TITLE: **Emergency Response Plan**

EMERGENCY RESPONSE PLAN

For:

Bakkavor Meals Boston
Laburnham Farm
Old Leake
Boston
Lincolnshire
PE22 9PN
Tel: 01205 333000

Grid Ref: TF 40000 51674
Lat/Long (Decimal): 53.044016 , 0.086859316
Lat/Long (degs, mins, secs): 53º02'38''N , 000º05'13'' E
What3words: fillings.sinkhole.teaspoons

Nature of Business:	Manufacture and Packing Ready to Eat Meals
General Manager:	Julie Roberts

Date of Plan:	18th September 2025	**Review date:**	18th September 2026

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In the event of an emergency occurring, this will be declared by the Senior Manager on site.

When an emergency is declared, an incident log of events must be maintained by the Senior Manager present.

The control of the event will be coordinated from the board room situated in the House, to enable better control of external parties who may be called upon to attend.

EMERGENCY CONTACT DETAILS

Emergency Services:	999/112
Local Police:	101
Doctor: Pilgrim Hospital	01205 364801
National Gas Emergency Service	0800 111 999
National Power Cut Helpline	105
Environmental Incident Hotline:	0800 80 70 60
Environment Regulator: EA	03708 506 506

	Office Hours	Out of Hours
Local Authority: Boston Borough Council	01205 314200	01205 362151
Drainage Board: Witham Forth	01205 310 088	01205 310 099
Water Supplier: Anglian Water	0800 771881	0800 771881
High Voltage Electricity: ESM Power	0845 838 5963	0845 838 5963
LPG Supplier: Flo Gas	08457 200 100	08457 200 100
Chemical Company: Diversy	07720974903	07720974903
Refrigeration Contractor: GEA	01775 719750	01795 514630
Liquid Gas Supplier: Air Products	0345 708 809	0345 607 1207
Bulk Tanker: Hudson Whites	01476862156	01476862156
Racking Contactor: Peter Samms	01522 500898	01522 500898
Legionella Contactor: Hydro X	07786327563	07786327563

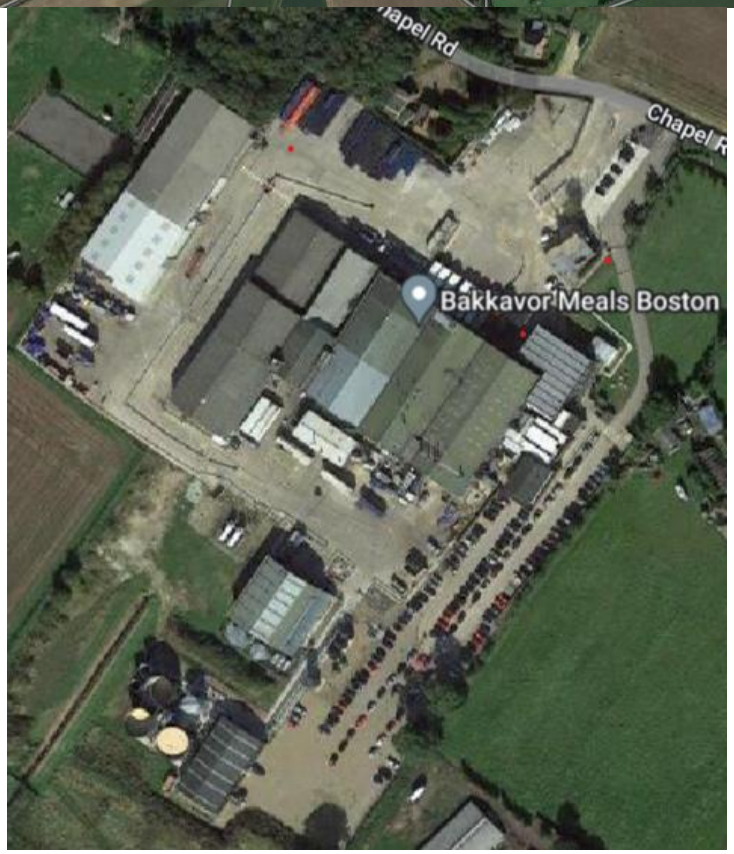
TITLE: **Emergency Response Plan**

COMPANY CONTACTS

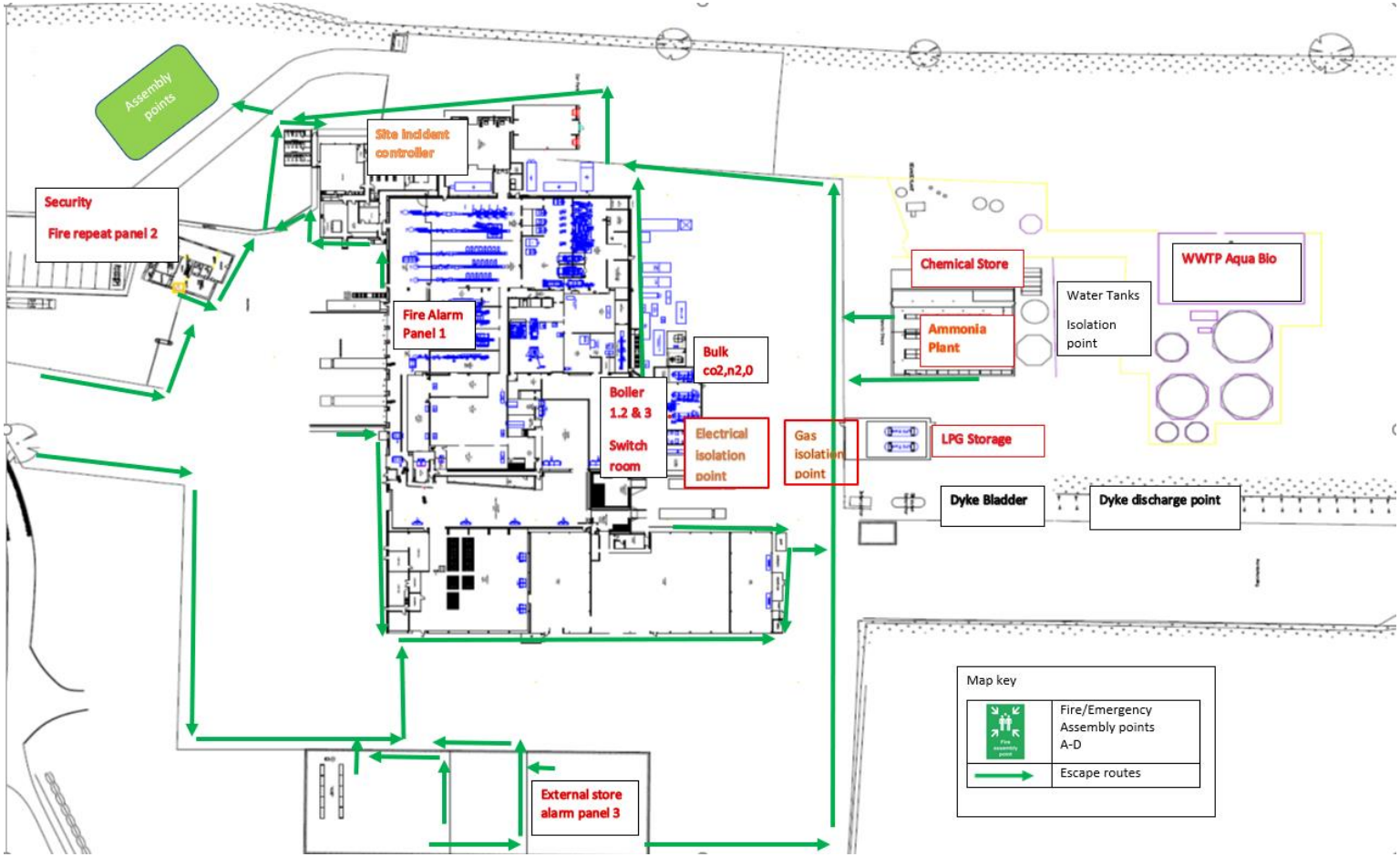
	Office Hours	Out of Hours
General Manager: Julie Roberts		
SHE Manager: Dayle Rowson	07955 297735	07955 297735
Engineering Manager: Trevor Tomson	077202 35206	077202 35206
Boston Security	01205 333000	01205 333000
Business Tech Manager: James Hudson	07860 592013	07860 592013
Factory Tech Manager: Anna Godek	07960 130383	07957 750397
Mat Supply Manager: Nick Scarborough	07951 828048	07951 828048
Factory Manager Days: Aldis Norberts	07583 138882	07583 138882
Factory Manager Nights: Lina Makareviviene	07365363277	07365363277
Supply Chain Manager: Jody Thompson	07784 211521	07736 026519
Maintenance Manager: Mark Hurst	07817 121646	07817 121646
Senior HR BP: Adam Parr	07566290093	07566290093
Operations Manager: Jonathon Wheatley	07764466697	07764466697

