

Accident Management Plan – Exeter Mill

Version No: 5	Issued By: Operations Manager
Issue Date: January 2011	Review Date January 2013

Site Address	BOCM PAULS LTD Exeter Mill, Kestrel Way, Sowton Industrial Estate, Exeter, Devon, EX2 7LN.		
Grid Reference of Site	SD 296340 92290		
Nature of Business	Manufacture of Compound Animal Feeds		
Operations Manager Managers Name	David Jenkins		
	Office	Home	Mobile
Phone Numbers:	01392 456436		07769671064

EXTERNAL DISTRIBUTION	Copies To	Date Sent:
Environment Agency	Mary Rees	28/01/2011
Fire Authority	Devon and Somerset Fire and Rescue Service	28/01/2011
Police	Exeter Police Station	28/01/2011
Sewer Provider	South West Water	28/01/2011
Water Supplier	South West Water	28/01/2011
Local Authority	Exeter City Council	28/01/2011

Up to date copies of electrical drawings and Drainage plans are stored in the Maintenance Supervisors Office.

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EMERGENCY CONTACT DETAILS:

Local Police	08705 777444
Local Fire (Middlemoor Fire Station, Sidmouth Road, Exeter EX2 7AP)	999
Hospital (RD&E Wonford Exeter)	01392 411611
Environment Agency Hotline:	0800 807060
Local Office (Exeter):	08708 506506

	<u>Office Hours</u>	<u>Out of Hours</u>
Electricity Supplier (Eon Energy)	0800 365 900	0800 365 900
Gas Supplier (Gazprom) Smell of Gas	Transco Gas Emergency Service on 0800 111999	Transco Gas Emergency Service on 0800 111999
Local Authority (Exeter City Council)	01392 277888	01392 265904
Maintenance Contractor (Ansell & Wakefield)	0117 982 0802	07831 172997
Sewage Undertaker (South West Water)	0800 169 1144	0800 169 1144
Water Undertaker	0800 169 1144	0800 169 1144
Waste Disposal Contractor (WCRS)	01438 310082	07775 734483
Specialist Clean-up Contractors (D&E)	0117 951 3888	07850 326855
Specialist Clean-up Contractors – (SPIRE BOURNE)	01884 861000	07818 417317
Builder (Ian Rainer)	07792 936044	07792 936044
DSL Systems	0115 981 3700	0860 424687

COMPANY CONTACTS (Out of Hours)

Operations Manager	David Jenkins	07769 671064
Deputy	Richard Clapp	07803 286740
Production Manager	Tim Bellamy	07775 826641
Business Unit Director	Steven Read	07802 173193
National Operations	David MacLachlan	07802 173163

An up to date list of all site personnel contact details is held on the Local drive under Health & Safety/Emergency Plan, hard copies are held by the Shift Supervisor and the administration team leader.

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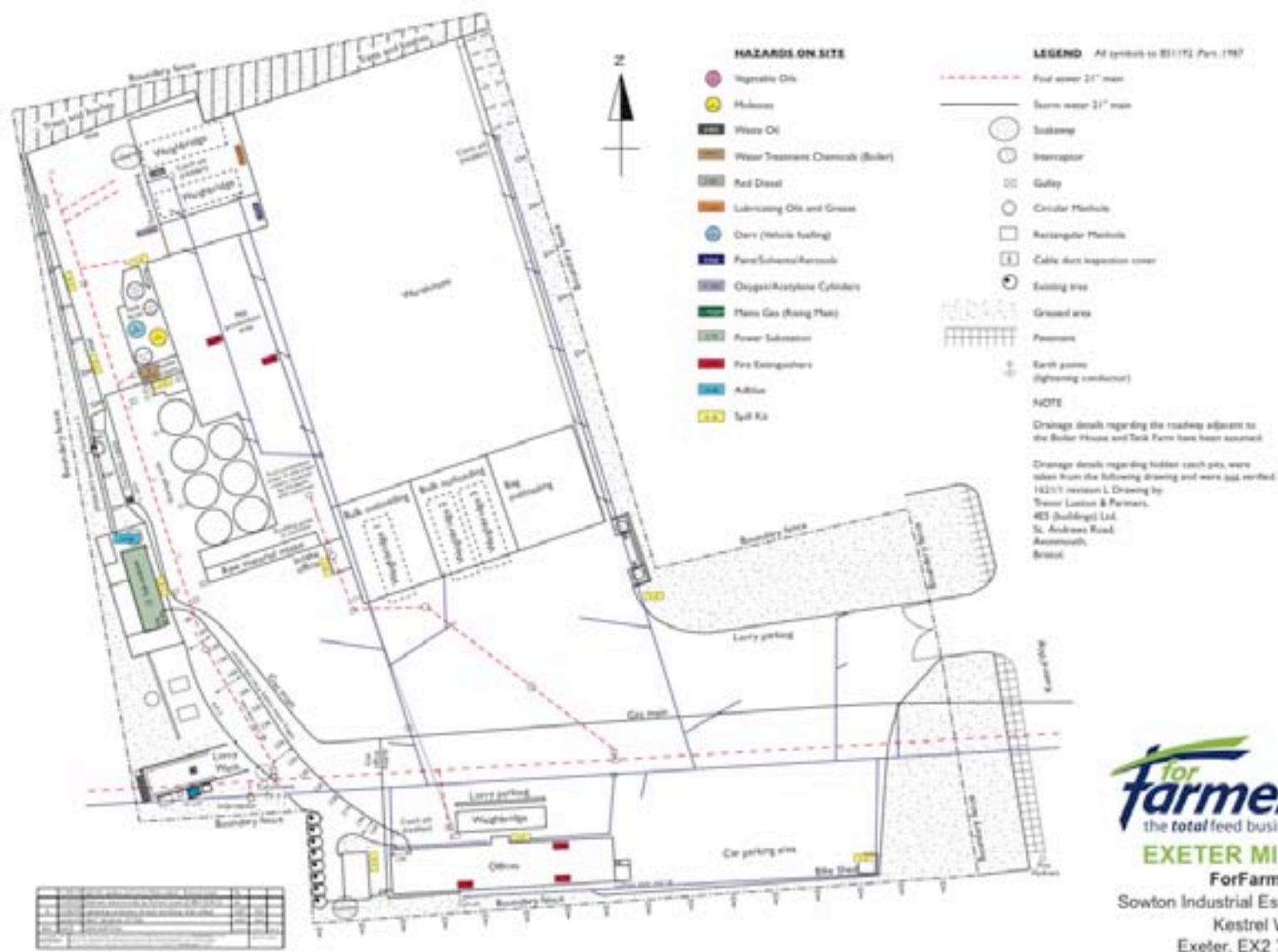
ACCIDENT MANAGEMENT SITE PLAN

The Accident Management Site Plan includes information of relevance for dealing with accidents that may pose a risk of environmental pollution and pin points the location of key equipment.

This includes:

- Site drainage details
- Mains water stop tap
- Fire hydrant
- Main electrical supply isolator
- Gas supply isolators
- Location of fire extinguishers
- Storage areas eg: bulk liquids, chemicals, fuel
- Spill kits (located in the Grinder Panel Room, Archive Store and on each forklift truck)
- Emergency Isolation points
- Potentially sensitive areas of porous or unmade ground
- Soakaways

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HAZARDS ON SITE**Refer to COSHH Data Sheets**

<u>HAZARD</u>	<u>LOCATION(S)</u>
Vegetable Oils	See Site Plan Ref 1VO
Molasses	See Site Plan Ref 2MOL
Waste Oil	See Site Plan Ref 3WO
Water Treatment Chemicals (Boiler)	See Site Plan Ref 4WTC
Red Diesel	See Site Plan Ref 5RD
Heating Oil	See Site Plan Ref 6HO
Lubricating Oils and Grease	See Site Plan Ref 7LOG
Derv (Vehicle fuelling)	See Site Plan Ref 8DERV
Paint/Solvents/aerosols	See Site Plan Ref 9PSA
Oxygen/Acetylene Cylinders	See Site Plan Ref 10OAC
Mains Gas (Rising Main)	See Site Plan Ref 11MGRM
Power Substation	See Site Plan Ref 12 SUBSTATION
Adblue	See Site Plan Ref 14AB

