



Emergency Preparedness and Response

1.0 Purpose

To identify and respond to accidental and emergency situations NPTC may be involved in. Where practicable, these procedures are tested regularly. This procedure covers contact and notification procedure in case of fire, asbestos, flood or pollution incident.

2.0 Scope

The scope of the procedure is to cover all aspects of NPTC activities at the named address(s) in order that corrective action may be taken as and when emergencies occur.

3.0 Responsibility

3.1 Responsibility lies with the first person noticing the incident or potential emergency situation to notify the Facilities & Estates Manager.

3.2 The Facilities & Estates Manager will take responsibility for contacting the emergency services for situations arising at the NPTC sites. If the Facilities & Estates Manager is unavailable the Estates Supervisor will contact the emergency services.

4.0 Procedure

4.1 Fire - See specific Fire Policy

4.2 Flood - Daily checks are undertaken as part of normal working practises to identify possible leakages or blocked pipe work.

The numbers below are to be contacted in the event of a flood where water is likely to become contaminated by chemicals, oil or diesel on the site.

Welsh Water: 0800 0520130

Environment Agency: 0800 807060

4.3 Spillage - Responsibility for any spillage lies with the first person detecting or finding the spill to contain it by taking action as detailed in the toolbox talks and the spill procedure flow sheet below.

In every instance of spill MUST be recorded and investigated as a non-conformity by following steps listed in the Non-conformity procedure.

All records of spillage should be stored safely for a period of at least 2 years in such a way that they remain legible and easily accessible.

In accordance with COSHH legislation data sheets are retained identifying possible hazardous chemicals.

4.4 Asbestos - See specific Asbestos guidance.

5.0 Associated Documents

Non-Conformance Procedure

COSHH Data Sheets

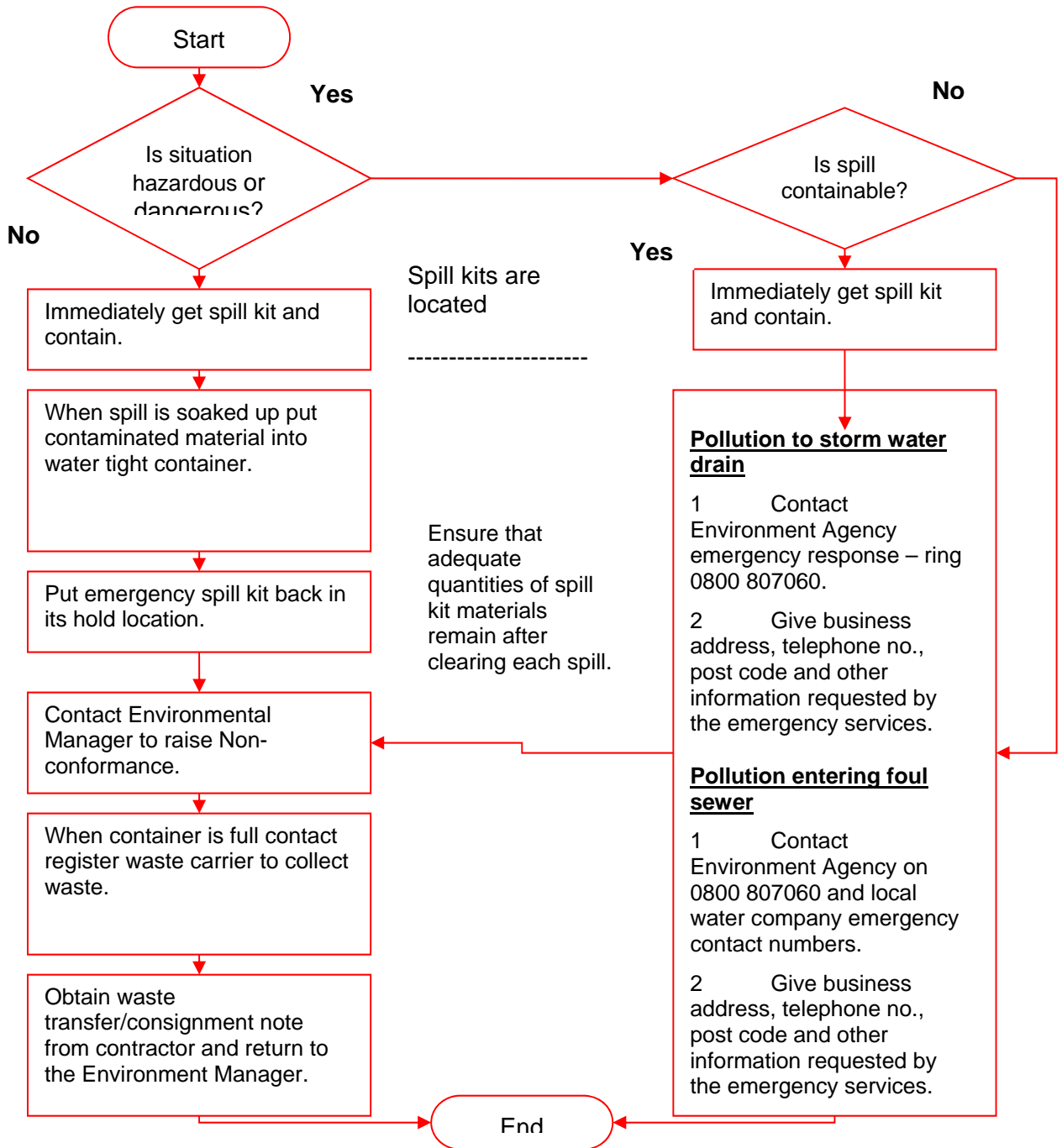
Aspects Register

Fire Policy

Asbestos Register

Emergency Preparedness and Pollution Prevention Table

SPILLAGE



Signed:..... (Environment Manager) Date: