

Emergency response file

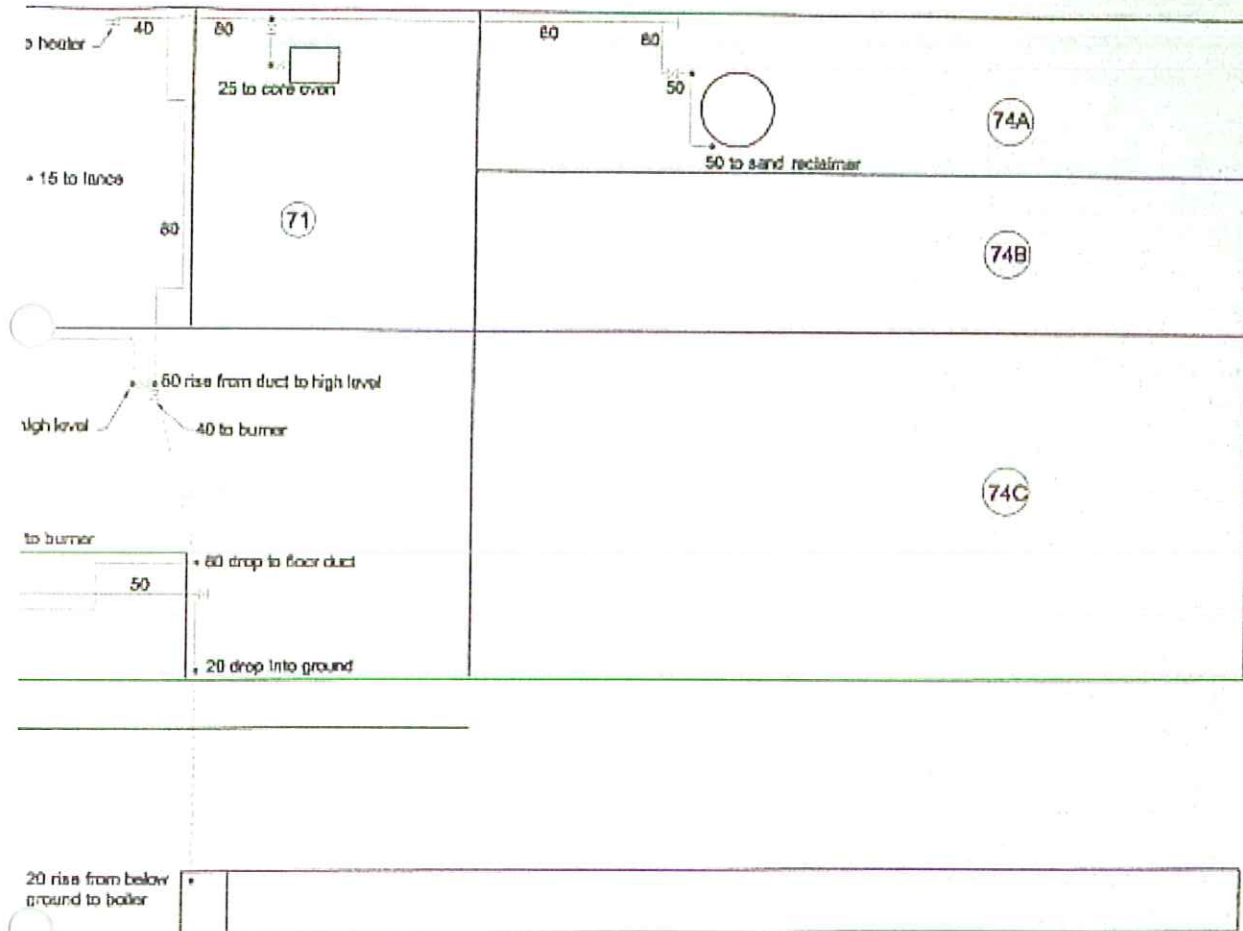
North Site Emergency Response File

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Gas Supply line diagram FOUNDRY



INE DIAGRAM - MAIN FOUNDRY

TO CONFORM WITH THE GAS SAFETY (INSTALLATION & USE) REGULATIONS 1984
IT IS DISPLAYED NEAR THE PRIMARY METER AND IN RECEPTION

Midland Mechanical Services Ltd
The Old Brown Lion
82-86 Birmingham Street Oldbury
West Midlands B69 4EB
0121 544 8222

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EN-ISO 14001		
General Emergency Procedures		

Scope:

To define the general procedure to be carried out in the event of an emergency.

