Zebra
C	Charlie												
0	Oscar												
6	Six												
1	One												
N	November												
Z	Zebra												
4	Give details of the required service Police, fire brigade and / or ambulance.												
5	Give details of: <ul style="list-style-type: none"> • what has occurred; • number of persons involved; • suspected injuries; • any special details e.g. confined space, chemicals involved etc. 												
6	Any other information required by the emergency services.												
Once the call is completed													
7	Note the time of the call.												
8	Inform the Incident Co-ordinator that the emergency services have been contacted.												
9	Ensure that security team are informed and expecting the arrival of the emergency services.												

14 Directions to Accident and Emergency Units

14.1 Directions to Nearest 24-hour Accident & Emergency Unit

Road	Distance (miles)	Directions
Church Rd Braintree		
		Take Church Rd to Coggeshall Rd/A120 3 min (0.6 mi)
		↑
		Head west on Church Rd towards The St
	0.5 mi	
		↩
		Turn right onto The St
	0.2 mi	
		Continue on A120. Take A12 to Cymbeline Way/A133 in Colchester. Take exit 27 from A12 17 min (11.3 mi)
		↩
		Turn right onto Coggeshall Rd/A120
	7.4 mi	
		🔄
		At the roundabout, take the 2nd exit onto Marks Tey Interchange/A120
	0.2 mi	
		➔
		Use the left lane to merge onto A12 via the slip road to Colchester/Harwich/A120
	2.8 mi	
		↗
		At junction 27, take the A133 exit to Colchester
	0.9 mi	
		Continue on A133. Drive to Turner Rd 6 min (2.4 mi)
		🔄
		At the roundabout, take the 2nd exit onto Cymbeline Way/A133
		Continue to follow A133
	1.2 mi	
		🔄
		At the roundabout, take the 1st exit onto Station Wy/A134
	0.2 mi	
		🔄
		At Essex Hall Roundabout, take the 2nd exit and stay on Station Wy/A134
		Continue to follow A134
	0.2 mi	
		↩
		Turn left onto Turner Rd/A134
	0.2 mi	
		↩
		Turn right onto Turner Rd
		Go through 1 roundabout
	0.6 mi	
		Colchester Hospital Turner Rd, Colchester CO4 5JL



Map from site to nearest A&E Hospital

15 Trauma Symptoms

In case of an accident be aware of persons with abnormal behaviour. These symptoms could include:

- Absent minded
- Crying or laughing
- Very busy talking (more than normal)
- No talking (other than normal)
- Active behaviour
- Very busy with (unimportant) matters
- Smoking (normally not)
- Other abnormal behaviour

These symptoms can appear in any phase from directly after an incident through two days after an incident.

Special attention is required for involved first aiders, direct colleagues, family on site, neighbours and friends. Persons need to be separated and reassured as much as possible. Do not leave them alone or unattended.

16 Environmental Spillage Response

Procedures with regard to emergency response training, exercises, reporting etc. as well as roles and responsibilities related to emergency procedures are given in the previous chapters of this document and cover environmental incidents. This chapter indicates specific spillage response measures.

In order to keep this EPP as practical as possible it shall only contain spillage control measures for substances relevant to the respective phase of the project. Control measures for substances to be used for commissioning and start up (i.e. hydrochloric acid, lime powder etc) will be added to this EPP prior to commencement of commissioning.

16.1 Site Drainage and Chemical Storage Plans

The locations of the chemical storage shall be marked on an annotated copy of the construction site drainage (Appendix B) and shall be kept with the EPP. No chemicals or fuels or other hazardous substances (e.g. concrete washout) shall be stored within 20m of any surface water.

Details of drains are shown in Appendix B, together with details of surface water in proximity to the site that could be impacted by a spill.

Safety Data Sheets (SDS) and Chemical Assessments of all chemicals and fuels on site are kept in the HZI Medic's office.

16.2 Spill Kit

The type of spill kit required depends on the activity and products used. Contractors are required to hold spill kits on site at suitable locations and appropriate in type and volume for the clean-up of the chemicals or fuels in use. Contractors shall train their personnel in the use of the spill kits.

