

APPENDIX 14

EXAMPLE ENVIRONMENTAL EMERGENCY PROCEDURES

1 BASIC EMERGENCY REQUIREMENTS

DO:

1. **Make it Safe, Stop, Contain, Notify!**
2. Identify the cause of the emergency or incident and act immediately to prevent it from getting worse.
3. Make sure that appropriate PPE is available to use where necessary.
4. Report any emergency or incident to the Site Manager and Environmental Team immediately, detailing the nature, cause and location so that appropriate action can be taken.
5. Contact the Local Authority, SEPA and / or SNH as relevant to the incident.

DO NOT:

- Ignore an incident as this will lead to disciplinary consequences and/or legal action – always take action and respond to the incident.

AFTER AN INCIDENT:

- Ensure that any lessons from the incident are communicated to all relevant staff and appropriate action taken elsewhere on site if necessary.
- Update all relevant Method Statements and Toolbox Talks, and ensure new information is communicated to site staff.

Iberdrola Engineering and Construction 24hr
Emergency Response Contractor Contact Details

Alder and Allan

0800 592 827

2 FIRE

DO:

1. Report emergency to Site Manager immediately.
2. Call fire brigade (the fire may only appear to be out).
3. Inform landowner / occupier and relevant IEC Construction Team.

DO NOT:

- Place yourself at any risk.

3 EMERGENCY SPILLS AND POLLUTION INCIDENTS

DO:

1. Make sure you have the appropriate PPE before taking action.
2. Contain a pollution incident immediately using absorbent materials and booms, or by digging containment facilities or bunds.
3. Report incident to site manager and the environmental manager(s) and contact SEPA.
4. Contact the designated spill clean-up company for appropriate assistance.
5. Check all nearby water bodies and watercourses to ensure if any spills or pollution has spread beyond the immediate area and take action as required in liaison with SEPA.

DO NOT:

- Dig ditches to drain polluted matter to watercourses.
- Remove booms and bales used to hold polluting materials.
- Ignore an incident because you are afraid of the consequences.

AFTER AN INCIDENT:

- All waste generated by clean-up activities should be disposed of in accordance with current legislative requirements and the site waste management plan and copies of all transfer notes retained.

4 UNEXPECTED SEDIMENT PROBLEMS

DO:

1. Check watercourses during periods of high rainfall or construction activities with potential for significant run-off.
2. Check for broken field drains which could lead to pollution at any time.
3. Take immediate action if you identify any high sediment which is causing pollution or if unsure if it is significant consult with the environmental manager(s) who should determine whether SEPA needs to be notified.
4. Implement mitigation measures immediately. Control pollution at source wherever possible. Consider whether the site activity should be halted. Consult the Environmental Team if in doubt.
5. Place straw bales, silt screens etc to help control sediment immediately and/or check measures already in place for efficacy.
6. Monitor the effectiveness of protection measures daily and re-plan as necessary.
7. Always remove silted bales/screens etc regularly so they do not make problems worse.
8. Talk to SEPA regularly and check your plans for emergency procedures.
9. Reconsider working practices which may be causing pollution in poor weather conditions and re-plan / re-programme.
10. Plan in water activities to take account of the risk of flooding (e.g. when constructing water crossings).

DO NOT:

- Ignore signs of pollution.
- Avoid taking remedial action.
- Forget to check remedial measures and replace protective measures as required.

5 ACCIDENTAL RELEASE OF CEMENT TO WATERCOURSES

DO:

1. Stop the action which is causing pollution immediately.
2. Take immediate remedial action – block spill; place booms and absorbent materials to help soak up the spill.
3. Inform the Environmental Team to identify further specific actions.
4. Inform SEPA and landowners / occupiers as relevant.
5. Monitor effects of spill.
6. Learn from the experience and plan site works to avoid pollution happening again.

DO NOT:

- Think that a concrete spill is not important.
- Ignore the accident/incident.
- Cover up the incident.
- Repeat the action which caused the incident.

6 OIL SPILLS

DO:

1. Stop the action/event which is causing pollution immediately.
2. Take immediate remedial actions – block spill; place booms and absorbent materials to help soak up the spill and use the advice in the oil spill response kit.
3. Inform the environmental manager(s) to identify more detailed required actions.
4. Inform SEPA and landowners/occupiers if the spill has not been contained and dealt with.
5. Monitor effects of spill.
6. Remove oil spill response materials and dispose of in accordance with the site waste plan.
7. Deal with any contaminated soils in accordance with the site waste plan.
8. Learn from the experience and plan site works to avoid pollution happening again.

DO NOT:

- Think that a fuel spill is not important.
- Ignore the accident/incident.
- Cover up the incident.
- Repeat the action which caused the incident.

7 CONSTRUCTION IN BLUE CLAY

DO:

1. If you encounter blue clay (or think it may be present) stop work immediately and get advice from the site engineer. Re-design of the works may be required.
2. Review the impacts that construction has had and identify necessary remedial actions to prevent any further erosion/ pollution. This should include a visual inspection of all watercourses and other surface water features for signs of siltation and pollution.