Emergency:

This is an unusual situation which if unmanaged could result in a major environmental incident as described in procedures 12-16

Procedure:

The initial reporting of emergencies is dependent on one of the following working patterns.

- Working Hours (Normal shift pattern i.e. staffing / reception hours)
- Working Hours (Outside Staffing / reception hours)
- Outside Working Hours (Weekends / Holidays)

1. All Emergencies

- a). In all cases the company key contacts for the emergency scenario, internal contact numbers, etc are defined within form EF 189.(See Appendix)
 - b). A list of Regulatory Bodies and Utility Suppliers and their contact numbers are also defined within form EF 190 (see Appendix)
 - c). In the event of an emergency not being brought under control by either the shift supervisor or maintenance, key personnel on this list will be contacted and emergency services summoned as appropriate.
 - d). In the event that the emergency requires the attendance of key personnel or emergency services the Emergency incident check list (EP 11A) should be completed by the competent person taking charge of the incident.
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- e). In any emergency the **safety of employees must be given priority**. Subsequent preventative and remedial action will be considered and acted upon. Full co-operation and control will be given to emergency services should their assistance be sought.
 - f). All emergency incidents are to be recorded using the Incident and Corrective Action Report (EF 188). The Supervisor responsible for the area or the person responsible for dealing with the emergency generates and completes the Incident and Corrective Action Report.
 - g). On completion of the Incident and Corrective Action Report the document together with the Emergency incident Check list, if required, is passed to the Environmental Manager who ensures the Report is accurately completed and logs the incident using the Non-conformance, Incident, Complaint, Proactive Corrective & Preventative Action Log (EF 185).

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- h). After a major incident an Emergency Incident Report (EF 202) is compiled between the competent person on the incident team and the Environmental Representative/Departmental Manager to review the actions and follow through any recommendations.

1. Emergency Procedure (Normal Shift Pattern)

- a). In the event of an emergency the nominated personnel (Identified in EF 189) are contactable by the following means, internal phone system, pager, mobile phone or placing an emergency call with reception.

2. Emergency Procedures (Outside Normal Working Hours)

- a). In the event of an emergency the nominated personnel (Identified in EF 189) are contactable by the following means, internal phone system, pager, mobile phone and/or home number.
2.a.1. There is available an outside phone on the Furnace deck which is accessible at any time.

3. Emergency Procedures (Outside Working Hours)

- a). System to be agreed

Reference

Environmental procedures

EP 12	Site Fire procedures
EP 13	Emergency procedures for flooding
EP 14	Emergency procedures for loss of electrical power
EP 15	Emergency procedures for loss of water
EP 16	Emergency procedures for dealing with liquid spills
EP 17	Maintenance of emergency systems and Equipment

Environmental forms

EF 185	Non-Conformances, Incident, Complaint, Proactive and Corrective & Preventative Action Log
EF 188	Incident and Corrective Action Report
EF 189	Key Contacts for Emergencies
EF 190	Register of Regulatory Bodies and Utility Suppliers
EF 202	Emergency Incident Report

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Site Fire Procedures		

Scope:

To define the procedure(s) to be followed in the event of fire.

Key Personnel:

All Company employees.

Procedure:

At all times the safety of individuals will be the first priority.

The general emergency procedures (EP11) should be used in conjunction with this procedure to determine the steps to be followed in the event of a fire.

Instructions describing the procedures to be taken in the event of a fire are clearly displayed in Reception and all Company notice boards.

In the event of an emergency not being brought under control by either the shift supervisor or maintenance, key personnel on the Key contacts list (EF189) will be contacted and emergency services summoned as appropriate.

The first action by the competent Person contacted from the Key Contacts list will be to assess the dangers and decide on an appropriate course of action

Should the incident be considered serious, appropriate emergency services should be contacted immediately and regulatory bodies notified (EF190 Register of Regulatory Bodies and Utility Suppliers).

Particular care will be taken to counteract the effect of flooding and run-off following the use of fire hoses or the spillage of any materials to safeguard against contamination of water courses (EP 13 Emergency Procedure for Flooding).

The Competent Person dealing with the fire will complete incident report form (EMS 188) and give this to the Environmental Representative.

The Environmental Representative will record this on the Incident Log (EF 185) and ensure that any corrective or preventative actions are carried out

Reference:

Environmental Procedures

- EP 11 *General Emergency Procedures*
- EP 13 *Emergency Procedure for Flooding*

Environmental Forms

- EF 185 *Non-Conformances, Incident, Complaint, Proactive and Corrective & Preventative Action Log*
- EF 188 *Incident and Corrective Action Report*
- EF 189 *Key Contacts for Emergencies*
- EF 190 *Register of Regulatory Bodies and Utility Suppliers*

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Site Fire Procedures		

Fire notification and evacuation procedure

The fire alarm is actuated by the reception.

On discovering a fire

1. Call the reception (0 ON ANY INTERNAL PHONE) and give them the location of the fire and any other information available.
2. Immediately warn people in the immediate vicinity.
3. Alert the shift supervisor and maintenance.
4. The reception will.
 - a. Alert the fire marshals.
 - b. Sound the fire alarm.

On the sounding of the fire alarm the first priority is to ensure the safety of all people in and adjacent to the building.

You should immediately ensure that any machinery you are working with is left in a safe condition and switch the power off then proceed to your designated assembly point as shown on the evacuation plan for your area.

There are certain personnel who by the nature of their work may be in a different area at the time the alarm sounds.

IT IS ESSENTIAL THAT THESE PEOPLE REPORT TO THEIR DESIGNATED ASSEMBLY POINT so that they can be checked off against the evacuation register.

This is the only way that we can be sure that everybody is out of the building safely.

All visitors and contractors, not on the evacuation plan, must report to the assembly point in the South Site car park to be accounted for against the visitor's book.

If it is safe to do so **All metal melting and holding furnaces** must be left with the power isolated but the cooling water system still running.

If it is safe to do so **All cranes and lifting devices** should be left in a safe condition with any suspended items being lowered to the floor.

The departmental heads responsible for maintaining the evacuation register must take this register with them to the evacuation point and check their names off against the register.

If anybody is unaccounted for they must inform the Competent Person in charge of the incident immediately, together with details of where the missing persons last known position was.

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Emergency Procedure For Flooding		

Scope:

To define procedures for preparedness and response in the event of flooding.

Procedure:

At all times the safety of individuals will be the first priority.

The general emergency procedures (EP11) should be used in conjunction with this procedure to determine the steps to be followed in the event of flooding.

Assess the level of flooding. For small scale flooding an absorbent media e.g. dry silica sand can be used, but for more serious cases the floodwater will require containment and pumping out.

In the event of an emergency not being brought under control by the shift supervisor or maintenance, key personnel on the Key contacts list (EF 189) will be contacted and emergency services summoned as appropriate.

Should the incident be considered serious, the appropriate emergency services will be contacted immediately and regulatory bodies notified EF 190 Register of Regulatory Bodies and Utility Suppliers.

All portable electrical apparatus in the vicinity of the affected areas and the remaining electrical equipment must be powered down and isolated.

The competent person attending from the Key Contacts list must take all reasonable steps to ensure that the flood water does not enter the drains system or any sensitive receptors i.e. the canal.

Floodwater should be absorbed with appropriate media. The materials should be contained, labelled as special waste, segregated and await disposal by an approved contractor.

Where the flooding cannot be safely contained by sand absorption, pump removal will be required. Pumped water will require containment. ~~Dependent upon contamination levels, the water may then need to be~~ disposed of as special waste by an approved waste contractor.

There is on site emergency containment capacity for 6000 litres, if this capacity is likely to be exceeded the Environment agency, or the Local Authority (Dudley Urban Environmental) should be contacted for advice and help (Details in EF 190 and on the notice boards)

The person responsible for dealing with the flood must complete an Incident Report Form (EF 188). This will then be passed to The Environmental Representative.