In addition, HZI will provide the basic type of spill kit (a) on site as appropriate to the stage of the project.

a) Type 1 Spill Kit:

- 1 x 250 litre wheelie bin which contains:
- 1 x Proprietary universal spill kit (or oil / chemical depending on the activities on site)

b) Type 2 Spill Kit:

- 1 X 250 litre wheelie bin which contains:
- 1 x Plastic Shovel
- 1 x long handled broom
- 10 heavy duty plastic bags with ties and labels
- 1 pair of safety goggles
- 1 pair of rubber gloves
- 1 pair of plastic overalls
- 1 pair of rubber boots
- 2 x P3 respirators
- 1 x roll of hazard warning tape
- Sorbant pads, sheets and socks

c) Type 3 Spill Kit:

- 1 x 250 litre wheelie bin which contains:
 - 1 x Plastic Shovel
 - 1 x long handled broom
 - 10 heavy duty plastic bags with ties and labels
 - 1 full face shield
 - 1 Pair of superchem coveralls

- 1 pair of rubber boots
- 1 x 4000 series respirator with FFABEK1P3D filters
- 1 x roll of hazard warning tape
- Sorbant pads, sheets and socks

16.3 Spill Response Procedure

16.3.1 General

All spill response procedures are based around the principle of 'stop and contain (if safe to do so), notify, clean up and investigate'. When controlling pollution, the following hierarchy of measures applies (see also Appendix C):

1. PPE to be worn as specified in the SDS / Chemical assessment;
2. Ensure that the spillage / release is minimised by;
 - a. **Containing pollution at source** by i.e. sealing or isolating the damaged container or pipework, turning a container, putting the leaking container into another secure container, close any valves on pipework to stop material flow.
 - b. **Containing close to source** by i.e. using spill kit to boom or soak up the spilt substance, ensuring drains are covered and the spill does not enter drains or gullies, transferring the leaking material into an undamaged container, use sorbent products to soak up the spill, use small portable containers to collect the spill.
 - c. **Contain on the surface** by i.e. using booms to prevent the material spreading, use drain mats to cover surface drain openings and manhole covers, use temporary storage containers and portable tanks.
 - d. **Contain in the drainage system** by i.e. closing oil separators, closing penstock valves or pollution control valves in the drainage system (as indicated on the construction site drainage plan), or use pipe lockers.
 - e. **Contain on site:** Prevent from reaching the River Blackwell / Upper Pond.

For larger or more complex spills (where chemicals have the possibility of entering surface or groundwater), the external spill response contractor (see Section 7.2 for contact details) shall be mobilised to carry out clean up.

3. The site of the spill shall be barriered off to prevent people or vehicles inadvertently spreading contamination.
4. Contaminated absorbent material, drain covers, dams, recovered liquids etc. shall be placed into suitable sealed plastic sacks / containers and stored in an area or in a receptacle providing adequate secondary containment to be treated as hazardous waste. Hazardous wastes shall not be comingled;
5. Hazardous wastes shall be stored in a hazardous waste area and collected by a licensed waste carrier as soon as practicable;
6. In the event of rain and the contamination is at risk of spreading in the rain, the area should be covered with a tarp or similar until the clear up is complete;
7. Should the spillage result in hydrocarbon or chemicals entering the site drainage system (Appendix C) the contents of the adjacent road gully's and inceptors shall be analysed and the appropriate clean up and disposal route employed;
8. The Environment Agency shall be contacted immediately if there is an accidental discharge to an external sewer, or to a controlled waterbody / stream.

In the event of a spillage of oil inside a bunded area the Site HSE Manager shall assess whether a specialist cleaning contractor is required to safely remove the oil and clean out the bund. Spent spill kit or waste oil / chemicals shall be handled as per points 4 and 5 above.

16.3.2 Spillage on Plant Equipment

Should a leak have caused hydrocarbons or chemicals to be spilt on plant or equipment, the Site HSE Manager or delegate shall review the extent of contamination and decide, with specialist advice where necessary, the decontamination requirements. Care shall be taken to check for hydrocarbon or chemicals that may have been absorbed into insulations materials.

Where spillage has occurred on areas of open mesh flooring, the corresponding areas on all lower floors shall be taped off until decontamination has been completed.

16.3.3 Other Information

Following any hydrocarbon spillage incident all hot work permits shall be withdrawn immediately.

- The site drainage plan should be consulted if necessary;
- Fire extinguishers:
 - Use dry powder, carbon dioxide or foam.
 - Do not water jet.
- Oily waste water, such as that found in bunds and interceptors is hazardous waste and, unless the concentration of the oil is very low, will need to be dealt with by a specialist contractor and will need to be accompanied by consignment note;
- Segregate waste oil / grease from other wastes;
- Return empty drums to suppliers, if possible;
- Dispose of waste oil / grease and their containers as hazardous waste;
- No liquids, including oil, shall be sent to landfill disposal site.