3. Follow the advice of the Environmental Team but take immediate action to control potential pollution of water and of nearby habitats.
4. If sediment is entering a watercourse or surface water, immediately aim to block the pathway (for example, dig a catch pit or cut-off drain, or install an earth bund to contain run-off. Cut-off drains and bunds should also be used to stop surface water run-off entering an area of exposed blue clay. When blue clay becomes suspended in water it will not settle and therefore consideration must be given to the installation of settlement lagoons, use of silt busters and other appropriate sediment management operations.
5. Only use flocculants to settle particles if agreed with the Environmental Team and SEPA.
6. If silt busters are required they will be sited at one of the main site compounds and contact the site manager immediately to locate them.
7. Should blue clay be found to be causing pollution or likely to cause pollution SEPA should be contacted as soon as possible.
8. Undertake risk assessment of all remedial actions to ensure safety of site staff.

DO NOT:

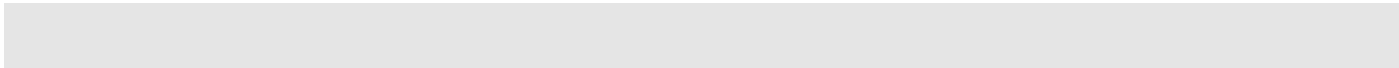
- Ignore signs of blue clay.
- Work or drive machinery / plant through blue clay without authorisation from the Site Manager and the Environmental Team.
- Take unnecessary risks.
- Underestimate the problems blue clay can pose to construction and to the environment.



Operating Procedure

Title: Environment Emergency

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AMENDMENT HISTORY

Revision	Date Issued	Originator/Modified by	Reason(s) for Change
1	30/05/2012	M Jarosz	First Issue
2	19/12/2012	G King	Full Review and Re--Issue
3			
4			
5			
6			
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CONTENTS**1.0 PURPOSE****2.0 SCOPE****3.0 RESPONSIBILITIES****4.0 DEFINITIONS****5.0 EXTERNAL REFERENCES****6.0 PROCESS****7.0 ASSOCIATED DOCUMENTS**

1.0 PURPOSE

This document describes the emergency arrangement for the Beaulieu to Denny 400kV Transmission Line Project.

2.0 SCOPE

For the purpose of identification, the term 'Babcock' within the content of this document refers to the operations and activities of the Power Operating Units (legal entity 'Babcock Networks Ltd') which are an integral part of Babcock's "Critical Assets Business Unit"

This document is applicable to all site activities including those carried out by subcontractors working on the project.

The document aims to ensure compliance with current legislation, standards and guidance and should be read in conjunction with the construction phase plan and associated project documentation.

SP Transmission project environmental management is described within the Construction Procedures Handbook for the Beaulieu Denny 400kV Transmission Line Section: Wharry Burn to Denny North Substation and associated documentation.

3.0 RESPONSIBILITIES

SPT Environmental Management Team and IEC Environmental Management Team

- Responsible for overall delivery of the environmental commitments of the Development and associated works in compliance with the CPH and environmental commitments.
- Liaison with environmental regulators such as SEPA and Scottish Natural Heritage (SNH).

Project Manager and Construction Manager

- Ensures that their staff are made aware of the environmental emergency preparedness measures for the project.
- Informs the workforce including sub-contractors of the requirements through meetings, briefings, toolbox talks and site inspections.
- Liaise with the Environmental Advisor regarding consent requirements and control measures.

Environmental Advisor

- Assesses and plans measures to minimise potential pollution.
- Carries out environmental emergency preparedness training including spill response.
- Monitors site activities and ensures control measures are in place including emergency equipment.
- Liaises with SPT and IEC Environmental Management Team, SEPA and other interested parties as and when required.
- Informs the workforce including sub-contractors of the requirements through meetings, briefings, toolbox talks and site inspections.

Engineers

- Monitors site activities and ensures control measures are in place including emergency equipment as part of weekly inspections.
- Informs the workforce including sub-contractors of the requirements through meetings, briefings, toolbox talks and site inspections

Foreman

- Implements and maintains pollution prevention measures.
- Ensures that there is sufficient emergency equipment such as spill kits available on site.

All Staff

- It is the responsibility of all engineers and other staff including subcontractors to ensure that best practice is implemented to protect the environment during site activities.
- Report any environmental issues arising on site.

4.0 DEFINITIONS

Near miss (environmental)

- Any event which, under slightly different circumstances, could cause damage or harm.

Environmental Incident

- Any event that causes damage to the environment.

Polluting matter is defined as:

- Any matter that is capable of causing, or is likely to cause harm to the receiving water.

5.0 EXTERNAL REFERENCES

- Environmental Liability (Scotland) Regulations 2009
- SP Transmission Construction Procedures Handbook for the Beaully to Denny 400kV Transmission Line, Section: Wharry Burn to Denny North Substation
- CIRIA C649 Controlling water pollution from linear construction projects – site guide
- EA/SEPA Pollution Prevention Guidelines including:
 - PPG1 General Guide to the Prevention of Pollution
 - PPG21 Incident Response Planning
 - PPG22 Dealing with spills

6.0 PROCESS

6.1 General measures

All events will be reported to SPT and IEC Environmental Management Team as soon as possible within 1 hour of event and SHEQS department and recorded on the Babcock Airweb reporting system.