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INVENTORY OF TANKS AND STORES

<u>Location</u>	<u>No. of Tanks or Stores</u>	<u>Size of Tanks</u>	<u>Total Storage Capacity</u>
Main Tank Farm	3 Molasses Tanks	35tns capacity each	105tns
Main Tank Farm	1 Obsolete HFO Tank	40tns capacity	40tns
Main Tank Farm	3 Vegetable Oil Tanks	25tns capacity each	75tns
Main Tank Farm	1 Obsolete Vegetable Oil Tank	25tns capacity	25tns
Main Tank Farm	1 Derv Tank	45tns capacity	45tns
Main Tank Farm + Rear Loading Bay	2 Adblue IBC's	1000 lts IBC	2000lts
Main Mill Building	2 Vegetable Oil Day Tanks	1tn capacity each	2tns
Main Mill Building	2 Molasses Day Tanks	1tn capacity each	2tns
Rear Roadway	1 Red Diesel Tank	3.5tns capacity	3.5tns
Rear Of Office	1 Heating Oil Tank	3.5tns capacity	3.5tns
Rear Loading Bay	1 Waste Oil IBC	1tn capacity	1tn
Boiler House	Water Treatment Chemicals (Boiler)	10 x 5Ltr containers	50 Litres
Rear Loading Bay	Lubricating Oils and Grease	10 x 205Ltr Drums	2050 lts
Paint Store Main Mill Corridor	Paint/Solvents/aerosols	Various Paint + aerosols	50 Litres
Rear Of Workshop + Intern of Workshop	Oxygen/Acetylene/Argonshield/LPG Cylinders	9 Cylinders	
Main Mill Building	32 Raw Material Bins	6 x 40tns 17 x 35tns 4 x 12tns 4 x 38 1 x 20	1055tns
Main Mill Building	32 Finnished Product Bins	16 x 24tns 6 x 32tns 10 x 28tns	856tns
Rear Roadway	7 Raw Material Silos	4 x 330tns 3 x 270tns	2130tns

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RAW MATERIALS AND THEIR DESCRIPTION

Raw Material	Chemical Nature / Composition
Cereal grains	Natural product: Cereal grains
Oil seed products and by-products	Natural product: Oil seed products and by-products
Cereal grain products and by-products	Natural product: Cereal grain products and by-products
Minerals	Minerals (e.g. key materials being limestone and di-calcium phosphate with smaller quantities of other minerals such as sodium chloride, calcium magnesite, sodium bicarbonate)
Products and by-products of sugar production	Products and by-products of sugar production such as molasses
Oil and fats	Natural product: Saturated and unsaturated vegetable oils
Products from the bakery and pasta industries	Products from the bakery and pasta industries
Products and by-products of legume seeds	Natural product: Products and by-products of legume seeds
Milk products	Milk products (e.g. whey, dried milk powder)
Zootechnical additive	Any additive used to affect favourably the performance of animals in good health or used to affect favourably the environment. An additive belonging to one of the following groups of additives authorised under the EC additives directives: <ul style="list-style-type: none"> ▪ Antibiotics ▪ Coccidiostats and other medicinal substances ▪ Growth promoters
Medicated Feeding Stuff – prescription required (MFS) Medicated Feeding Stuffs – no prescription required (MFSX)	Medicinal feed additives approved for use in the relevant species category
Acidifiers and Antioxidants	Complexes of dry powder or liquid acids or aldehydes