1 SITE LOCATION

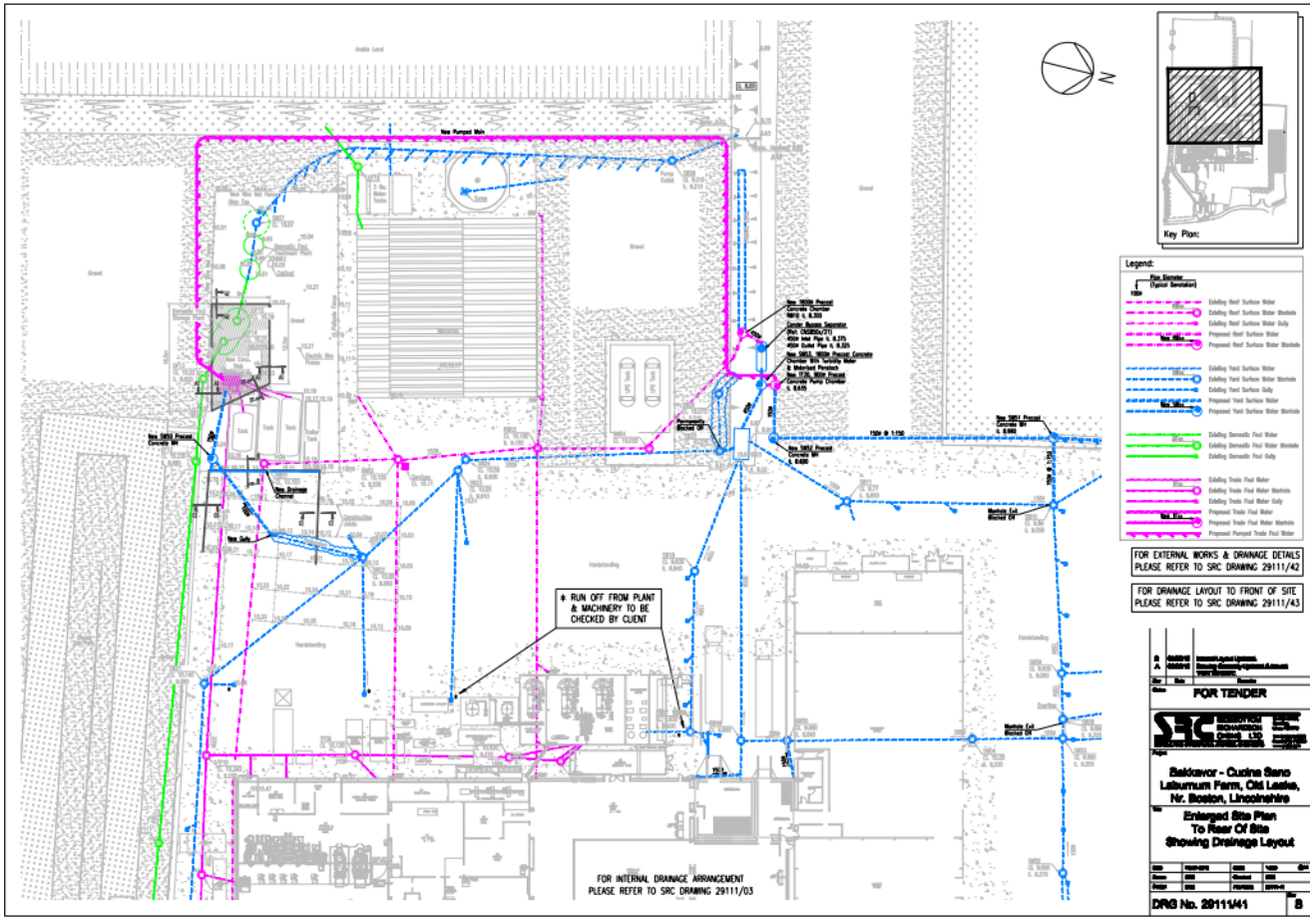




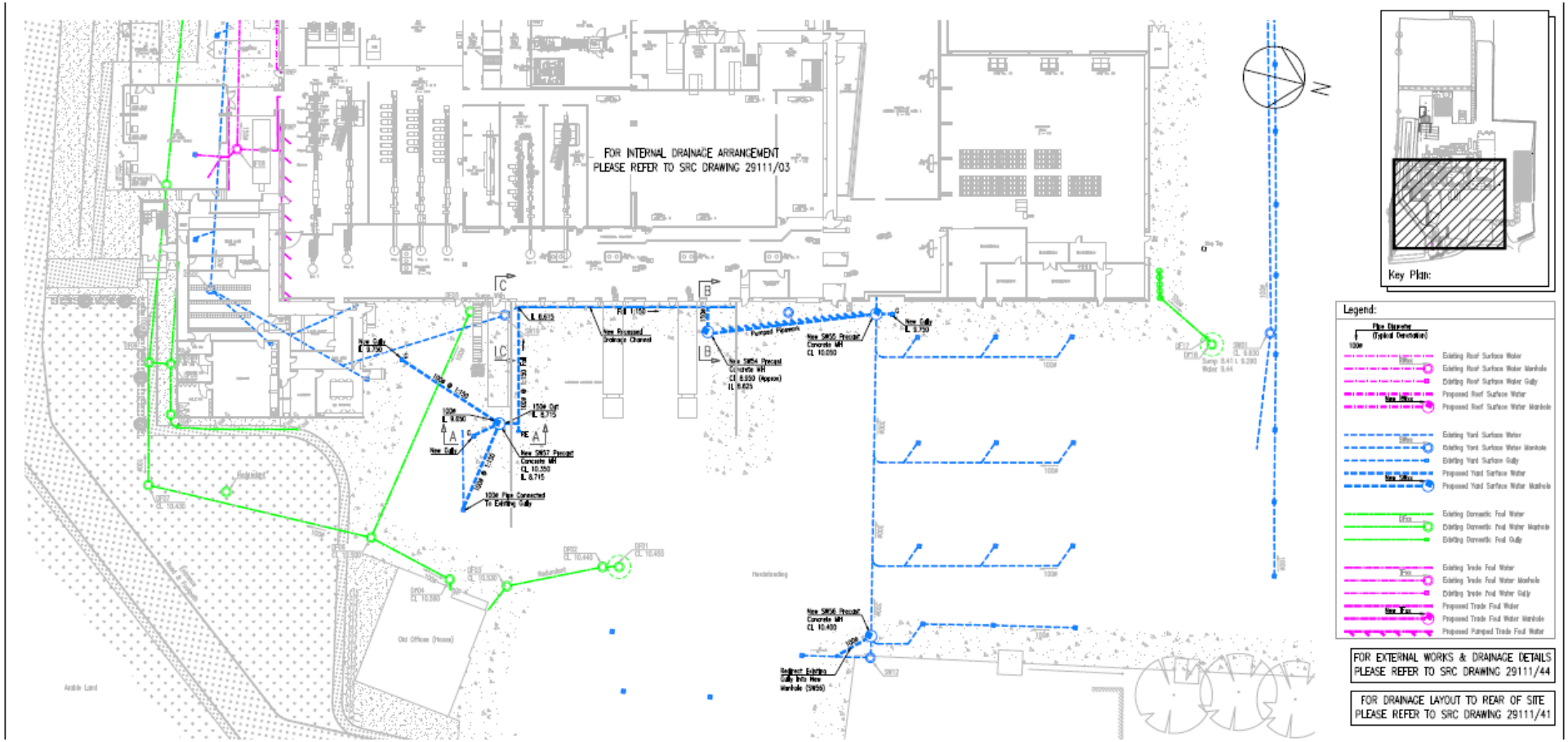
2 SITE EVACUATION PLAN



3 DRAIN PLAN FRONT



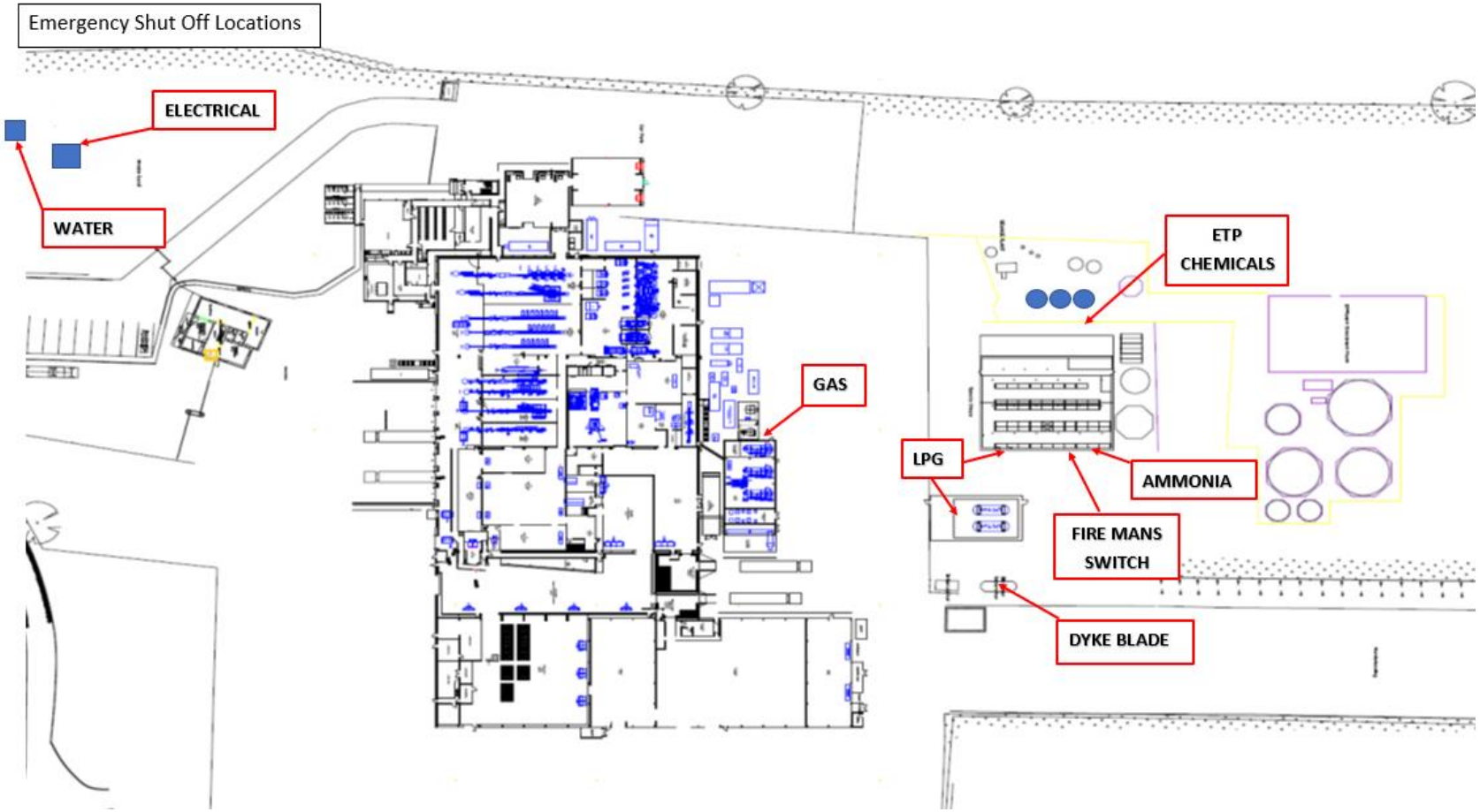
DRAIN PLAN REAR



4 DRAIN & SPILL KIT LOCATIONS



5 EMERG


Emergency Shut Off Locations
ELECTRICAL
WATER
GAS
ETP CHEMICALS
LPG
AMMONIA
FIRE MANS SWITCH
DYKE BLADE

5.1. LPG SHUT OFF

The LPG shut off valves are situated in the following locations.

In front of the LPG Tanks on an emergency push button



There is also a fireman's switch attached to the side of the ammonia plant building next to the high-pressure alarm and at the boiler intake point.

TITLE: **Emergency Response Plan**







Ammonia Plant Alarm Fireman's Switch Boiler House

5.2. ELECTRICAL SHUT OFF

The electrical shut of point is at the front of the factory located in the Intake Substation. Access is controlled by the Engineering Team,

5.3. MAINS WATER SHUT OFF

The Mains Water stop cock is located at the front of the factory next to the electrical substation.





