

OIL AND CHEMICAL POLLUTION PLAN



UNRESTRICTED VERSION



Prepared by Southampton City Council's Emergency Planning Unit to comply with the requirements of the Civil Contingencies Act 2004 & Local Governments Act 1972

If an oil or chemical pollution incident has occurred, or may be about to occur, and you have not read this plan

DO NOT READ IT NOW!

Turn to Appendix 7 and follow the guidance in the Action Guide.

Amendment Record

Amendment No.	Nature of amendment	Date amended	By who
1/08	P2.1 Removal of personal data	17/07/08	MJ
2/08	Various -clarification/correct typos		
3/08	Appendices- removal of those containing restricted information		
4/08	Appendix 8 Revise press holding		
5/08	statement		
	Various- minor formatting changes to improve appearance		

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Distribution

Organisations	Type Paper/CD	Document Number
The Chief Executive, Southampton City Council, Civic Centre, Southampton SO14 7LY		
The County Emergency Planning Officer, Hampshire County Council, The Castle, Winchester, SO23 8UG		
The Chief Constable, Hampshire Constabulary, Police Headquarters, Winchester, SO22 5DB		
The Deputy Harbour Master, ABP Southampton, Ocean Gate, Atlantic Way, Southampton SO14 3QN		
The Regional Inspector, Environment Agency, Colden Common, Winchester		
The Chief Fire Officer, Hampshire Fire and Rescue HQ, Leigh Road, Eastleigh, SO50 9SJ		
Southampton City Council Emergency Planning Unit, 3 rd Floor, Southbrook Rise, 4-8 Millbrook Road East, Southampton, SO15 1YG		
Southampton City Council Environmental Health Unit, Southbrook Rise, 4-8 Millbrook Road East, Southampton, SO15 1YG		
Southampton City Council Cleansing and Waste Disposal, Civic Centre, Southampton		
Southampton City Council, Community Alarms Service, Out of Hours, Southampton City Council, Ground Floor, Southbrook Rise, 4-8 Millbrook Road East, Southampton, SO15 1YG		

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1 Introduction

- 1.1 This document has been produced primarily to set out a clear procedure to be followed on receiving notification of an oil spill at sea that could affect our shoreline, or of oil pollution already on the shoreline. If a catastrophic situation exists beyond joint resources, a Shoreline Response Centre (SRC) will be set up and additional assistance called for.
- 1.2 Associated British Ports (ABP) and Maritime Coastguard Agency (MCA) will lead any sea borne operation in or adjacent to Southampton Water. The Southampton City Council response extends along the foreshore, for which it is responsible to the low water mark.
- 1.3 For ease of reference, the first warning instruction, procedure diagram and names and contacts details immediately follow this introduction and provide an easy reference to the necessary information required to set things in motion. Everything else is secondary including the detailed procedure definitions and explanations. Individual names and telephone numbers have been included within that section and will be updated on a regular basis.
- 1.4 **Given the limited length of coastline and tidal rivers for which the city council is responsible, this plan supplements rather than replicates that of ABP Southampton, Eastleigh Borough and New Forest District Council Oil and Chemical Pollution Plans.**
- 1.5 Whilst this plan covers sea and shoreline related contamination, for completeness a resume of related actions in the case of private or public land borne incident is shown at Appendix 7.

Note: This plan is not intended for contamination of non-shoreline public or private land, which falls to the general responsibilities of the city council Environmental Health Department. However, a related short guide is shown at Appendix 7.

2 Initial Warning/Contact Details

2.1 Upon receipt of a telephone call reporting oil or chemical pollution either at sea or already on the shore the recipient will obtain as much detail from the caller as possible especially the caller's name and telephone number, so that others can call the person back if necessary.