The Environmental Representative will record this on the Incident Log (EF 185) and ensure that any corrective or preventative actions are carried out.

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Emergency Procedure For Flooding		

References:

Environmental Procedures

EP 11 *General Emergency Procedures*

Environmental Forms

EF 185 *Non-Conformances, Incident, Complaint, Proactive and Corrective & Preventative Action Log*

EF 188 *Incident and Corrective Action Report*

EF 189 *Key Contacts for Emergencies*

EF 190 *Register of Regulatory Bodies and Utility Suppliers*

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Emergency Procedure For Loss Of Electrical Power		

Scope:

To define the procedures in the case of the loss of electrical power

Procedure:

At all times the safety of individuals will be the first priority.

The general emergency procedures (EP11) should be used in conjunction with this procedure to determine the steps to be followed in the event of a loss of electrical power

In the event of an Electrical Power failure the 2 emergency Generators should automatically start up to run safety equipment such as furnace cooling water pumps.

The Maintenance team will immediately ensure that these are operating correctly (or start them manually). If for any reason the generators will not start arrangements should be made by the Shift Supervisor to evacuate a safe area around the plant except for essential personnel.

In the event of the power loss not being brought under control by either the shift supervisor or maintenance, key personnel on the Key contacts list (EF 189) will be contacted and emergency services summoned as appropriate.

In the event of a prolonged outage the senior person in the Melting department will decide on the action required to handle any molten metal safely.

The Maintenance team will make safe all affected plant and equipment.

All tools are to be unplugged until power has been restored.

The Maintenance team will check the sub-station for on-site faults.

If an external fault exists contact the MEB Loss of Power Help line on 08457 331331 for information regarding restoration of supply.

If the termination of supply is likely to be prolonged key personnel (EF 189) Key Contacts for Emergencies should be notified.

In the event of a loss of electrical power the standby generator will be utilised to maintain cooling water circulation to the electric melting furnace coils and provide emergency lighting.

If there is a power failure during the hours of darkness, all employees must be accounted for. This should be done using The Fire Evacuation register.

The Competent Person dealing with the loss of power will complete incident report form (EMS 188) and give this to the Environmental Representative.

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Emergency Procedure For Loss Of Electrical Power		

The Environmental Representative will record this on the Incident Log (EF 185) and ensure that any corrective or preventative actions are carried out

References:

Environmental Procedures

EP 11 *General Emergency Procedures*
Environmental Forms

EF 185 *Non-Conformances, Incident, Complaint, Proactive and Corrective & Preventative Action Log*
EF 188 *Incidents and Corrective Action Report*
EF 189 *Key Contacts for Emergencies*
EF 190 *Register of Regulatory Bodies and Utility Suppliers*

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Emergency Procedure For Gas Leaks		

Scope:

To define the procedures in the case of an actual or potential gas leak

Procedure:

At all times the safety of individuals will be the first priority.

The general emergency procedures (EP11) should be used in conjunction with this procedure to determine the steps to be followed in the event of a gas leak.

There are two parallel situations for which this procedure will apply

1. A gas leak within the site.
2. Another emergency condition which could result in a gas leak such as a fire.

The response to these situations varies.