6 BULK CHEMICAL LOCATIONS



Ammonia Plant Room



N2 & CO2 Tanks



Hygiene Chemical Store



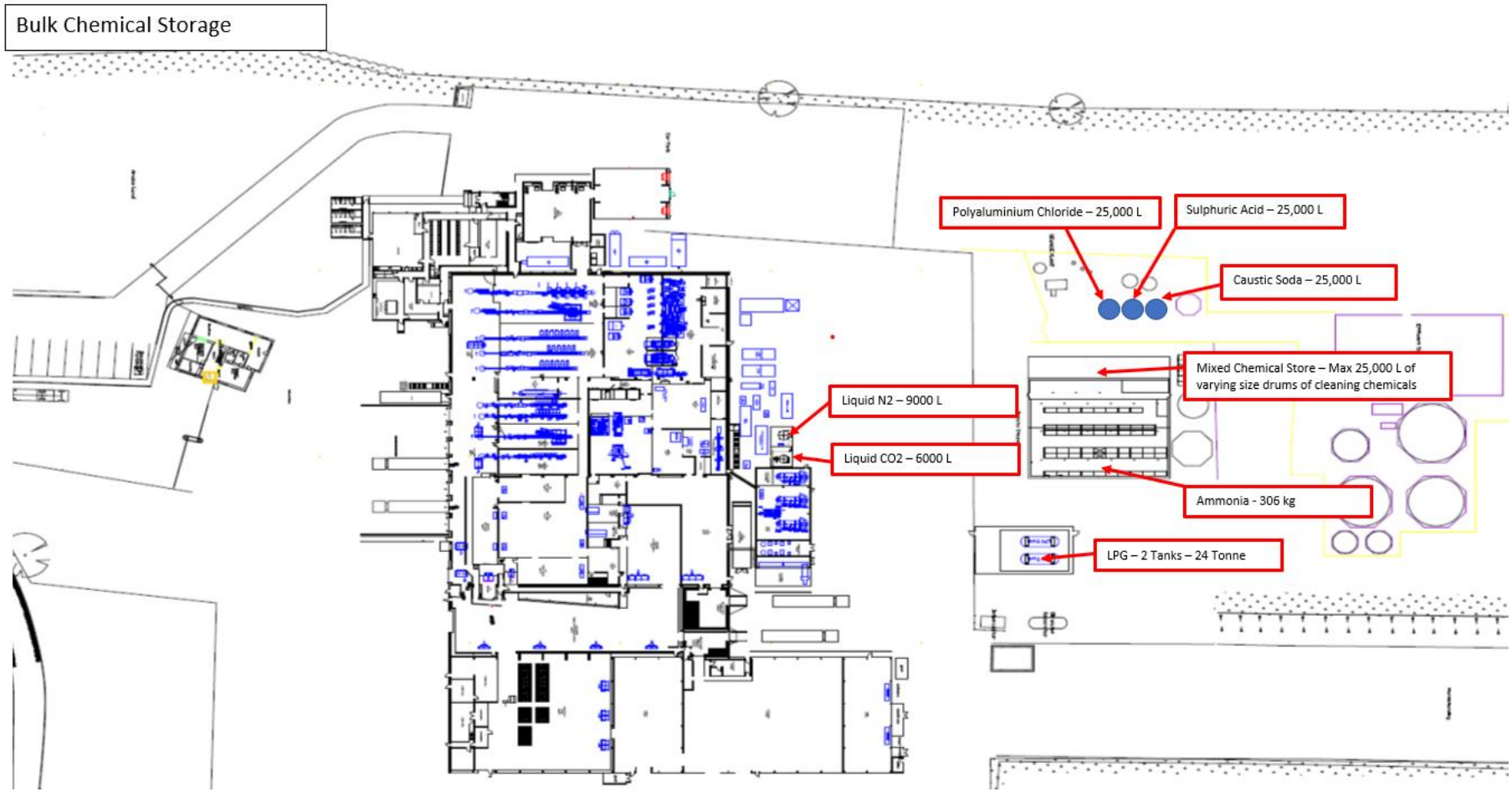
Wastewater Treatment Chemicals



Bulk LPG Tanks



Boiler House (with isolation point)


Bulk Chemical Storage
Polyaluminium Chloride – 25,000 L
Sulphuric Acid – 25,000 L
Caustic Soda – 25,000 L
Mixed Chemical Store – Max 25,000 L of varying size drums of cleaning chemicals
Liquid N2 – 9000 L
Liquid CO2 – 6000 L
Ammonia - 306 kg
LPG – 2 Tanks – 24 Tonne

7 BULK HAZARDOUS SUBSTANCE INVENTORY

NAME OF SUBSTANCE	PURPOSE OF USE	HAZARD	NAME OF SUPPLIER	MAXIMUM QUANTITY	LOCATION
Delladet VS2	Disinfectant		Diversey	3500 L	Chemical Store
Divosan Hypochlorite VT3	Chlorinated Disinfectant		Diversey	500 L	Chemical Store
Fatsolve VF21	Alkaline Detergent		Diversey	400 L	Chemical Store
HD Plusfoam VF1	Alkaline Detergent		Diversey	500 L	Chemical Store
Oxofoam VF5	Chlorinated Detergent		Diversey	1600 L	Chemical Store
Prime CIP VC93	Caustic CIP Detergent		Diversey	6000 L	Chemical Store
Quatdet Clear	Neutral Terminal Disinfectant		Diversey	4000 L	Chemical Store
Super Dilac VA4	Acidic Descaler		Diversey	600 L	Chemical Store
Divosan Activ	Oxidising Disinfectant		Diversey	360 L	Chemical Store
Carbon Dioxide	Refrigeration		Air Liquide	6098 m^3	Bulk Tank
Nitrogen	Refrigeration		Air Liquide	9084 m^3	Bulk Tank
Polyaluminium Chloride	Effluent Treatment		Industrial Chemicals	25,000 L	Bulk Tank
Caustic Soda	Effluent Treatment		Industrial Chemicals	25,000 L	Bulk Tank
Sulfuric Acid	Effluent Treatment		Industrial Chemicals	25,000 L	Bulk Tank

8 ENVIRONMENTAL PROTECTION

SOURCES OF POLLUTION

- Ammonia
- Carbon Dioxide
- Nitrogen
- Oils and Lubricants
- Chemicals
- Animal by Product
- Raw material i.e. tomato sauce

PREVENTION METHODS

- Risk Assess
- Senior Management
- Bunding
- Weekly Environmental Checks
- Monthly Environmental Inspections
- Trained and Competent Personnel
- Correctly located materials i.e. chemical storage area or racking for raw materials

PATHWAYS FOR RUN-OFF

- All surface water run-off will enter the dyke at the rear of the factory leading to the Leake Gride drain which then leads to Hob Hole Drain.
- There is an interceptor fitted to trap FOG collected in surface water drains which then runs to a collection pit before discharge.
- Effluent and foul drains discharge to the site water treatment plant where it is treated and either discharged or recirculated back to the factory.

RECEPTOR SENSITIVITY

- Hob Hole Drain – Low
- Ground Water – Low

9 EMERGENCY PROCEDURES

9.1. FIRE

Detection - Action to take when finding a Fire:

- Operate the nearest fire alarm and shout 'FIRE. FIRE, FIRE'
- Dial 9999 (Internal phone) or 999 (External or Mobile).
- Leave the building by the nearest exit. Do not stop to collect personal belongings.
- Proceed to your Fire Assembly point.
- Make yourself known to your Section Leader/Fire Warden.
- Do not wander from the Fire Assembly Point.
- Wait for further instructions from your Fire Marshall.

Evacuation - On hearing the evacuation alarm everyone must:

- Leave the building by the nearest exit. Do not stop to collect personal belongings.
- Proceed to your Fire Assembly point.
- Make yourself known to your Fire Marshall (Area Coordinator/nominated fire warden).
- Do not wander from the Fire Assembly Point.
- Wait for further instructions from your Fire Marshall.

The fire wardens are for office-based staff or departments where there are no SENIOR MANAGER/SL/etc.

Roles and Responsibilities:

Site Fire Controller (SFC)
Senior Site Manager to assume control in this order:

- Factory Manager
- Senior manager/step up.
- The SFC assumes responsibility for the entire site during evacuation.
- The SFC must ensure that the fire register and roll call is taken.
- Ensure there is clear access to the main utilities e.g. gas, water, electricity.
- On activation of the alarm Security will direct the SFC to the Fire panel where the fault has been detected.
- If safe to do so the SFC will instruct the Fire Investigation Team to investigate the area where the detector has been activated. The SFC will remain in contact with the team by radio channel.

