



Emergency Action Plan

For all Brett Concrete Plants

Issue Number: 3

Date: October 2009

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1.0 Endorsement

Approved by the Managing Director

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2.0 Amendments

Section Number	Page Number	Issue Number	Reason	Date
5.4	19	2	Additional information has been added.	Oct 07
All sections	4 -21	2	Job titles changed due to Operations Department restructure	Oct 07

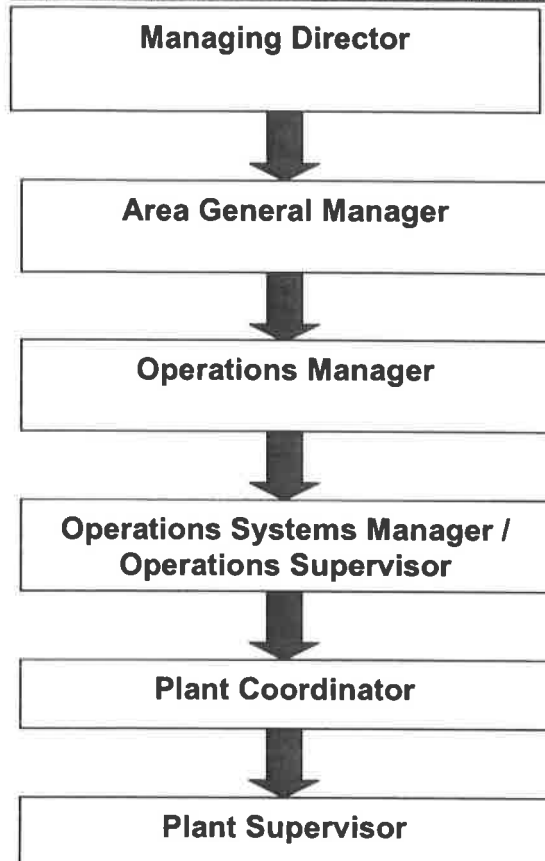
Footnote: This sheet is re-issued each time an amendment is made

3.0 Introduction

3.1 Scope and purpose of Plan

The purpose of this plan is to identify the potential emergency situations for Brett Concrete plants, and to provide instructions as to how they are quickly and efficiently dealt with. All the essential contact details specific to each individual plant are listed in the Emergency Action Plan Flowchart, a laminated sheet that is displayed on the batching cabin notice board.

Reporting Structure at Brett Concrete



A list of contact names and numbers for use in emergencies at plants is displayed at the plant on the notice board in the batching cabin, or other prominent position.

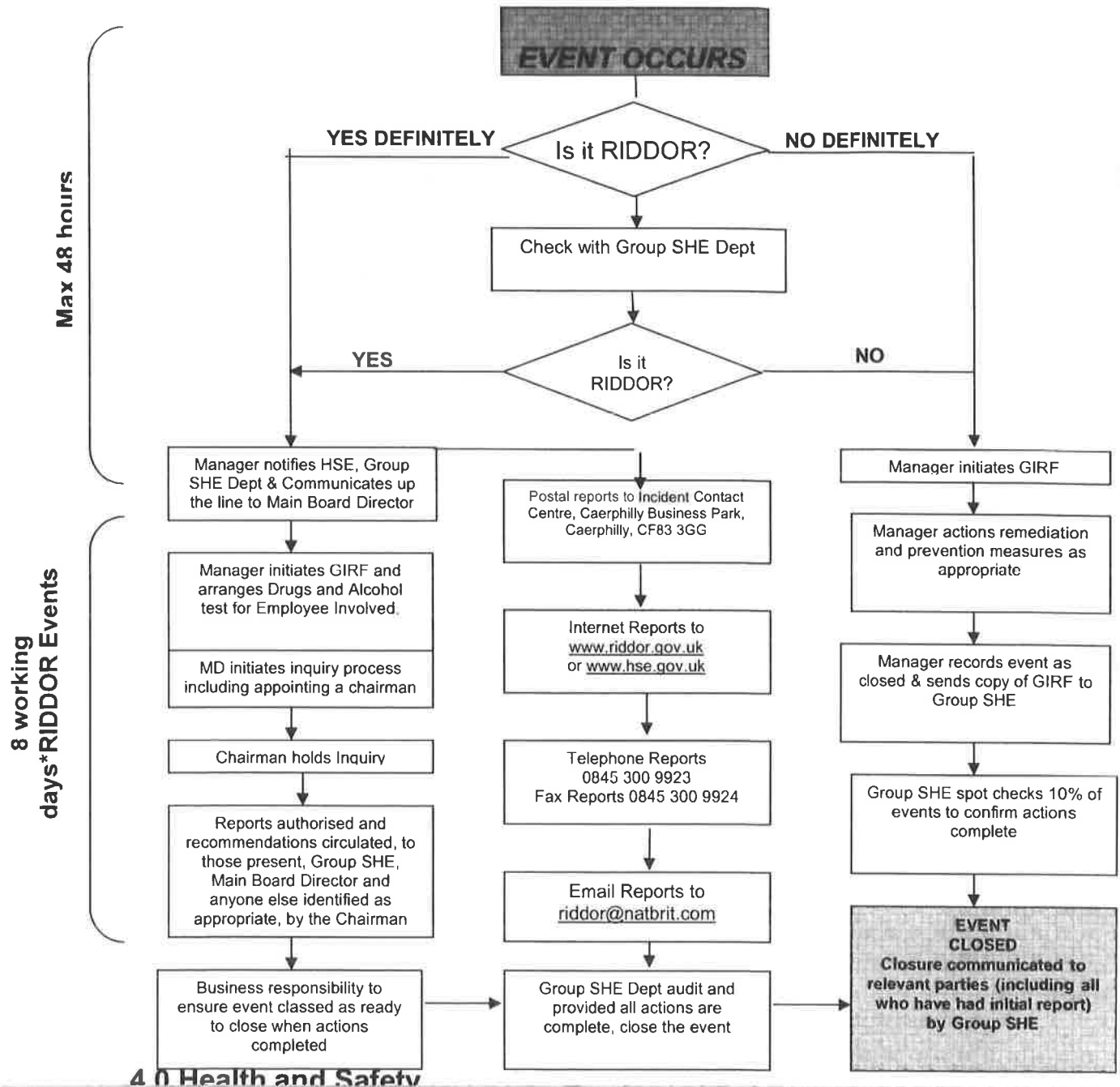
At the scene of an emergency, the most senior employee present is to take initial charge. The employee in control is named the "Emergency Controller".

