

<b>RAY WHELAN LTD</b>			
<b>TITLE</b>	EMERGENCY RESPONSE PLAN & PROCEDURE	<b>REF</b>	EOP 019-Rev 01
<b>ISSUED BY</b>	Joe Shannon	<b>APPROVED BY</b>	Ray Whelan
<b>DATE</b>	30 <sup>th</sup> June 2021	<b>PAGE</b>	1 of 9

### 1.0 Purpose.

This Emergency Response Plan (ERP) and Procedures have been established to comply with condition 9.2 of the Ray Whelan Ltd waste licence which states that the ERP shall, '*address any emergency situations which may originate on the facility and shall include provision for minimising the effects of any emergency on the environment.....*'

The purpose of this ERP is to ensure that incidents and accidents with the potential for adverse environmental impact are prevented, or their impact managed, minimised and notified as appropriate.

### 2.0 ERP Scope & Risk Assessment.

This ERP and Procedures have been compiled in accordance with the EPA Publication, '*Guidance to Licensees on the Preparation of Accident Prevention Procedures and Emergency Response Procedures, 2016*' and is considered to be appropriate to the risk(s) posed by the Ray Whelan Ltd facility.

This ERP identifies all major hazards and potential environmental risks on site and details the necessary measures in place to prevent incidents and accidents. Should an incident or accident occur, this ERP details the measures, actions and the personnel responsible to reduce the possible adverse impacts on the environment and to limit their consequences.

A review of the potential risks that could arise at the Ray Whelan Ltd facility including; fire, gas leak, explosion, chemical spill, fuel spill, liquid spill, flood and injury is summarised in the Table below.

**Table 1. Risk Assessment.**

Potential Risk	Site Risk		Comments
	Yes	No	
Fire	✓		Combustible material is stored on site. Fire-fighting equipment is available across the site. A separate fire risk assessment has been carried out and submitted to the Agency.
Firewater	✓		A separate fire water retention assessment has been carried out and submitted to the Agency.
Gas Leak		X	There is no mains gas supply to the site. This is not a risk at the facility.
Explosion		X	There are no potentially explosive materials at the site. This is not a risk at the facility.
Chemical Spill		X	There are no chemical materials at the site. This is not a risk at the facility.
Fuel Spill		X	Fuel is not stored at the site. This is not a risk at the facility.
Liquid Spill	✓		Potential liquids in bins/skips. Spill kits are available across the site.
Flood		X	The site is not prone to flooding. This is not a risk at the facility.
Injury	✓		PPE is provided for all yard staff. First aid equipment is available in the yard office.

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### 3.0 Responsibility.

The persons responsible for managing and implementing this ERP and a summary of their specific responsibilities are shown in Table 2.

**Table 2. ERP Responsible Persons.**

<b>Name</b>	<b>Title/Role</b>	<b>Mobile No.</b>	<b>Responsibilities</b>
Ray Whelan	Managing Director	087 2508483	Overall responsibility for ensuring that the ERP and Procedures are communicated, understood, implemented, reviewed annually and updated as required.
Joe Shannon	Deputy/Yard Manager	087 7800338	Daily supervision, communication and implementation of the ERP and Procedures, organising staff training, ensuring PPE, first aid and spillage equipment are available and used appropriately by staff.
Natasha Dunne	Weighbridge Office Manager	085 8628003	Maintaining training records, assistance with implementation of the ERP and Procedures.
Yard Staff	Yard Operatives	Various	Attending training and complying with the ERP and Procedures
Staff	Drivers & Helpers	Various	Attending training and complying with the ERP and Procedures

This ERP and procedures has been issued by Joe Shannon (Deputy Manager), reviewed, approved and signed by Ray Whelan (Managing Director).

### 4.0 Main Facility Risks.

The main potential emergency risks identified for the Ray Whelan Ltd facility are fire (either within the site office, canteen, transfer station building and yard), liquid spillages and injury to staff.

The following procedures outline the facility measures that are in place to prevent incidents and accidents and details the actions that should be followed when dealing with the specific site emergency situation.

The following emergency response procedures apply to all Ray Whelan Ltd staff and employees @ Cappanaboe, Carlow, Co. Laois.

### 5.0 Fire Procedure.

Combustible material eg. paper, cardboard, timber, plastics, dry recyclable materials etc is stored on site. A separate fire risk assessment and waste storage plan have been carried out and submitted to the Agency.

#### 5.1 Site Fire Fighting Equipment.

The following fire-fighting equipment is available at the site.