Initial Contact

If the report is of an oil slick at sea – **obtain details of:-**

- Size of slick (how long/how wide)
- The type of oil (light/heavy/tarry, etc)
- Direction of movement – coastline at risk
- Origin if known

If the report is a oil polluted shore – **obtain details of:-**

- Location
- Extent of pollution (limits)
- Degree of pollution (how severe?)
- Type of oil (size/heavy/tarry, etc.)
- Origin if known

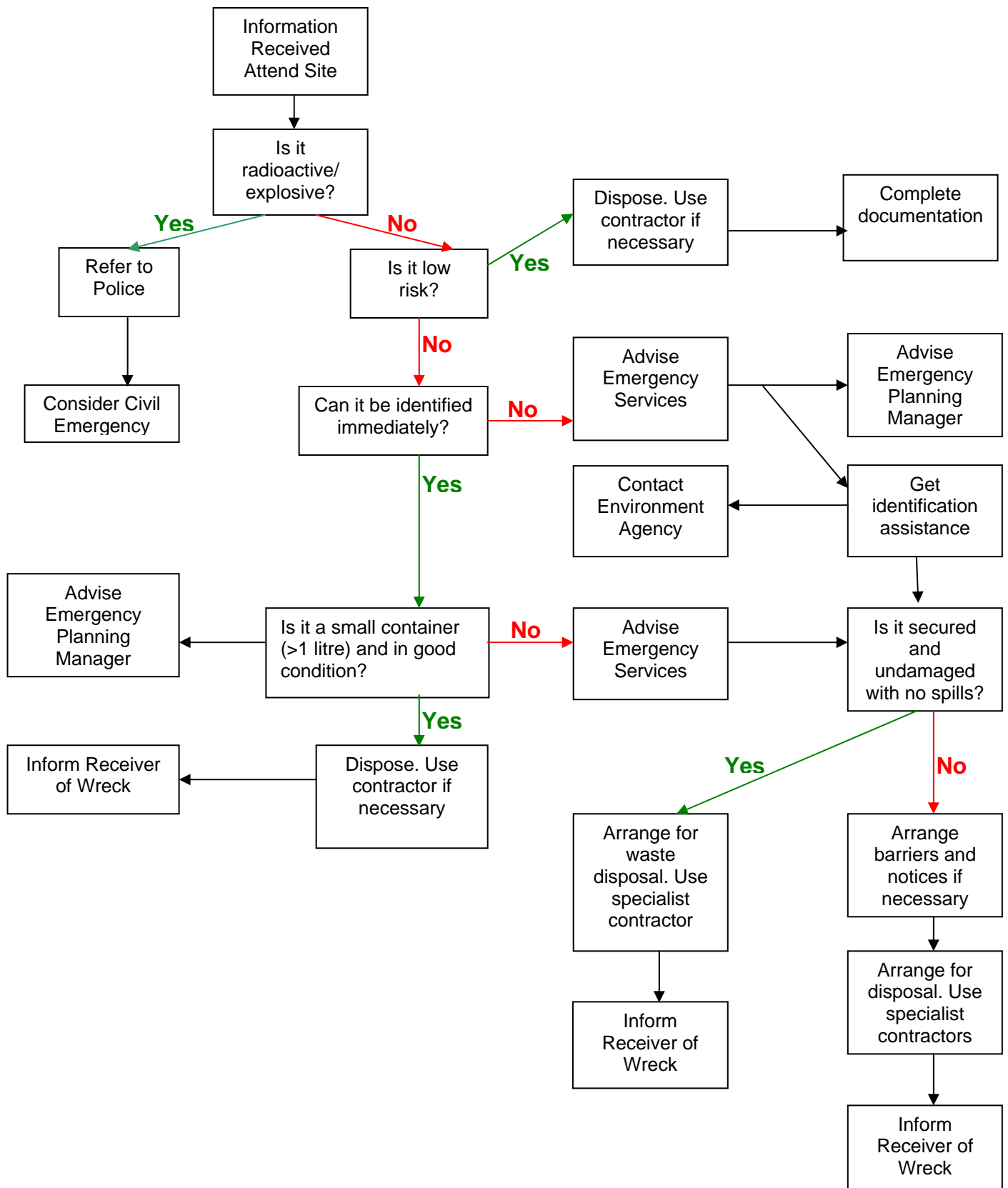
With or without this information locate and inform following personnel in order given:

Title
1. SCC Emergency Planning Manager (Oil & Chemical Pollution Officer)
2. S.C.C. Environmental Health Manager (Deputy Oil & Chemical Pollution Officer)
3. SCC Emergency Planning Officer

That person will then follow the procedure diagram and detail procedure outlined within this plan. – see Section 2.2.