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Raw Material		Chemical Nature / Composition
Premixtures of Vitamins and Trace Elements		Mixtures of vitamins (A, D3, E, K and B group), amino acids (lysine, methionine, threonine), trace elements (iron, copper, manganese, cobalt, zinc, iodine and selenium (from sources such as oxides, sulphates, iodates and selenites) and palatability enhancers.
Non Protein Nitrogenous Compounds		Urea
Probiotics and Natural Extracts		Complexes of natural plant materials and extracts.
Enzymes		Complexes of dry powders or liquid phytase and carbohydrase enzymes.
Amino acid		DL-Methionine, L-Lysine and L-Threonine
Packaging Materials		
Pallets	Wood	
Bags (such as 20 kg bags)	Plastic or multi-ply paper bags	
Stretch / shrink-wrap	Plastic	
Ancillary Materials		
Mineral oils, greases and lubricants		Food grade complex hydrocarbons with additives
Solvent cleaners		Petroleum distillates
Detergent cleaning chemicals		Disinfectants approved by DEFRA for the purposes of the Diseases of Animals (Approved Disinfectants) Order 1978 (as amended) specifying the dilutions at which they are respectively approved. Composition: Aqueous solutions of alcohol ethoxylate, Sodium hydroxide, tri-sodium nitrotriacetate and tetrasodium ethylene-diamine acetate.
Boiler water treatment chemicals		Aqueous solutions of sodium hydroxide, sodium bisulphite, sodium polyphosphate, sodium borohexafluoroborate.
Ad-Blue		Aqueous urea solution (32.5 wt%)

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EMERGENCY PROCEDURES

These are detailed as follows:

1. Immediate Actions

Actions to be taken by the person first at the scene. These procedures should be posted and trained into all employees.

2. Secondary Actions – following on from the above

A detailed list of accident types with their consequences and the actions to be followed depending on the type of incident/accident.

3. Business Recovery – Senior Management Responsibilities

The actions to be taken in the event of a major incident/accident leading to a serious disruption to business are contained in the National Business Recovery Plan held on the National Drive under:

National Operations\ Business Recovery \National Business Recovery & Emergency Plans

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IMMEDIATE ACTIONS

IF YOU DISCOVER A FIRE

1. Immediately operate the nearest fire alarm call-point.
2. Obtain help from other members of staff nearby.
3. If necessary contact emergency services
4. Extinguish all naked flames without putting yourself or others at risk.
5. Leave the building by the nearest exit and make your way to the assembly point.
6. Inform your Manager of what you know about the fire.

IF YOU DISCOVER AN ACCIDENT

1. Summon first aid. The First Aiders are:-

Mill	Office
Tim Bellamy Hylton Bullough Phil Burnard Allan Dare Milos Klein Martin Pile Rowland Giles Simcox Steve Williamson	Grant Fitzhenry Loraine Gywn Rachel Thorne Karen White

2. Summon an ambulance.
3. Inform your Manager.

IF YOU DISCOVER A MAJOR SPILLAGE

1. Raise the alarm for assistance.
2. Help the injured if it is safe to do so.
3. Identify product and in all cases wear and use appropriate Personal Protective Equipment.
4. Stop the source of the leak/spill if possible.
5. Try to prevent the spillage reaching the drains using Spill Kits located at key liquid storage areas.
6. If necessary isolate site surface drainage system by covering manhole covers and drains with the seals in the drain kits, which are located in the Grinder Panel Room, Archive Store and on each forklift truck.
7. Any liquids running to drains or the main weighbridge MUST be stopped.
8. Notify your line manager and the appropriate authorities if required – see Emergency Contact Details above.
9. Store and dispose of waste arising as a result of the spill response correctly and in accordance with legal controls.
10. Do not enter tanks or confined spaces unless trained in correct procedures and not before all procedures have been satisfied.

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Any incident or near miss including those involving a contractor must be reported to the Operations Manager.

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SECONDARY ACTIONS - Follow appropriate procedures for type of accident as described in the following tables.