1. A gas leak within the site.

- a. Immediately anybody smells gas, they should report it to their supervisor.
- b. The supervisor will verify the smell and do 4 things.
 - i. Arrange to have the area evacuated and ensure that there are no naked flames or ignition sources in the vicinity. (**DO NOT switch on any lights or electrical switches**)
 - ii. Contact the maintenance department, through the switchboard or on a direct dial phone number.
 - iii. Check out the area to see if the source of the smell is readily identifiable.
 1. If they can identify the source isolate the gas line at the nearest convenient point. (This will be shown on the Gas distribution schematics in the emergency response pack.)
 - iv. Secure the area while the smell is investigated further.
- c. The maintenance personnel on arrival should
 - i. Do their own risk assessment of the situation and ensure that people are not directly at risk. (**Note that the gas will lie in hollows especially in cellar areas**)
 - ii. Carry out a further check to ensure the area is secure; there are no ignition sources live (**This may require locally isolating electric motors.**) and there are some types of warning notices shown alerting people of the risk.
 - iii. Isolate the gas supply to the leaking area, if not already done by the supervisor, and ensure that the gas flow has stopped.
 - iv. Clear out any buildings, cellars etc where the gas cloud may have concentrated by flushing with fresh air, compressed air line or air mover fan.
 - v. If there is any requirement to enter these areas it must only be done operating a buddy system
 - vi. Carry out any minor repair to the system. (**Major repairs or installations must be verified by a corgi registered engineer**)
 - vii. Check that the gas leak has been stopped and that the line is safe to be refilled with gas.
 - viii. Purge through any gas equipment on the line.
 - ix. Hand the area back to the supervisor and remove all warning signs.

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<i>Emergency Procedure For Gas Leaks</i>		

2. Emergencies requiring the total isolation of an area.

- a. This could result from a fire or similar emergency.
 - i. The competent person first on the scene should, with due concern for their own and others safety, turn off the relevant main isolation valve as found in the site services and bunding map in the emergency response file.
 - ii. At the safe completion of the emergency the maintenance should ensure that the gas supply system is still secure.
 - iii. The maintenance should check all equipment fed off the main isolation valve and purge through as necessary.

References:

Environmental Procedures

EP 11 General emergency Procedures

Environmental Forms

EF 185 Non-Conformances, Incident, Complaint, Proactive and Corrective & Preventative Action Log
EF 188 Incidents and Corrective Action Report
EF 189 Key Contacts for Emergencies
EF 190 Register of Regulatory Bodies and Utility Suppliers

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Emergency Procedure For Loss Of Water		

Scope:

To define the procedures in the case of loss of water

Procedure:

At all times the safety of individuals will be the first priority.

The general emergency procedures (EP11) should be used in conjunction with this procedure to determine the steps to be followed in the event of a loss of water

The following points will be followed at all premises:

1. The workforce will be notified (verbally or PA) of the problem and made aware of restrictions applied to the washing and toilet facilities until water is restored.
2. The Operations Manager or Environmental Representative will call the water authority (EF 190) Regulatory Bodies and Utility Suppliers Register to ascertain the time period that the Company will be without water.
3. In the event of an loss of water not being rectifiable by the shift supervisor or maintenance, key personnel on the Key contacts list (EF189) will be contacted and emergency services summoned as appropriate.
4. The coreless electric melting furnaces employ a closed-circuit water-cooling system. However, in the unlikely event of a failure of both the closed-circuit system and the main supply, the melting units will be emptied.
5. The Competent Person dealing with the loss of water from the Key Contacts list will complete incident report form (EMS 188) and give this to the Environmental Representative
6. The Environmental Representative will record this on the Incident Log (EF 185) and ensure that any corrective or preventative actions are carried out

Reference:

Environmental Procedures

EP 11 General Emergency Procedures

Environmental Forms

EF 185 Non-Conformances, Incident, Complaint, Proactive and Corrective & Preventative Action Log
EF 188 Incidents and Corrective Action Report
EF 189 Key Contacts for Emergencies
EF 190 Register of Regulatory Bodies and Utility Suppliers

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Emergency procedures for Dealing with Liquid Spillages		

Scope:

To define the procedure for dealing with liquid spillages within the site boundary

Procedure:

At all times the safety of individuals will be the first priority.

The general emergency procedures (EP11) should be used in conjunction with this procedure to determine the steps to be followed in the event of a liquid spill occurring anywhere within the control of the company

All liquids should be securely contained and lids/caps firmly replaced after use. Containers are to be kept upright to reduce the risk of spillage. Liquids must be stored in appropriately designated and bunded areas.