Fire

- Site Fire Controller, will in the event of fire, call the Fire Brigade. *If a fire alarm cannot be confirmed as false, within a maximum of 10 minutes, the fire and rescue services is to be called to make them aware of a potential / likely fire situation so they can be on route.*
- When appliance arrives hand over to the fire brigade.

The alarm sounders in the factory must not be turned off until authorised to do so by the SFC.

Fire Investigation Team (FIT)
Investigate why the detection system has been activated.

- Engineers x 2.
- They must not proceed at any point in their investigation unless it is safe to do so.
- The Fire Control Team must always remain in contact with the SFC and pass relevant information to the SFC.
- They may be called on to carry out an area search for a missing person at the request of the SFC.
- The FIT will communicate on the present channel with the SFC Channel 03

Lead fire Marshal
Role completed by Senior Manager or Step up
- Make way to main entrance.
- With the information from the Fire Marshals complete fire sheet
- Relay information back to SFC via radio on channel 03

Fire:
- Ensure fire sheet compiled and taken to SFC

No Fire:
- After NO FIRE call from SFC aid in re-entry of building.

Fire Marshal/Line Leader
Role taken by trained fire marshals/Line Leader
- On hearing fire alarm, walk line area sweep.
- If safe to do so during sweep turn off equipment.
- Make way to your Fire Assembly point.
- Collect roll call information from section leader then feedback to LFM on any potential missing people, machinery still running etc.
- Alert the LFM to further incidents on site.
- Go back to Fire Assembly point await call from SFC.

Fire
- Be prepared to move to secondary location.
- Appoint First Aid to persons that require attention.
- Do not allow staff to move from Fire Assembly point.

No Fire
- On the call of the SFC ONLY aid in sending staff back to their lines.

First Aider
- Go to Fire Assembly point wait for roll call.
- Inform Section leader that you are a first aider.
- Stay at Fire Assembly point until directed by the fire marshal.

Site Security
On hearing the alarm
- Close barriers.
- Go to panel.
- Ensure Site is locked down (No entry or exit except for emergency vehicles)

Fire
- Stay in security.
- Ensure no Entry/Exit of site. Only exception are the emergency services.
- Only on instruction of SFC call fire brigade.

No Fire
- Stay in security.
- Do not open barriers until staff have re-entered the building.

Section Leader/Step up/Fire warden:
On hearing the alarm
- Make way to Fire Assembly point.
- If persons are missing
    - Name.
    - Where last seen.
    - When last seen.
- Pass information on to the Fire Marshal.

Fire
- Stay at Fire Assembly point.
- Ensure staff do not wander.
- Await instruction from Fire Marshal.

No Fire
- Stay at Fire Assembly point.
- Ensure Staff do not wander.
- Await instruction from Fire Marshal/Fire warden.
- On instruction of SFC, re-enter the building.

Fire Run-Off
To ensure that any fire run off water entering the surface water drainage system.

The Senior Manager, or his deputy, will be responsible for coordinating the trained resources in the event of fire run off water entering a surface water drain.

The Maintenance Manager will liaise with the Senior Manager to assist in the control of the Emergency Event.

All nominated spill control operatives will attend the incident and assist in using the spill kit materials to blank off all surface water drains in the vicinity of the fire run off water.

In the event of a fire on site the Senior Manager present must contact the following personnel immediately.

SHE Manager

Engineering Manager
Maintenance Manager

9.2. OIL OR CHEMICAL LEAK TO A SURFACE WATER DRAIN

SENIOR MANAGER
The Senior Manager will be responsible for controlling the incident, in conjunction with the Maintenance Manager

To minimise a possible pollution incident, when possible, the leak must be sealed by isolation of the tank or container, and the surface water drains in the vicinity of the leak must be sealed using the materials in the spill kits, by trained operatives.

In the event of a leak of oil or chemical to a surface water drain, which has entered the site surface water drainage systems, contact should be made with the following, by the Operations Manager:

SHE Manager
Engineering Manager
Maintenance Manager

A specialist disposal company will be engaged to attend site to extract the contaminant in the surface water drains and minimise the impact.

Spill kits are located throughout the yard and contains floating marine booms and ropes and fixings. A boom must be installed across the dyke in front of the discharge point of the surface water drains.

Following the incident, any materials or products used to control the spillage or leak must be securely bagged, correctly labelled with their contents described, and securely stored in the hazardous waste bin, which is located by the water treatment plant, for disposal.

The SHE Manager will arrange for the disposal of all used materials by a registered hazardous waste carrier.

To be used in conjunction with EMS ERP 02 in emergency response plan manual

9.3. WATER TREATMENT PLANT FAILURE

SENIOR MANAGER
The Senior Manager will be responsible for controlling the incident, in conjunction with the engineering supervisor and effluent plant personnel

To minimise a possible pollution incident, the surface water drains in the vicinity of the leak must be sealed using the materials in the spill kits, by trained operatives.
Any untreated effluent from the Wastewater Treatment Plant should be pumped or drained from the balancing tank into IBC's

Effluent Plant

Effluent Plant personnel will attempt to repair the fault in the water treatment plant and restore normal operation

If repairs are impossible to affect, the Senior Manager on site must be informed, and he must telephone the SHE Manager to arrange for an emergency attendance of a tanker to reduce the level in the balancing tank.

In the event of a leak of effluent into the surface water drains on the site, the Senior Manager on site should contact the following:

SHE Manager
Engineering Manager
Maintenance Manager
Operations Manager
Alpheus

The spill kit located by the water discharge point (Dyke Outlet) contains floating marine boom and their fixings which must be installed across the brook after the discharge point of the surface water drain.

Following the incident, any materials or products used to control the spillage or leak must be securely bagged, correctly labelled with their contents described, and securely stored in the hazardous waste bin, which is located by the water treatment plant, for disposal.

The SHE Manager will arrange for the disposal of all used materials to be disposed of by a registered hazardous waste carrier.

9.4. LPG Tank Leak

SENIOR MANAGER
The Senior Manager present will be responsible for controlling the incident, in conjunction with the Engineering Supervisor

In the event of a leak from the LPG tanks, The Senior Manager should contact the following.

SHE Manager
Engineering Manager
Maintenance Manager
Operations Manager

In case of a leak:
In the unlikely event of a leak from the LPG storage vessel or gas supply, the following action should be taken:

1. **Extinguish** all possible sources of ignition within the vicinity of the leak if the leak is suspected to be outside, and all sources of ignition within the property if the leak is thought to be internal or near the property.
2. **Do not** operate any electrical equipment. This includes switches.

3. **Do not** smoke.
4. **Turn off** all gas appliances, where safe to do so.
5. If the leak is indoors, open windows and doors to **increase ventilation**.
6. A leak in the LPG piping can be stopped by closing the service isolation valve on the storage vessel. **Only** do this if you can approach the valve **safely**. If the storage vessel has a remotely operated shut off valve, operate the control to close the valve **if it is safe** to do so.
7. Call Flogas 24-hour Emergency service immediately on **08457 200 100**

In case of fire:
If there is a fire at the property irrespective of the cause, the following action should be taken:

1. **Dial 999 (Fire Brigade) immediately** and tell them that a Flogas LPG (Propane) vessel is located on the premises.
2. If it is possible for you to **turn off** the supply of gas on the storage vessel **WITHOUT TAKING ANY RISK TO YOUR OWN SAFETY**, you should do so.
3. **Remove** everyone from the area to a safe distance. This is particularly important if the fire is close to the storage vessel.
4. Call Flogas 24-hour Emergency service immediately on **08457 200 100**

9.5. Leakage Of Chemicals from The Wastewater Treatment Plant

SENIOR MANAGER
The Senior Manager present will be responsible for controlling the incident, in conjunction with the Engineering Supervisor

To minimise a possible pollution incident, the surface water drains in the vicinity of the leak must be sealed using the materials in the spill kits, by spill trained operatives. The highest risk is presented during the refilling of the sulphuric acid and caustic tanks. this is minimised by the full attendance of the operative during the operation.