Accident Type	Anticipated Consequences	Action to be taken (Prioritised)
Spillages Overflow or failure of: <ul style="list-style-type: none"> • Bulk raw material liquid storage tanks • Diesel tank • Bund failure Failure of automatic liquid level control devices Chemical spillage Surface water flooding Off site pollution at risk of entering site Contaminated surface water from fire fighting or other emergency activity. Power Failure – leading to Failure of automatic liquid level controls and shut off valves leading to overflow of storage facilities. Solid food grade raw material/finished product spillage during unloading and internal conveying.	<ul style="list-style-type: none"> • Soil contamination • Effect on sewage treatment works • Potential effect on human health 	<ul style="list-style-type: none"> • If possible quickly stem the source • Refer to Emergency Spill Procedures to minimise pollution <ul style="list-style-type: none"> ○ Use Emergency spill kits and pig matting to contain spillage and prevent further spread. ○ If the spillage cannot be prevented from entering the surface water drain, then isolate drainage system at isolation point using the inflatable bung. • Contact Operations Manager or deputy. • Refer to COSHH data sheets if appropriate • If necessary contact Environment Agency • Reduce tank contents to a safe level • Make temporary repairs if appropriate • Arrange for the clean up and removal, of all spilled liquid, with an approved waste disposal contractor. • All drains should be jet washed clean before removal of isolation bung. • Dispose of contaminated materials safely • Assess cause and take preventative action • Record incident using NCIR form.

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Accident Type	Anticipated Consequences	Action to be taken (Prioritised)
Fire <ul style="list-style-type: none"> Fuels and oils Chemicals Buildings 	<ul style="list-style-type: none"> Spreading between buildings and stores Toxic and polluting smoke Wind dispersion of pollutants Surface run off from fire fighting water Surface run off from failed tanks, stores or pipework Exploding gas and fuel canisters Dust and fibres from building materials (may contain asbestos). 	<ul style="list-style-type: none"> Raise alarm on site Ensure all persons are evacuated from danger area If safe to do so, isolate power and fuel sources. Summon fire brigade Contact Operations Manager or deputy If necessary contact Environment Agency Liaise and follow instructions of emergency services making them aware of risks and hazards. Provide copy of Accident Management Plan Refer to COSHH data sheets if appropriate Ensure fire fighting water and other liquids cannot cause pollution – as above. Make temporary repairs if appropriate Arrange for the clean up and removal, of all spilled liquid, with an approved waste disposal contractor. Dispose of contaminated materials safely. Assess cause and take preventative action Record incident
Abatement Failure <ul style="list-style-type: none"> Cooler Exhaust Grinder Exhaust Local Exhaust Ventilation System 	<ul style="list-style-type: none"> Dust emissions 	<ul style="list-style-type: none"> Shut down affected plant immediately Identify cause of pollution Make temporary repairs if appropriate Arrange for the clean up and removal, of all spilled liquid, with an approved waste disposal contractor. Dispose of contaminated materials safely. Assess cause and take preventative action Record incident using NCIR form

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DISTRIBUTION

NAME	TITLE	LOCATION
Kevin Singleton	Operations Manager	Exeter
Richard Clapp	Maintenance Supervisor	Exeter
Phil Burnard	Maintenance Technician	Exeter
Allan Dare	Maintenance Technician	Exeter
Steve Pitt	Shift Technical Supervisor	Exeter
Martin Pile-Rowland	Shift Technical Supervisor	Exeter
Giles Simcox	Shift Technical Supervisor	Exeter
Hylton Bullough	Shift Technical Supervisor	Exeter
David Lloyd	Mill Admin Team Leader	Exeter
Tim Bellamy	Production Manager	Exeter
Stuart Purse	Transport Team Leader	Exeter/Blandford
Steven Read	Business Unit Director	Exeter/Blandford/Portbury
Exeter Local Drive	Accident Management Plan	Health & Safety
N/A	Accident Management Plan	Exeter Reception
N/A	Accident Management Plan	Exeter Control Room
N/A	Accident Management Plan	Exeter H&S Notice Boards
A copy is also held on the National Drive under: National Operations\Business Recovery		