Complete Report Form – attached Appendix 3.

**2.2 Hazardous Substances Washed Ashore –
Initial Action Guide for Oil and Chemical Pollution Officer**

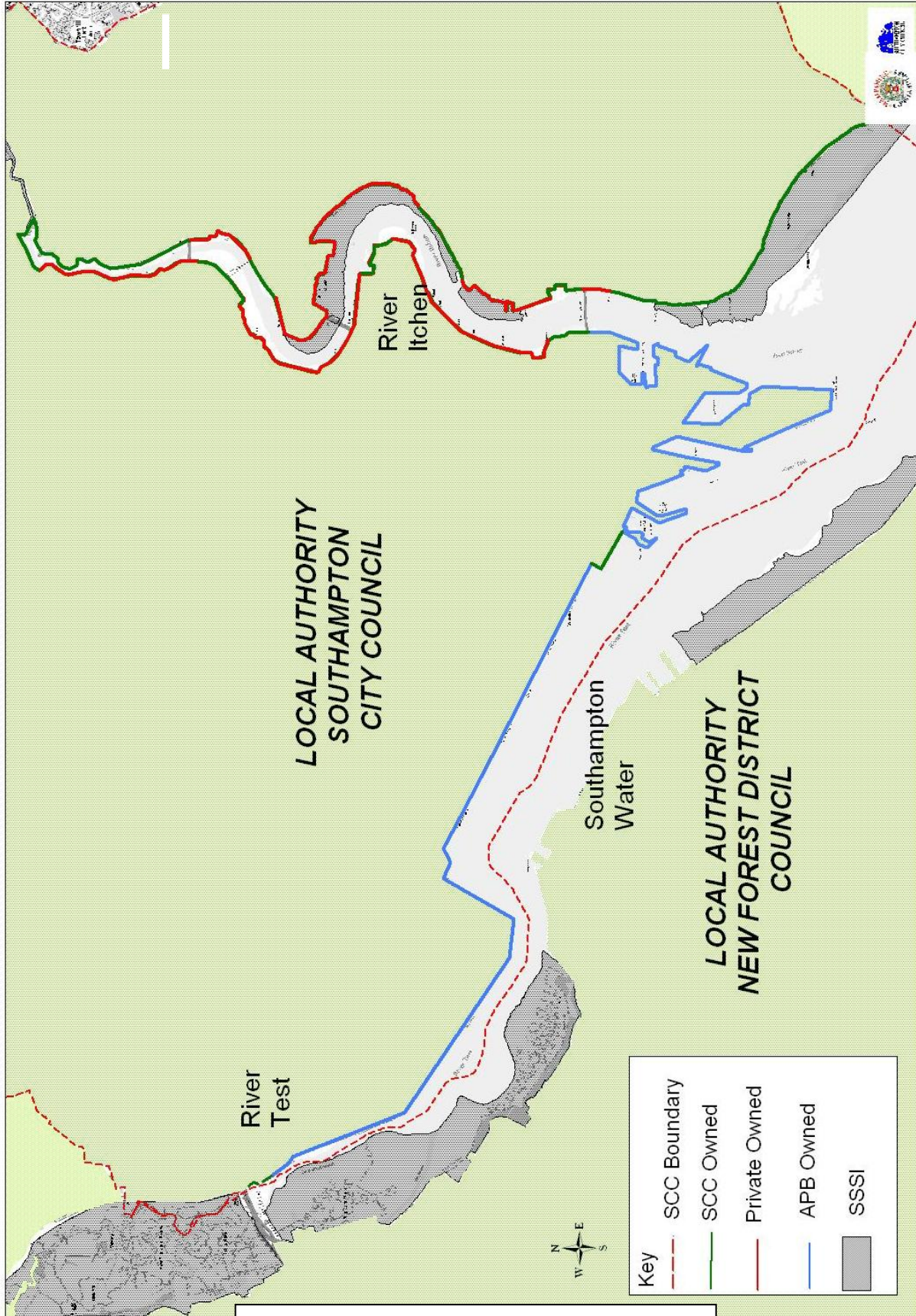


3 Geographic Coverage

- 3.1** The City has 34 kilometres of coastline comprising Southampton Water and the tidal reaches of Rivers Test and Itchen. The Council owns approximately 6 kilometres, 8 kilometres is in private ownership, and small lengths are owned by Network Rail and Southern Water. The majority, some 18 kilometres consists of docks and quays within the Eastern and Western Docks, together with Ocean Village, is owned and operated by Associated British Ports (ABP). The Council contributes to the regional joint management of the coastal area, in partnership with other councils and agencies.
- 3.2** This plan concerns the coastline at risk, which does not fall to the responsibility of ABP, and adjacent local authorities. It should be noted that Sites of Special Scientific Interest (SSSI) exist within this area notably at Weston Shore, Redbridge Causeway and elements of the Itchen Foreshore, notably Riverside and Woodmill. Consequences of coastal oil pollution are therefore potentially serious having a particularly high environmental sensitivity due to mud flats with waders, wildfowl and commercial interest.
- 3.3** The City of Southampton shoreline, as indicated within the attached map (Figure 1 – see overleaf) forms a part of a much larger A.B.P. port of Southampton that extends from Southampton Water to meet the coastline at Lepe, Hillhead and Cowes. There is a possibility that Southampton City Council will need to respond to emergency situations involving the shorelines of neighbouring authorities as well as its own.
- 3.4** Southampton is a natural centre for marine operations and the Headquarters of the Maritime and Coastguard Agency, the Port Authority Operations Vessel Tracking System (VTS) Centre and international oil spillage contractors. Hampshire County Council Coastal Oil and Chemical Pollution Plan identifies that Hampshire County Council will take a leading role in any wide scale emergency and represent adjacent district councils.

Figure 1 - Tidal Reaches Southampton Water within Southampton City Council Control

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Map for illustration purposes only

4 Aim and Objectives