Engineering Manager
The Engineering Manager will ensure that suitable trained employees are present during the transfer of Sodium Hydroxide and Sulphuric Acid from the road delivery vehicle to the storage tanks in the Water Treatment Plant. A chemical spill kit will be available at the transfer point in case of spillage of these materials and possible contamination of the surface water drainage systems and water course.
Material Safety Data sheets will be kept on file in the event of spillage

In the event of a leak of chemicals to a surface water drain contact should be made with the following:

SHE Manager
Engineering Manager
Maintenance Manager
Operations Manager

The spill kit located in the water treatment plant contains material specifically designed for use in the event of chemical spillages. The spill kit at the discharge point contains floating marine booms

and their fixings, which must be installed across the brook after the discharge point of the surface water drains.

Following the incident, any materials or products used to control the spillage or leak must be securely bagged, correctly labelled with their contents described, and securely stored in the hazardous waste bin located outside the water treatment plant, for disposal.

The SHE Manager will arrange for the disposal of all used materials to be disposed of by a hazardous waste carrier.

9.6. Leakage of Liquid Carbon Dioxide (CO2) or Nitrogen (N2)

SENIOR MANAGER
The Senior Manager present will be responsible for controlling the incident, in conjunction with the engineering supervisor.

To minimise a possible pollution incident, the surface water drains in the vicinity of the leak must be sealed using the materials in the spill kits, by trained operatives.

The highest risk is presented during the refilling of the CO2 and N2 tanks. This is minimised by the attendance of Air Products delivery operative during refilling.

In the event of CO2 or N2 entering the surface water drain the Senior Manager should contact:

SHE Manager, Engineering Manager, Maintenance Manager, Operations Manager
Air Products Emergency Number **0345 607 1207**

The spill kit located in the water treatment plant contains material specifically designed for use in the event of chemical spillages. The spill kit at the discharge point contains floating marine booms and their fixings, which must be installed across the dyke in front of the discharge point of the surface water drains.

Following the incident, any materials or products used to control the spillage or leak must be securely bagged, correctly labelled with their contents described, and securely stored in the hazardous waste bin located outside the water treatment plant, for disposal.

The SHE Manager will arrange for the disposal of all used materials to be disposed of by a hazardous waste carrier.

9.7. Flooding

In the event of a major flood which may cause water to enter the site Foul/Surface water drains then cover drains with drain mats and deploy the dyke blade. The site has been signed up for flood warnings (Our customer reference number is 79080398).

In the event of flooding contact the Senior Manager should contact the following

SHE Manager, Engineering Manager, Maintenance Manager

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Wastewater Treatment Plant operators

- Andy Scholefield - 07976718015
- Chris Ellis – 07977752709
-

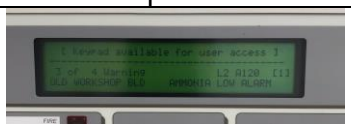
9.8. Ammonia Release

In the event of an Ammonia leak the Senior Manager should contact the following.

SHE Manager - Engineering Manager - Maintenance Manager

Raising the Alarm
In the event of an ammonia leak, the Ammonia alarm will sound at the Ammonia plant room and repeated on the fire alarm panel as an intermittent tone. The alarm is then reported to the GEA team automatically.

If any person smells ammonia or suspects a leak they should report immediately to the Engineers and Security and not attempt to investigate the leak

Ammonia Plant	Site Security	Fire alarm panel
		 

Department	Actions
Security	• Alarm Sounds in Security (Red / Amber) • Call Engineers immediately • Shut Main entrance • Shut Car park entrance • Shut pedestrian entrance • Inform visitors in house (if any) to stay indoors and close windows
Engineers	On hearing alarm and communication from Security • Check direction of wind (wind sock) • Engineer to approach Energy Centre • If smell of Ammonia, go back inside & contact GEA for advice (DO NOT enter Energy Centre) • If No smell, approach Energy centre and ring GEA for advice (DO NOT go enter Energy Centre) • Work with GEA advice on Emergency situation / evacuation (if required)
Yard	On hearing Ammonia Alarm • Communicate / sweep yard to account for team • All yard / supply chain team to come inside
Factory	On hearing Ammonia Alarm • Keep all employees inside the factory • Communicate / sweep - car park, smoking shelter and bring all inside • All departments to stay inside • Close all windows • Await instruction

Alpheus	On hearing Ammonia Alarm or made aware of issue • Account for all employees and bring inside • Close all doors and windows • Do not go outside and await instruction

Ammonia Alarm Procedure

In the event of an ammonia leak the alarm will operate automatically

- First Stage Level 500 PPM / 0.05% NH3
- Second Stage Level 2500 PPM / 0.25% NH3

The alarm will go off and there may be a strong, unpleasant smell. This should be reported to site Engineers, who will contact GEA Refrigeration Ltd immediately.

GEA Actions

Protective Clothing/Equipment - For GEA use only.

- Ammonia facemasks (on entrance to Energy Centre and / or brought by GEA personnel)
- Ammonia personal gas monitor
  (The above equipment is kept by GEA)
- Line diagram of ammonia system
  (The above equipment is kept in the plant and control room)

- GEA responsible for Energy Centre and the only personnel permitted to enter

First Aid Treatment

Inhalation

- Call 999
- Remove patient into fresh air
- If necessary, remove clothing, particularly from moist parts of body
- Keep warm with blankets and hot water bottles. Keep at rest
- A person authorised by a doctor can administer oxygen
- If breathing fails, apply artificial respiration, and continue until patient breathes again or until Emergency service instructs otherwise

Eyes - Liquid Splashes or Concentrated Vapour

- Move IP into emergency shower
- Irrigate immediately, and continue for at least 30 minutes
- Call 999

*Diphoterine treatment can be used

Skin - Liquid Splashes or Concentrated Vapour

- Call 999
- Wash immediately with large quantities of water for at least 15 minutes, removing affected clothing whilst in the water (Use emergency Shower)

