

Project Name	New Park House		
Site Address	North Manchester General Hospital, Delaunay’s Road, Crumpsall, Manchester, M8 5RB		
Site Telephone	N/A		
EMERGENCY CONTACT DETAILS			
Emergency Services	999	Water Supplier	NMGH
Local Police	0161 856 4224	Electricity Supplier	NMMH
Environment Agency Incident Hotline	0800 80 70 60	Gas Supplier	N/A
Local Environmental Heath Officer	0161 234 5004	Waste Disposal Contractor	TBC
Emergency Spill Response	Adler & Allan: 0800 592 827 Quote VIN001		
Environmental Manager	Ashleigh Taylor: 07849097161		
Nominated VINCI Representative (NVR)	Graeme Bowen – 07816 511143		

An Environmental Incident is an unplanned, undesired event that results or could result, in harm or damage to the environment, or have the potential for enforcement action relating to legislation and/or consent conditions. This plan sets out courses of action appropriate to different types of environmental incident. If you are in any doubt as to what course of action to take, contact Ashleigh Taylor, VINCI Facilities Environmental Manager on 07849097161, ashleigh.taylor@vincifacilities.com or contact the HSEQ Department on hseq@vinci.plc.uk or 03454520462.

1. SPILLAGE OF FUEL, OIL, CHEMICALS, SEWAGE SLUDGE OR WATER RUN-OFF

- 1.1. **Assess the risk** that the spillage poses to the health and safety of people on site and in the surrounding vicinity; the environment.
- 1.2. **Obtain appropriate PPE** in accordance with the material COSHH sheet and the nature of the clean-up works to be undertaken.
- 1.3. **Contain the spillage if it is safe to do so** using an appropriate spill kit, to prevent it from spreading and / or entering a drainage system or watercourse.
- 1.4. **Stop the spill by standing** up the drum, turning off the tap etc. As appropriate, decant any remaining liquid into a secure vessel and label; avoid standing in the spill.
- 1.5. **If it is not possible to contain and/or stop the spill**, call the Emergency Spill Response Contractor (detailed above); quote 'VIN001' and provide details of the incident. After the call you must follow this up with an email instruction to groupoperations@adlerandallan.com.
- 1.6. **Inform the Nominated VINCI Representative (NVR) and if appropriate the Emergency Services** (Local Police, Environment Agency (EA), Sewage Undertaker and/or Water Supplier). The EA must be informed in the event of a spillage entering a surface water drainage system or watercourse. All assistance should be provided to the authorities should they attend site. The VINCI Facilities Environmental Manager must be notified **immediately** of any such incident.
- 1.7. **Clean up the spill** if it is safe to do so, using the appropriate spill kit. Treat all material in contact with the spill as contaminated.
- 1.8. **Decontaminate the site and all personnel** that have come into contact with the spill. Dispose of PPE, all contaminated materials and the used spill kits as hazardous waste (ensure Footprint is updated). Replace the spill kit(s) used and all contaminated material.
- 1.9. **Report the incident on Footprint**. Ensure that the VINCI Facilities Environmental Manager is notified of the incident when submitting the form

2. FIRE

- 2.1. **Raise the alarm**.
- 2.2. **If it is safe to do**, use a suitable fire extinguisher to put out the fire. Always check your exit is clear and allow time to vacate the area.
- 2.3. **If fire water or harmful substances have entered a water course**, contact the Facilities Environmental Manager **immediately** as the Environment Agency may need to be contacted.
- 2.4. **Report the incident** on Footprint.

3. ARCHAEOLOGICAL, HERITAGE OR WILDLIFE DISTURBANCE

- 3.1. **Stop work and inform the NVR** if you discover an item of archaeological / heritage interest, or discover / disturb a bird nest, bat roost, badger sett, reptiles or amphibians, or identify an invasive species e.g. Japanese knotweed.
- 3.2. **The Project Manager will consult** with the Facilities Environmental Manager or appointed Ecologist/Archaeologist and establish an Action Plan. Note that the services of qualified external consultants may be required if not already employed.
- 3.3. **Implement the Action Plan** (as developed in 3.2).
- 3.4. **Report the incident** on Footprint. Ensure that the VINCI Facilities Environmental Manager is notified of the incident when submitting the form.

4. FLOODING

- 4.1. **The NVR will evaluate the risk to health and safety** of staff and neighbours, and clear the site as appropriate. If it is safe to do so, the NVR will then:
- 4.2. Consult the site drainage plans to **establish if the flood poses a threat to live sewers**. If it does, the NVR will inform the local Water Company and EA.
- 4.3. The NVR will organise for all **plant and hazardous materials to be securely stored on dry ground**. Non-hazardous materials will be secured to prevent floating away.
- 4.4. **Arrange for dewatering of the site**. If this involves pumping into a watercourse or sewer this **must be discussed with the EA, Local Authority or Local Water Company** as appropriate. All assistance should be provided to the authorities should they attend site.
- 4.5. **Report the incident** on Footprint

5. DAMAGE TO SEWAGE PIPES

- 5.1. **Cease work and inform the NVR**; they will establish if damage has occurred. If sewage pipes are damaged, do not mix with surface water drains or watercourses.
- 5.2. **The NVR will contact the EA / Sewage Undertaker** and follow any advice given. All assistance should be provided to the authorities should they attend site.
- 5.3. **Report the incident** on Footprint. Ensure that the VINCI Facilities Environmental Manager is notified of the incident when submitting the form.

6. NOISE / VIBRATION / DUST NUISANCE

If there is a reason to believe that nuisance will arise:

- 6.1. **The NVR** will ensure that the local authority is contacted and informed of the nature and extent of the works to be undertaken, as well as mitigation proposed.
- 6.2. It is a legal requirement that 'Best Practicable Means' are adopted to ensure that nuisance from works is minimised as far as is reasonably practicable. Where specific contractual or local authority conditions are imposed on any works (e.g. restriction on working hours), subcontractors and their operatives must be advised prior to commencing works on site.
- 6.3. Ensure neighbours are informed in advance of works likely to cause disturbance.
- 6.4. In the event of complaints being received follow the "Complaints from Third Parties" process below.

7. COMPLAINTS FROM THIRD PARTIES

If a complaint is received from a member of the public or other 3rd party, whether it is justified or not:

- 7.1. **Cease work and inform the NVR/CLR** who will liaise with the complainant to determine the cause of the complaint and ensure that action is taken to mitigate the problem.
- 7.2. During the investigation, the **NVR** will establish whether the complaint is justified and will take further action as appropriate to prevent further recurrence.
- 7.3. **Report the incident** on Footprint as an incident if required.
- 7.4. The **NVR/CLR will update the Communication Log** with the nature / date / time of the complaint, what mitigation measures were taken and whether it has been closed out with the complainant.