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**Table 3. Fire Fighting Equipment.**

Area	Location	Type
Site	Yard	Rainwater Storage (114m <sup>3</sup> )
Site Office	Lobby	CO <sub>2</sub> - 2Kg
Site Office	Office	Foam - 9 Litres
Outside Office	Cage	Foam - 6 Litres
Outside Office	Cage	Foam - 6 Litres
Outside Office	Cage	Foam - 6 Litres
Outside Office	Cage	Powder – 6 Kg
Outside Office	Cage	Powder – 6 Kg



**Photo 1. Rainwater Storage Tank (Firewater).      Photo 2. Fire Extinguishers.**

### 5.2 *Fire in Waste Transfer Station.*

On discovering a fire the finder should;

Raise the alarm by shouting 'FIRE'.

In the event of a small quantity of smouldering waste being detected on site during operating hours, site staff will use the dozer to remove the waste and spread it in the external yard prior to dousing with either fire extinguishers or water from onsite rainwater storage tanks as listed in Table 3 (Photos 1 & 2).

The waste loading ramp has been identified as a potential emergency fire quarantine area. This area could be used to push larger quantities of smouldering waste into for dousing from the onsite rainwater storage tanks.

If the finder considers the fire to be beyond control, ***leave the area immediately and do not attempt to tackle the fire.***

Inform the main office reception of the location/nature of the fire and the emergency services required.

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The yard Manager is responsible for ensuring that the main site electricity is switched off at the main incoming power supply unit. This location is clearly marked on site (Photos 3 & 4).



**Photo 3. ESB Switch Location.**

**Photo 4. ESB Main Incomer Unit.**

The weighbridge office personnel are responsible for contacting the emergency services and Raymond Whelan. Emergency phone numbers are posted in the main office, site office, site yard and house.

Telephone lines shall be kept clear for emergency calls



All staff & visitors are responsible for gathering safely at the fire assembly point which is clearly marked and signed in the yard car park area at the second yard entrance gate (Photo 5).

**Photo 5. Fire Assembly Point.**

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The weighbridge office personnel are responsible for taking a roll call of visitors/staff and informing the Chief Fire Warden of the headcount status when he arrives on site.

The yard Manager and/or Ray Whelan shall remain at the site for the emergency service to arrive. On arrival of the fire brigade at the facility, the yard Manager and/or Ray Whelan shall inform the emergency services of the types and quantities of waste on site, any potential known hazards and hand over a copy of the site waste storage plan which shows important information that may assist the fire brigade to safely tackle the fire.

### 5.2 *Fire in Yard Office/Canteen.*

If a small fire breaks out in the yard office or Canteen, attempt to put out the fire using the local fire extinguishers.

If the finder considers the fire to be beyond control, ***leave the office/canteen immediately and do not attempt to tackle the fire.***

Telephone for the emergency services from a mobile phone. Once the emergency services have been contacted, call Raymond Whelan and then the yard manager (if not on site) to report the fire.

All staff & visitors are responsible for gathering safely at the fire assembly point which is clearly marked and signed in the yard car park area at the second yard entrance gate (Photo 5).

The weighbridge office personnel are responsible for taking a roll call of visitors/staff and informing the Chief Fire Warden of the headcount status when he arrives on site.

The yard Manager is responsible for ensuring that the main site electricity is switched off at the main incoming power supply unit. This location is clearly marked on site (Photos 3 & 4).

The yard Manager and/or Ray Whelan shall remain at the site for the emergency service to arrive. On arrival of the fire brigade at the facility, the yard Manager and/or Ray Whelan shall inform the emergency services of the types and quantities of waste on site, any potential known hazards and hand over a copy of the site waste storage plan if there is danger of fire spreading to the transfer station building.

### 6.0 **Spillage Procedure.**

As required by Clause 9.3 of the Waste Licence, Ray Whelan Ltd has on site an adequate supply of containment booms and/or suitable absorbent material to contain and absorb any spillage at the facility (Photos 6 & 7).

All staff shall handle, transport and store liquids in a manner which prevents spillages.

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Small non-oil/chemical spillages in the yard shall be washed into the blind sump for off-site disposal.

Any oil or chemical spillages shall be quickly contained and absorbed by using the absorbent material in the on-site spill kits. Care should be taken to prevent spillages entering the site drains and blind sump. Any absorbents used should be placed into an appropriate container for removal and disposal offsite.