- After removing all clothes wrap patient in blankets

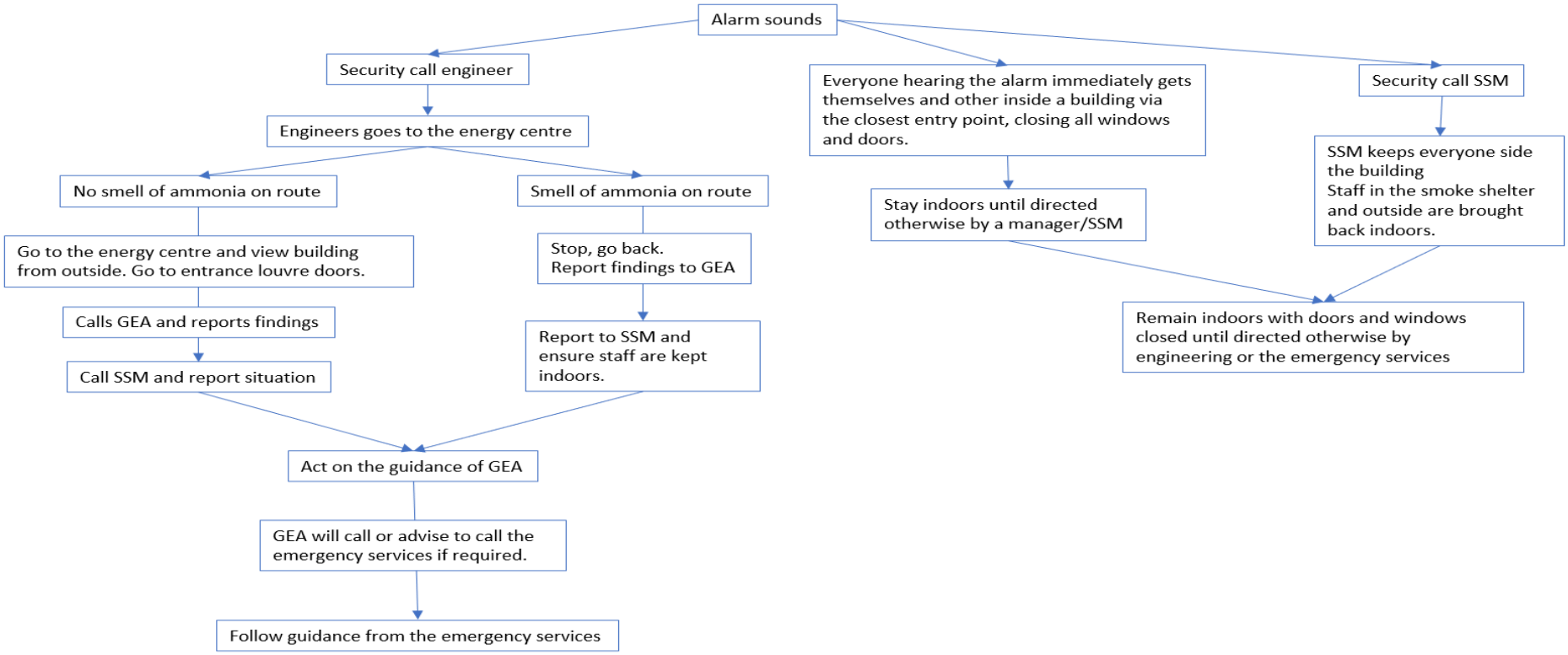
*Diphoterine treatment can be used

Ammonia Exposure - Health Effects Vapour Concentration Levels

Concentration/Time	% Ammonia/Time	Effect
20 ppm to 50 ppm	0.002 % to 0.005%	Mild discomfort, depending on whether an individual is accustomed to smelling ammonia
50 ppm to 80 ppm for 2 hr	0.005 % to 0.008% for 2 hr	Perceptible eye and throat irritation
100 ppm for 2 hr	0.01% for 2 hr	Nuisance eye and throat irritation
134 ppm for 5 min	0.0134% for 5 min	Tearing of the eyes, eye irritation, nasal irritation, throat irritation, chest irritation
140 ppm for 2 hr	0.0140% for 2 hr	Severe irritation, need to leave exposure area
300 ppm to 500 ppm for 30 min [9]	0.03% to 0.05% for 30 min	Upper respiratory tract irritation; tearing of the eyes (lacrimation), hyperventilation
700 ppm to 1700 ppm	0.07% to 0.17%	Incapacitation from tearing of the eyes and coughing
5000 ppm to 10 000 ppm	0.5% to 1.0%	Rapidly fatal
10 000 ppm	1.0%	Promptly lethal

Reference Ammonia Emergency Response Plan for additional details

TITLE: **Emergency Response Plan**



9.9. Asbestos

In the event of accidental contact/damage to Asbestos that could lead to exposure to fibres the Senior Manager should remove people from the area & Corden the area off, then contact the following

SHE Manager
Engineering Manager
Maintenance Manager

SHE Manager
The SHE Manager is responsible for providing facilities or systems for the collection of any ACM to ensure safe storage prior to removal by a specialist contractor. The SHE Manager must ensure that the appointed waste removal contractor is registered, permitted, and licensed to remove and dispose of this category of waste.

Engineering Manager
The Engineering Manager must provide a suitable storage facility for storing ACM until transferred to the designated Waste Contractor for disposal. The Engineering Manager must retain the Hazardous Waste Transfer note from the Waste Removal Contractor for the required statutory period.

9.10. Electrical Failure

If you suspect someone has received an electric shock, you must ensure all power sources are isolated before you can treat the casualty. The action you take will depend on whether the risk is posed by high voltage or low voltage electricity.

High Voltage
Overhead power cables are an example of a power source generating high voltage electricity. High voltage electricity can 'jump' or 'arc' up to distances of 18 metres or more. If faced with a casualty because of, or in the vicinity of, dangerous high voltage electricity, **DO NOT APPROACH!** Stay at least 25 metres away from the casualty until the power has been switched off by an official agency i.e. the Electricity Board.

Low Voltage
If faced with a casualty who is in the process of receiving a low voltage electric shock you should:

Act to break the contact between the casualty and the electrical supply. If possible, to do so safely, you should turn off the source of electricity, either by switching off the current at the mains, turning the power off at the circuit board, removing the plug or wrenching the cable free.

Alternatively, move the source of the shock (i.e. power tool) away from yourself and the casualty using an object of low conductivity. First, stand on a dry insulating material, such as a book, newspapers, or rubber matting. Then, use a long, low-conductivity object like a wooden

broom or specially designed Electric Shock Rescue Hook to push the power source away from the casualty or move the casualty's limbs away from the power source.

Call for First aid

9.11. Racking Failure

In the event of a catastrophic racking collapse The Senior Manager must clear the area, contact the Section Manager Supply Chain to establish if anybody is missing. Any injured person must take priority call for first aid and the emergency service (999).

Do not tackle the collapse call Peter Samms Equipment on **01522 500898** and await instruction

Steps to take on Racking Failure

1. Consult with workers at the site of the incident. Seek medical attention if required. Examine the incident/injury that has occurred and take note of the situation (remember to include who, what, when where and how). Inspect the racking to determine the degree and type of damage and set out action steps.
2. Secure the area. Take steps to protect worker safety. Block off the area where the damage occurred or unload the racking structure if it is safe to do so.
3. Communicate hazards. Inform workers of hazards in the warehouse and obstacles they should be aware of.
4. Find the root cause of the incident. Identify the cause of the incident. It may not be operator error. It could be incompatible forks and pallets, so the forks stick out of the pallet too far. It could be poor visibility or poor lighting in the warehouse. Maybe there is not enough room between racks for a forklift to turn safely.
5. Put controls in place to address the root cause. Place controls around the root cause to prevent it happening again. This may mean more training for workers, a new warehouse layout, improved lighting or inspections and repair of equipment.
6. Keep communication open. Communicate with management to ensure quick and timely repair to any damaged racking.
7. Take stock of any affected workers. Even if everyone escapes uninjured, workers can be affected and may not be able to return to work in their area. Take steps to redeploy them to another area to keep them working until your warehouse recovers.
8. Relocate undamaged stock. During clean-up, you may find stock that is salvageable enough to sell. Once the site is safe, sort through to see what you can recover.
9. Write a report. Write a report on your investigation and keep records.
10. Inspect and Repair. Make sure you have your racking inspected and/or repaired by qualified professionals.