An Emergency is defined as any situation that is out of your control. The Emergency Controller is to direct operations and liaise with any Emergency Services at the scene.

3.2 Brett Group RIDDOR Flow Chart Guidance Note

Flow chart covering key tasks and reporting to be followed for each injury event, or learning event in the Brett Group.

Learning event is taken to mean an unplanned event with negative consequences, which could in a reasonably foreseeable repetition cause significant injury, environmental damage or other loss.



* Unless a longer time has been agreed by the MD and Group SHE Manager as reasonable (in writing)
GIRF = Group Incident Report Form

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4.1 Major Injury or Fatality

- 1) The relevant individual (Plant Supervisor, Relief, Contract Haulier, Driver, Plant Coordinator) when aware of a major injury or fatality, must inform the Emergency Services of the accident immediately by dialling 999, requesting an ambulance. Should the person be trapped the individual should also request the Fire Brigade. He should then call the Operations Manager to apprise them of the situation.
- 2) Should the relevant person be unable to contact the Operations Manager, then the personnel listed in the emergency flowchart should be contacted in order (see flowchart on notice board).
- 3) The responsible person has a duty under RIDDOR to report the incident to the HSE or the Local Authority by the quickest practicable means. This will normally mean by telephone (see page 6), which will then forward the details on to the relevant enforcing authority. The Group Safety Adviser should also be informed as soon as possible.
- 4) A flowchart outlining the steps to be taken by the Operations Manager or Area General Manager (responsible person) in the event of an incident is posted at each concrete plant. At Brett offices, the responsible person will be the department head or their deputy.
- 5) Other special measures are needed when a fatality occurs or when a major injury is suffered by an individual. The following criteria apply.

If the casualty has suffered:

1. Fatal injuries
2. A specified major injury i.e.
 - a. Broken or amputated limb
 - b. Loss of sight
 - c. Electric shock or burns leading to hospitalisation

Then the Divisional Director, his/her equivalent or his/her deputy must be informed by telephone without delay. Other major injuries may occur but will not require the attendance of senior management or directors. (The full list of major injuries is given in the HSE guidance leaflet 'Everyone's guide to RIDDOR'). Further information is available from the Group Safety Adviser. Details of internal reporting structures are given on page 5.

- 6) The person at Divisional Director level must then follow the protocol for dealing with fatal accidents/major injuries in accordance with the Emergency Action Plan Flowchart.
- 7) Bereavement and trauma counselling is strongly recommended for all persons involved in an incident of this nature, although it is not compulsory. Counselling is available from:

Victim Support 01227 779090

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Contact Jan Turner (Co-ordinator)

This name and number should be passed to all involved so that they can take up counselling if they wish. There is no time constraint and Victim Support can provide a suitable service even after a considerable time period has elapsed following the incident.



4.2 First Aid Injuries

- 1) In the event of an accident occurring, the First Aider or First Aid Appointed Person (FA) takes control of the incident.
- 2) Each site has a suitable trained First Aider / First Aid appointed person. This is normally the Plant Supervisor, but may also be another employee, or contracted haulier that is based at the site.
- 3) In the event of a first aid incident, the injured person is treated by the FA. If in doubt, call an ambulance for assistance.
- 4) When you become aware of an injury, call your immediate line manager or Operations Manager to apprise them of the situation (See Emergency Action Plan Flowchart).
- 5) After treating an injury, report the incident on a Group Incident Report Form.
- 6) After treating an injury, make arrangements to replace all used First Aid equipment as soon as possible.
- 7) Each site has a First Aid kit. The first aid kit is checked at least every month to ensure it is fully stocked. Any replacement equipment is arranged as soon as possible.

4.3 Fire and Fire Prevention

- 1) On discovery of a fire, raise the alarm. At all batch plants this involves shouting "FIRE".
- 2) Only attempt to fight the fire if you have been trained in the use of fire fighting equipment and you are sure that you can exit safely if you are unable to extinguish the fire. Ensure you are using the correct type of fire extinguisher. If in doubt – GET OUT.
- 3) Contact the Fire Brigade as soon as possible by dialling 999. Give the address including Brett Concrete Limited. Do not hang up the phone until advised to do so by the Operator.
- 4) Close all windows and doors and isolate the main electricity supply – provided it is safe to do so.
- 5), If it is safe to do so, collect the visitors' book, and check to ensure all buildings have been evacuated. Give assistance in evacuating disabled people.
- 6) Leave the area and proceed to the Fire Assembly Point. Go by the shortest possible route. Do not collect any personal belongings. Do not re-enter the area until authorised to do so.
- 7) Check that all employees, contractors and visitors are accounted for. Remain at the Assembly Point to meet the Fire Brigade and inform them of the situation. Give them details of the location and type of fuels, admixtures and other chemicals.
- 8) Where possible, block all drains and discharge points to prevent the water used to fight the fire from entering and contaminating watercourses.
- 9) As soon as possible, call the Plant Coordinator, Operations Supervisor or Operations Manager to inform them of the situation. Do not use the plant phone unless it is safe to do so.
- 10) Report the fire on a Group Incident Report Form.



Fire Prevention

10) A SHE risk assessment is completed for each plant and reviewed regularly. This determines the potential causes of fires and control measures.

11) Regular fire drills are undertaken at each plant. These are at random times.

12) Fire Fighting Equipment (FFE) is inspected on a regular basis.

13) Do not misuse any FFE. Report any damaged or used FFE as soon as possible. Ensure all escape routes; FFE and Assembly Point area are clear from obstructions.



4.4 Action to be taken in the Event of an Electric Shock

- 1) Electric shock is an emergency requiring prompt action. In the event of an electric shock accident take the following action:
- 2) Switch off the power if possible. Do not touch the injured person until the power has been switched off.
- 3) Contact a First Aider immediately.
- 4) Use a rope, coat or other non-conducting material (not metal) to drag the person free.
- 5) When the person has been dragged free the First Aider performs resuscitation if required. The area is isolated to prevent unnecessary access by other persons.
- 6) Contact the Emergency Services and continue resuscitation until the Emergency Services arrive and take charge.
- 7) Record details of the incident on a Group Incident Report Form. This type of accident is reported under RIDDOR.



4.5 Asphyxiation

- 1) Upon discovering someone unconscious raise the alarm and summon a First Aider.
- 2) If you think flammable gas may be present do not operate any electrical equipment.
- 3) Contact the Emergency Services.
- 4) Isolate the area to prevent unnecessary access by other persons.
- 5) A member of staff is positioned at the site entrance to direct the Emergency Services to the scene.
- 6) Do not attempt a rescue, unless it can be undertaken without endangering yourself or others.**
- 7) Do not enter a confined space to attempt a rescue without the appropriate training and equipment.**
- 8) Inform the Operations Manager, Operations Systems Manager or Operations Supervisor immediately.
- 9) Record details of the incident on a Group Incident Report Form. This type of incident is reported under RIDDOR.