**Photo 6. Spill Kit Location.**



**Photo 7. Absorbent Material.**

The Yard Manager shall carry out regular checks of spillage kits. However, all staff are responsible for informing the Yard Manager in the event of spillage material being used up and requiring replacement. The site plan shows all drains, waste storage and material storage areas.

All significant spillages occurring at the facility shall be treated as an emergency and immediately cleaned up and dealt with so as to alleviate their effects.

## **7.0 Injury Procedure.**

All Ray Whelan Ltd yard staff, drivers and helpers are provided with adequate supplies of free PPE including; gloves, high viz vests, goggles, facemasks and hard toe capped boots.

An adequate supply of PPE and first aid equipment is kept on the yard office (Photo 8) including;

- Eye washes
- Sterile wipes
- Bandages
- Plasters/dressings
- Ice Packs
- Emergency first aid kits

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**Photo 8. PPE & First Aid Cupboard.**

The Yard Manager shall carry out regular checks of PPE and first aid equipment to ensure adequate supply. However, all staff are responsible for informing the Yard Manager in the event of PPE or first aid equipment being used up and requiring replacement.

On discovering an injured person the finder should;

Attempt to give first aid if necessary and trained to do so. Inform the reception immediately of the emergency and the services required.

The weighbridge office personnel are responsible for contacting the emergency services and Raymond Whelan. Emergency phone numbers are posted in the main office, site office, site yard and house. Telephone lines shall be kept clear for emergency calls.

The yard Manager and/or Ray Whelan shall remain with the injured person until the emergency service to arrive.

## **8.0 Staff Training & Records.**

All relevant Ray Whelan Ltd staff will be trained on these Emergency Response Procedures at appropriate intervals (at least once per annum).

The Yard Manager is responsible for ensuring that this ERP and procedures are readily available, communicated and explained to all staff. The Yard Manager is also responsible for the daily supervision, communication and implementation of the ERP and Procedures, organising staff training, ensuring PPE, first aid and spillage equipment are available and used appropriately by staff. Records of staff training on these procedure will be maintained in the yard office and available for review if requested.

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## **9.0 Out of Hours Contacts.**

Mr Ray Whelan lives approximately 300m from the facility. In the event of an emergency situation occurring out of normal hours of operation eg. fire, it is expected that Mr Whelan will be immediately alerted.

Out of hours emergency contact numbers are provided on the main site notice board. Mr Ray Whelan is the main out of hours contact and key holder 087-2508483. In the event that Mr Whelan is out of the area overnight, the key out of hours contacts are;

- Joe Shannon, Deputy Manager - 087 7800338
- Michelle Bambrick, Office Manager - 087 6276656

## **10.0 Incident Notification, Management & Communication.**

Any accidents/incidents that do occur on site will be fully investigated and recorded as follows:

- Documentation of what occurred
- The root cause of the event
- A summary of the response actions taken
- A summary of the impact on the environment
- Identification of lessons regarding prevention of reoccurrence and in terms of response to future events.
- Review of the ERP after any accident/incident to ensure it is still fit for purpose.

In the event that an emergency situation or accident is also a notifiable incident, Ray Whelan Ltd will ensure that the conditions of the Waste Licence are complied with and communicated with the EPA as per the Agency's guidance on incident notification, management and communication ie. notification to the Agency by telephone and via the EDEN portal.

## **11.0 Location & Storage of ERP.**

Copies of this ERP will be available at the Yard Office, Cannery Road Offices and at Mr Ray Whelans' House. The ERP will be documented, maintained and available for review at all reasonable times.

## **12.0 ERP Review.**

This ERP will be reviewed as necessary and at least annually. The review will be documented and will take into consideration the learning or corrective actions identified from any incidents or emergencies which have occurred since the previous review.

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### Emergency Telephone Numbers

Managing Director	Ray Whelan	087 2508483
Deputy Manager	Joe Shannon	087 7800338
Office Manager	Michelle Bambrick	087 6276656

Fire Brigade (Local)	059 91 31144/059 9131220
Ambulance	999
Dr. Gallagher	059 9147636/ 059 9131349
Gardai	999
Gardai (Local)	059 9131505
Laois County Council	057-8664000
Carlow County Council	059-9170300

Environmental Protection Agency (Wexford)	053 60600/053 60636
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ESB	1850 372 999
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Nearest Casualty Department Portlaoise	057 86 21364
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County Hospital Kilkenny	056 7785000
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Date	Print Name	Signature
30-6-21	RAYMOND WHELAN	