17 Flooding

17.1 Preparedness

The site was evaluated in the Project Flood Risk Assessment as having a low risk of flooding, however the following plan shall be in place in the event any flooding takes place within the construction area. Key elements of preparedness against a flood shall include:

- Ensuring an Incident Control Room is identified that is appropriately situated in the event of a flood;
- Identifying area of higher ground where construction plant / fuel tanks can be mobilised in the event of a flood;
- Maintaining a set of drawings of drainage systems of the construction area and welfare in the emergency grab pack;
- Ensuring there is an inspection programme of all drainage on and adjacent to site, to ensure that it is kept free of blockages and that any pollution control devices such as interceptors are kept in good working order.

Works will be in line with Good Industry Practice for Pollution Prevention and controlled as detailed in the Construction Environmental Management Plan and will include:

- Silt control measures to ensure that in the event of heavy rain that silt / contaminants do not flow into adjacent drain holes;
- Bunding and containment requirements for all chemicals and ensuring they are stored at least 10 metres away from any drain holes;
- Refuelling to be carried out in designated area at least 10 m away from drain holes.

17.2 Response

The Site have signed up to the Environment Agency (EA) Flood Alert system. Alerts will be issued by EA between 2 hours to 2 days in advance of the potential flooding event depending on the form and characteristics of the flood risk.

On receipt of EA Flood Alert, Site Manager or delegate shall:

- Begin tracking weather information frequently;
- Monitor drainage ditches;
- Arrange for waste containers / septic tanks from site in low lying areas to be emptied;
- Inform ERT of the Flood Alert and next actions.

The EA issue Flood Warnings when water levels are rising and further rain is expected, typically between 30 minutes and 1 day in advance of flooding depending on the form and characteristics of the flood risk. On receipt of the Flood Warning, the Site Manager or delegate shall proceed with the actions below.

However, if the Site Manager considers the risk of flooding imminent based on field observations, site shall proceed with the actions below regardless of whether a Flood Warning has been issued or not:

- All non-essential equipment containing hydrocarbons / chemicals shall be moved to higher ground;
- ERT shall be ready to evacuate site.
- ERT shall:
 - Move remaining equipment containing hydrocarbons / chemicals to higher ground / bunding

- Prepare to move any essential equipment from lower levels of cabins;
- Move sandbags into place around any emergency generators.

In the event a full site evacuation is required the ERT shall clear remaining people from site and make sure shall make sure electricity and water supplies are isolated (see Appendix A for location of electricity and water valves).

After the flood waters have receded and it is safe to do so, Operational Commander shall mark high water lines and survey them to document the maximum flooding condition. All information collected can be used to justify the need for financial assistance, public education on the severity of the event and improve the accuracy of flood modelling.

Appendix A: Site Layout

See Construction Site Layout No. 50033167

Emergency equipment layout plan No. 50183608

Appendix B: Drainage Plans

LB010-DOCO-11002104BS00-Site Wide – Enabling Works CP2A Proposed Drainage Layout

LD010-DOCO-11001402BS00-Site Wide – Drainage – Proposed Site Layout

Appendix C: Spill Response Instructions



If a spill occurs:

1. STOP!

- █ Raise awareness to those working nearby
- █ Switch all ignition sources off in area
- █ Isolate source if safe, e.g. close valve, turn off pump, plug hole etc.

2. ENSURE PERSONAL SAFETY

- █ Take precautions e.g. additional PPE
- █ Restrict access as required

3. CONTAIN

- █ Stop spill from entering drains, water body or stream using spill kit
- █ Prevent further spread using spill kit

4. NOTIFY

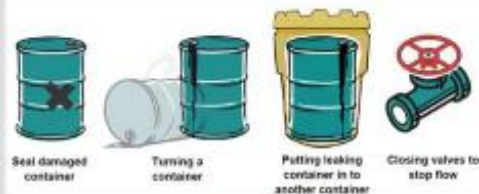
- █ Notify Supervisor to advise on clean up
- █ Notify HZI immediately

5. CLEAN UP

- █ Ensure a trained spill responder assists in clean up
- █ If raining, cover area until spill response team mobilised
- █ Ensure all contaminated waste is bagged and put in designated hazardous waste storage area
- █ Contact stores to replace used spill kit

Methods to Contain Spills

1. Control at Source



2. Contain Close to Source



3. Contain Spill on the Surface



4. Contain Spill on Water



Don't

- × ignore it – STOP WORK and act immediately
- × hide the incident – ensure it is reported to a supervisor and controls implemented
- × hose ANYTHING into surface drains or water courses