4.6 Exposure to Chemicals / Unknown Substances

- 1) Remove the casualty from danger.
- 2) Remove contaminated clothing and use the shower to wash all traces from the casualty's skin / hair. Use the emergency eyewash if the substance is in the casualty's eyes.
- 3) Consult the COSHH file and / or consignment note for additional information on the product.
- 4) Contact the Operations Manager, Operations Systems Manager or Operations Supervisor immediately.
- 5) Send the casualty to hospital along with details of the material and a sample of it if possible.
- 6) Contact the Group Health and Safety Advisor for further advice.
- 7) In the event of a spillage occurring as a result of the above, refer to 5.1 Fuel and Chemical Spill.



4.7 Discovery of Deposited Waste Considered to Pose a Hazard to Health

- 1) Upon suspicion or discovery of any hazardous waste on site inform the Operations Manager, Operations Systems Manager or Operations Supervisor immediately.
- 2) Any waste deposited that is considered to pose a direct and immediate hazard to health is isolated and the area of the site surrounding the waste is evacuated.
- 3) Contact the Emergency Services by dialling 999 and relay any relevant information e.g. labels on containers, colour of chemicals etc.
- 4) If gases or fumes are being produced then retire upwind of the waste so that you do not breath in fumes.
- 5) Position a member of staff at the site entrance to stop all traffic entering the area, and to direct the Emergency Services to the scene.
- 6) The Operations Manager or his deputy should then contact the Group Press Officer.
- 7) Details of events and circumstances are recorded on a Group Incident Report Form. Details of the Incident are reported to the Group Environment Manager.

5.0 Environmental

5.1 Fuel and Chemical spill

1) A hazardous substance is defined as a substance that, if used or stored in an uncontrolled manner or if encountered in the working environment, has the potential to cause harm to human health or to the environment.

This includes all fuels and oils, antifreeze, acids and alkalis, and any other potentially harmful liquid or solid e.g. cement, slag or gyvlon.

2) Before dealing with any spill, refer to the COSHH risk assessment that advises of precautions that are taken. If the correct PPE is unavailable do not proceed until it is available.

3) **Every spillage is dealt with immediately by containing it.** Do not leave any spillages.

4) As soon as possible, call the Operations Manager, Operations Systems Manager or Operations Supervisor to apprise them of the situation. Do not use the plant phone unless safe to do so.

5) For major spillages contact the Emergency Services and the Group SHE department who will advise on whether to call the Environment Agency.

6) On discovery of a fuel or chemical spillage limit the pollution by turning off any taps if possible.

7) Contain and clean up small spillages using the supplied spill kits. Larger spillages are contained using a combination of spill kits and sand.

8) Always protect watercourses and drainage points. Use sand and spill kits to isolate these areas / divert spills.

9) Ensure contained spill is disposed of correctly. Spills of fuel and admixtures are usually designated as special waste and as such must be disposed of separately to the controlled waste stored in the site skip. If in doubt as to what the waste type is, contact the Operations Manager or the Group Environment Manager.

10) Used spill kits are replaced as soon as possible.

11) All spillage incidents are reported on a Group Incident Report Form and investigated.

5.2 Flooding

- 1) Isolate all electrical supplies in the area of the flood.
- 2) Contact the Operations Manager, Operations Systems Manager or Operations Supervisor immediately and inform them of the situation.
- 3) Contact the Group Environment Manager / Environment Agency as appropriate.
- 4) Cordon off the area.
- 5) Ensure all hazardous chemical stores are secure.

5.3 Waste Water Discharges

- 1) Waste water discharges include any run off / overflow / accidental discharge of water contaminated with cementitious material or silt from aggregates into watercourses, storm water drains or sewer drains. The only exception is where a discharge license has been granted. Run off from any area where there is no silt or cementitious material or other contaminant does not constitute an illegal discharge.
- * 2) A copy of the site discharge licence is held in the plant filing cabinet.
- 3) Before dealing with any discharge, refer to the site COSHH risk assessment which will advise of precautions that are taken for the base contaminant (e.g. cement). If the correct PPE is unavailable do not proceed until the correct PPE is available.
- 4) Do not endanger any employee, visitor or contractor during the management of the discharge. Particular caution is taken with regard to slips and trips hazards due to excess water.
- 5) Any discharge is dealt with immediately. Isolate the source of the discharge and divert wastewater away from watercourses or drains. Use spill kits and / or sand to act as bunding around drain points.
- 6) Reduce the level of the wastewater by either pumping to sewer (where the site has a discharge licence) or contact your Operations Supervisor to arrange for a registered waste carrier to remove excess contaminated water. If pumping to sewer, ensure all conditions of the site discharge licence are met.
- 7) As soon as possible, call the Operations Manager, Operations Systems Manager or Operations Supervisor to apprise them of the situation.
- 8) Inform the Group SHE Department as soon as possible.
- 9) Record the details of the discharge in the QHEST Inspection Report.
- 10) Ensure all used spill kits / sand used for bunding is disposed of correctly. Ensure a registered waste carrier is used and that a waste transfer note is provided for all material collected.
- 11) Arrange for replacement spill kits as soon as possible.
- 12) All discharge incidents are reported on a Group Incident Report Form and may be investigated.