Liquid Spillage:

1. Exclude all sources of ignition and switch off any affected plant and equipment.
2. Establish the nature of the spillage and refer to labelling on the container(s) or appropriate COSHH Data Sheets for relevant information.
3. Ventilate area. Exclude all non-essential personnel. If the liquid is volatile all personnel involved in the clean-up operation must wear face masks of the correct type obtainable from the purchase department.
4. Establish cause of the spillage and halt it if possible.
5. Contain and/or absorb the spillage using either dry, clean silica sand, or spill kits located in the Core Shop, Maintenance and Machine Shop. Do not allow it to spread, or enter drains or watercourses.
6. In the event of an spill not being brought under control or it being of an unknown substance by either the shift supervisor or maintenance, key personnel on Key contacts list EF189 list will be contacted and emergency services summoned as appropriate.
7. Clean up area the area.
8. If the spillage is large or of an unknown nature and cannot be readily contained evacuate the area and contact Members of the Spills Team via the switch board EMS procedures manual (EP11) and key contacts for emergencies register EF189 and they will take charge of the incident when they arrive.
9. The Competent Person from the Key contacts list dealing with the spillage will complete incident report form (EMS 188) and give this to the Environmental Representative.
10. Transfer the contaminated absorbent medium to a suitable container for disposal, appropriately identified. Arrange with The Environmental Representative for a special waste collection with approved contractor.
11. The Environmental Representative will record this on the Incident Log (EF 185) and ensure that any corrective or preventative actions are carried out

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Emergency procedures for Dealing with Liquid Spillages		

References:

Environmental Procedures

EP 11 *General Emergency Procedures*

Environmental Forms

EF 185 *Non-Conformances, Incident, Complaint, Proactive and Corrective & Preventative Action Log*

EF 188 *Incidents and Corrective Action Report*

EF 189 *Key Contacts for Emergencies*

EF 190 *Register of Regulatory Bodies and Utility Suppliers*

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Maintenance Of Emergency Systems And Equipment		

Scope:

To define procedures to be carried out when maintaining and testing emergency systems and equipment

Key Personnel:

Buyer.

Emergency systems and Equipment

The list of emergency equipment and systems is as follows

1. Fire alarm.
2. Evacuation procedure
3. Emergency power generation
4. Emergency Lighting
5. Emergency water
6. Spill training

Procedure:

1. The fire alarm is tested monthly by the Buyer and recorded in a log maintained in the Reception area.
2. The site evacuation plan is tested at least annually and a summary of the findings kept in the H&S office.
3. There are 2 emergency generators on site which are test run against a simulated power failure each week and the tests logged in the Electrical Engineering Department
4. Emergency lighting in the foundry is activated with the emergency generator and the tests are recorded on the generator log in the Electrical engineering Department.
5. The emergency water system is checked when the circulating pumps are switched out for routine servicing..
6. Spill kit training exercises are organised at least annually for the trained persons as shown on the Key contacts register EF 189.

In the event of a problem an Incident Report Form EF 188 EMS is completed by the relevant supervisor and entered into the incident register (EF 185) by the ER.

Reference

Environmental Forms

EF 185 *Non-Conformances, Incident, Complaint, Proactive and Corrective & Preventative Action Log*
EF 188 *Incidents and Corrective Action Report*

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Non Conformance, Incident, Complaint, Proactive, and Corrective & Preventative Actions		

Non-conformance <input type="checkbox"/>	Incident <input type="checkbox"/>	Complaint <input type="checkbox"/>	Corr/ Preventative Action <input type="checkbox"/>	Proactive action <input type="checkbox"/>
REF NO: Area/Department				Date: Time:
Nature of Incident				Due completion date Actual date
Description of Incident: Corrective Action(s) Immediate: Follow-up:		Preventative action:		Reported by: Position: Responsibility for actions:
Notes etc.				
Close Off: Signature of Dept/Section Manager..... Date.....				
Signature of Environmental Representative: Date.....				
<u>Reference:</u>				
EP 20 PROCEDURE FOR NON-CONFORMANCE, CORRECTIVE AND PREVENTIVE ACTION				

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Emergency incident report			

Date

NCR Ref No

Time

Reported by	Reported To	How
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Nature of Incident and Environmental Risk

Was there any release to drains?

Response Team

Actions Taken

Emergency services called

Fire ☐ Ambulance ☐ Polic ☐ Environmental ☐

Preventative Actions Recommended