Any incident which relates to licensable activities e.g. CAR licences will be reported to the environmental regulators by the SPT and IEC Environmental Management Team. All other environmental incidents will be reported to SPT and IEC Environmental Management Team and discussions will be held with Babcock to determine if the incident requires reporting to the relevant environmental regulator. These incidents will then be reported by Babcock through the SHEQS department.

Reference is to be made to SPEN's Construction Procedures Handbook, in particular Appendix 9: GEMP 1 – General Protection Measures which reflects the conditions to be adhered to.

6.2 Spillage and water pollution

In the event of a spillage, emergency spill kits (granules, pads, mats and booms) will be used to contain the spillage.

- Check it is safe to deal with the event
- Ensure you have the appropriate PPE before taking action

- Contain the spill using the emergency spill kit
- Notify your supervisor immediately.
- Contact the clean-up company if required or clean up the used kit.
- Check nearby watercourses and drains.
- Monitor the areas for further signs of pollution.

In the case of any potential silty water arising straw bales, silt mats or geotextile will be made available to reduce flow and acts as filters.

Contaminated materials will be dealt with in accordance with Babcock Management Procedure HSE-MP-34 Waste Management.

If a water pollution event cannot be contained and is likely to enter a watercourse and/or drain it is essential that the local SEPA and water authority are informed. This will be done through SPT and IEC Environmental Management Team and Babcock.

Reference is to be made to SPEN's Construction Procedures Handbook, in particular Appendix 9: GEMP 12 – Oil Storage and Refuelling which reflects the conditions to be adhered to.

6.3 Archaeological

In the event of archaeological features being discovered during the works that have not already been identified, works will cease when safe to do so. The Environmental Advisor and SPT and IEC Environmental Management Team will be notified.

The archaeological features will be assessed and either the works will ceased until mitigation measures are implemented or a watching brief will be carried out during the works to monitor any potential disturbance.

Where potential disturbance has occurred or is likely to occur Historic Scotland should be are informed. This will be done through SPT and IEC Environmental Management Team and Babcock.

Reference is to be made to SPEN's Construction Procedures Handbook, in particular Appendix 9: GEMP 19 – Archaeology and Cultural Heritage.

6.4 Wildlife

In the event of wildlife is discovered during the works that have not already been identified, works will cease when safe to do so. The Environmental Advisor and SPT and IEC Environmental Management Team will be notified.

The wildlife will be assessed and either the works will ceased until mitigation measures are implemented such as translocation or a watching brief will be carried out during the works to monitor any potential disturbance.

Where these options are not possible work may have to be programmed for a time which is less likely to cause any potential disturbance to wildlife i.e. outside of breeding seasons.

Where potential disturbance has occurred or is likely to occur SNH should be are informed. This will be carried out by SPT and IEC Environmental Management Team.

Reference is to be made to SPEN's Construction Procedures Handbook, in particular Appendix 12 Species Protection Plans (SPP's) 1, 2, 3, 4 and 5 which reflects the conditions to be adhered to with regards to bats, red squirrels, water voles, badgers and birds respectively.

6.5 Objectors

In the event of encountering objectors or others on site

1. Do not confront them
2. Always be polite
3. Make the site safe and then stop all activities
4. Contact your supervisor and site manager
5. Always respect landowners, land managers and residents and try to understand their concerns
6. Call the police if threatened with violence.

6.6 Accidental Fire

In the event of a fire:

1. Alert of personnel on site and assemble at the identified fire assembly point.
2. If possible, use appropriate fire extinguisher to contain or extinguish the fire.
3. Where the fire cannot be extinguished, Call 999 or 112 and request the fire brigade
 - a. Give your name
 - b. Give the location – tower grid reference.
 - c. Give a contact number
4. Personnel must NOT put themselves or others at risk
5. Call the Supervisor/General Foreman/Engineer
6. Do NOT return to the area until it has been identified as safe to do so.

6.7 Records

Copies of consents, permissions, environmental inspections and any environmental incident reports will be held in accordance with project document control procedure and site filing instructions.

6.8 Training

The emergency procedures will be displayed and all site personnel will receive a briefing on emergency procedures in the induction and toolbox talks throughout the project.

Training on the implementation of this document will be provided to site personnel. Additional coaching and guidance will be provided by the Environmental Advisor with support from the SHEQS department.

6.9 Monitoring, audit and review

The implementation of this document will be monitored through regular inspections and audits.

A formal review of this document will be undertaken by the Environmental Advisor as necessary to reflect the current practices on site.

7.0 ASSOCIATED DOCUMENTS

HSE-MP-09-GN-01 Spill Flowchart

SP Transmission Construction Procedures Handbook for the Beaulieu to Denny 400kV

Transmission Line, Section: Wharry Burn to Denny North Substation and associated appendices:

- Appendix 9: GEMP 19 – Archaeology and Cultural Heritage

- Appendix 9: GEMP 1 – General Protection Measures
- Appendix 9: GEMP 12 – Oil Storage and Refuelling
- Appendix 12: Species Protection Plans