5.4 Dust Emissions

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- 1) A hazardous substance is defined as a substance that, if used or stored in an uncontrolled manner or if encountered in the working environment, has the potential to cause harm to human health or to the environment. This included cement, slag, PFA or gyvlon.
- 2) Before dealing with any spill or emission, refer to the COSHH risk assessment which will advise of precautions that are taken. If the correct PPE is unavailable do not proceed until the correct PPE is available.
- 3) Every emission or spillage is dealt with immediately. Do not leave any spillages as the wind can cause emissions to atmosphere. Wherever possible, prevent the emission immediately. This may include stopping deliveries.
- 4) Major spillages may require a specialist high capacity vacuum cleaner – consult your Operations Manager, Operations Systems Manager or Operations Supervisor before arranging. Alternatively, cement spillages may be conditioned with water to prevent dust emissions. If water is used, ensure run off is contained and does not discharge to drains or watercourses.
- 5) As soon as possible, call the Operations Manager, Operations Systems Manager or Operations Supervisor to apprise them of the situation.
- 6) If emissions exceed the plant boundary inform the Group SHE department as soon as possible.
- 7) Record the details of the emission in the QHEST Inspection Report including wind direction and which neighbours (if any) have been affected.
- 8) Ensure all spills are disposed of correctly. Spills of cementitious materials are usually designated as special waste and as such must be disposed of separately to the controlled waste stored in the site skip. If in doubt as to what the waste type is, contact your Plant Coordinator or the Group Environment Manager.
- 9) All spillage incidents are reported on a Group Incident Report Form and may be investigated.

6.0 Other / Miscellaneous

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6.1 Contact By Press

- 1) Do not answer any of their questions or provide them with information.
- 2) Politely inform them that the Group Press Officer deals with all enquiries by the press. See Emergency Action Plan Flowchart for phone numbers and provide them with the appropriate name and phone number.
- 3) Do not enter into conversation with them on any work related issue. Once started a conversation with a member of the press can be difficult to end.
- 4) If the press arrive on site then politely ask them to leave and to contact the Group Press Officer. If necessary have a member of staff man the site entrance gates to prevent unauthorised access.
- 5) Inform the Operations Manager, Operations Systems Manager or Operations Supervisor of the contact and provide them with details of what was being asked and what information you gave them.
- 6) The Operations Manager, Operations Systems Manager or Operations Supervisor informs the Company Press Officer of the contact, giving details of the information requested.
- 7) The Operations Manager, Operations Systems Manager or Operations Supervisor must inform all members of staff of the contact and remind them of the requirements of this procedure and that they are not authorised to provide any information to, nor answer the questions of the press, directly.
- 8) The Operations Manager, Operations Systems Manager or Operations Supervisor records all details relating to contact by the press in the site diary. If they are not present they must instruct the Plant Supervisor to record in the site diary.

6.2 Site Security

The following procedure must be followed at all times:

- 1) Outside operating hours the plant is left secure with all gates locked.
- 2) Site fencing and other security measures are checked by the Plant Supervisor or appointed representative. These inspections are recorded in the QHEST Inspection Report.
- 3) In the event of an alarm activation and call out by the security monitoring service, staff may only attend if either another member of staff or the police accompanies them.
- 4) If no other member of staff is available then the alarm activation is **not** checked until the next day.
- 5) In the event of a break-in, the person discovering the break-in reports it to the Operations Manager, Operations Systems Manager or Operations Supervisor immediately.
- 6) The Operations Manager, Operations Systems Manager or Operations Supervisor assesses the situation and any damage caused, and inspects the area looking for evidence of the people that broke in. A list is made of the damaged or stolen items and where possible photos are taken of the damage.
- 7) The Operations Manager, Operations Systems Manager or Operations Supervisor contacts the police and informs them of the incident, any evidence found and/or items stolen, and requests a crime reference number.
- 8) If available, the police are encouraged to come to site to assess the break in and to provide advice on burglary prevention.
- 9) The Operations Manager, Operations Systems Manager or Operations Supervisor completes a Group Incident Report Form, which is passed on to the Group Security Advisor.
- 10) Repeated security problems are addressed wherever possible with improved security measures on site.