9.12. Work at Height

In the event of a work at height incident the Senior Manager should immediately contact the following:

SHE Manager
Engineering Manager

Maintenance Manager

Under normal circumstances back-up systems built into the machine will allow the operator to bring the platform of the machine to ground level under controlled conditions. It is extremely unusual for these systems to fail.
To ensure that a safe method of rescue is available when all other back-up systems for returning people to the ground level have failed, the following procedures can be used.

1. Ensure that all normal emergency lowering procedures have been activated. (Guidance documents are available in the pack)
2. Contact the Engineering Manager to report the failure of back-up emergency lowering systems and request engineering assistance.
3. If the rescue cannot be carried out using emergency lowering guidance, then the emergency services must be called to affect the rescue. **Under no circumstances must a Forklift truck be used to rescue from height.**

Confined Space

Confined space activities will, in the majority of cases, be completed by external competent contractors. All activities will follow specific rescue plans which will be required as part of the RAMs pack of documentation. No confined space work to be undertaken without task specific rescue plan.

Boiler Room

Duty Holder manages Boiler House activities with BOAS competent team. In the event of emergency, the Boiler House is to be evacuated, and gas isolation activated (next to main door) and Duty Holder and Engineering Manager to be contacted.

RESCUE PLAN

This rescue plan has been compiled to comply with current legislation (Work at height Regulations 2005) for people who work at height. It is to be brought to the attention of those exposed to the risk of working at height and those supervising and managing the same work at height. (Further guidance is available in the rescue plan pack.)

Emergency	Proposed Action
Failure of Upper control functions while elevated	Where the normal upper control functions fail, the operator will use the auxiliary controls from the platform to lower the lift safely to the ground.
Failure of the operator to be able to operate the MEWP functions while elevated due to the following reasons. A. Operator incapacitated B. Auxiliary functions fail to operate from upper control station.	Where the operator is incapable of lowering the MEWP using the upper controls, an appointed person familiarised in the use of the lower ‘Ground’ controls will lower the platform safely to the ground using the lower ground controls.
	Where the lower ground controls fail to allow the boom

Failure of lower ground controls	to be lowered safely to the ground, the appointed person will use the 'Auxiliary' ground controls to lower the boom safely to the ground.
Failure of all normal and auxiliary lowering functions	Where all normal and auxiliary functions have failed, the appointed person on the ground should call the engineering department for assistance. If the issue remains unresolved the emergency services should then be called to affect the rescue.

9.13. Legionella Detection

Responsible Person – Trevor Thomson 07955297906

Account Engineer 01909565133

In the event of a positive legionella result Hydro X will ensure that the result is communicated to the Technical Manager by phone with an agreed action recommendation. The results and action should be confirmed by email under 'confidential cover' to the Maintenance Manager. Hydro X should not enter any discussions with other parties regarding the result.

The action taken should conform to the recommendations given in section 6 as recommended by the HSE code of practice L8. This includes the immediate cessation of plant, appropriate remedial action including cleaned disinfectant, resampling and return to normal operation, under this the BCP should be engaged

If the Technical Manager feels that the result should be made public the Bakkavor communications/legal team should be contacted prior to release.

Outbreak or suspected outbreak of Legionnaires Disease

1. Legionnaires disease is not notifiable under public health legislation in England & Wales however in Scotland, legionellosis is notifiable under public health (Notification of infectious disease Scotland Regs 1988.).
2. An outbreak is defined by the public health Lab services (PHLS) as two or more confirmed cases of legionellosis occurring in the same locality within a six-month period. Location is defined in terms of geographical proximity of cases and required a degree of judgment. It is the responsibility of the Proper officer for the declaration of an outbreak. The proper officer is appointed by the local authority under public health legislation and is usually a consultant in communicable Disease control (CCDC)
3. Local Authorities will have established incident plans to investigate major outbreaks of infectious disease including legionellosis. These are activated by the proper officer who's invokes an outbreak committee, whose primary purpose is to protect public health and prevent further infection. This will normally be set to manage the incident and will involve in the investigation of outbreaks, their aim being to peruse compliance with Health and safety legislation.
4. The local authority, CCDC or EHO acting on their behalf (often with the relevant officer from the enforcing authority-either HSE or thew local authority) may make a visit.
5. As part of the outbreak investigation and control, the following requests and recommendations may be made by the enforcing authority.

a. To shut down any processes which can generate and disseminating airborne water droplets and keep them shut down until sampling procedures and any remedial cleaning or other work has been done. Final clearance to restart the system may be required.
b. To take water samples (in accordance with Paragraph 124-131 ACOP L8) from the system before any emergency disinfection being undertaken. This will help the investigation of the cause of the illness. The investigation officer from the LA may take samples or require them to be taken.
c. To provide staff health records to discern whether there are any further undiagnosed cases of illness, and to help prepare case history of people affected.
d. To cooperate fully in an investigation of any plant that may be suspected of being involved in the cause of the outbreak. This may involve, for example,
    i. Tracing of all pipework
    ii. Detailed scrutiny of all operational records
    iii. Statements from plant operatives and managers
    iv. Statements from water treatment contractors or consultants

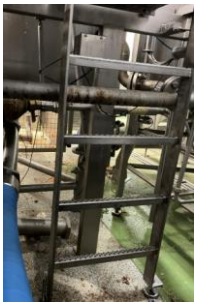
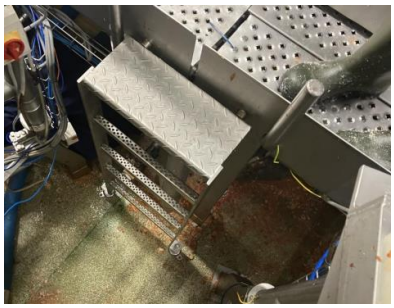
6. Any infringements of relevant legislation may be subject to formal investigation by the appropriate enforcing authority.

9.14. Kettle Gantry Rescue Plan

This rescue plan has been compiled to explain the process for working under the Kettle Gantry and the rescue plan for extracting workers in the event of an emergency.
Engineers and designated Hygiene operatives are only permitted to enter the area under Kettle Gantry for maintenance or cleaning purposes. The three designated ladders are the means of access.
If a worker is injured or is not able to use the ladders to leave the area, the push door function on the emergency access doors is to be used. This will break the seal from Low Risk to High Care but will enable the worker to be extracted from the area.

Emergency	Proposed Action
Injury to a worker preventing them to leave the under 'Kettle Gantry' area. Unable to utilise ladder	Closest emergency door to be opened to enable worker/s to be extracted at same level

Three access ladders

Emergency access doors




10 INCIDENT REPORTING LOG

This log is to be completed by the SENIOR MANAGER, or his deputy in the event of an environmental emergency being declared.
An accurate time record must be kept of the information relating to the incident and its subsequent response.

INCIDENT LOG

To be completed during the incident

Date of Incident		**Time of Incident**		**Password (if necessary)**	
Nature of Incident		**Raised By**		**Time**	
People Informed					
First on Site					

Incident Management Team

Name	Position	Time Called	By Whom	Time on Site	Comments

	Contact	Time Called	By Whom	Time on Site
Customer Informed				
Local Authority Informed				
BRC Certification Body Informed				

Area Involved in Incident		Time Secured		By Whom	

INCIDENT LOG – continued

Date	Time	Information & log of events	Action Required	Person(s) Responsible

To be completed during the incident

11 INCIDENT SUMMARY

To be completed after the incident

Incident Detail	
Product Traceability Information – Summary	
Action Taken	
Incident Follow Up	
Management Sign Off	