4.1 Aim

- To provide the means, mechanism and structure for the authority to mount an effective and timely response to pollution of its coastline from shipping in order to mitigate the impact on the economic and environmental well being of the area.

4.2 Objectives

- To facilitate a co-ordinated, seamless multi-agency response to marine and coastal pollution at all scales of incident.
- To ensure this plan is consistent with those of the national plan produced by the Maritime Coastguard Agency (MCA), the local Port Authority, Oil/Chemical Companies, Government Departments, utility services, other agencies and adjacent local authorities.
- To ensure remediation to normality, identify culpability and cost recovery, as appropriate.

5 Responsibilities of Agencies

5.1 U.K. Government

The Government has obligations under the United Nations Convention on the Law of the Sea (UNCLOS) to protect and preserve the marine environment. It also has obligations to take measure to prepare and plan for oil pollution under the 1990 International Convention on Oil Pollution Preparedness, Response and Co-operation (OPRC)

5.2 Maritime Coastguard Agency (MCA)

The MCA retains the responsibility for dealing with pollution from shipping within the U.K. as an executive agency of the Department for Transport (DfT). The agency has legislative powers directed at taking or co-ordinating measures to prevent, reduce and minimise the effects of marine pollution.

5.3 H.M. Coastguard (HMCG)

The HMCG is responsible for co-ordinating search and rescue through its network of Marine Rescue Co-ordination Centres (MRCC's), Maritime Rescue Sub-Centres (MRSC's) and Sector Bases.

5.4 Associated British Ports (ABP)

Southampton Port Authority has the statutory duty to respond to certain incidents and clean-up pollution on the water, jetties, walks, structures and on the shoreline that it owns.

5.5 Local Authority

Section 138 of the Local Government Act 1972 and Section 1 of the Civil Contingencies Act 2004 requires the Authority to act with respect to such emergencies. The MCA National Plan provides detailed guidance and has the power to take responsibility for removing oil and chemical shoreline pollution when necessary. If of such a scale that action is beyond the capability of the local authority then the MCA may agree to the

establishment of a Shoreline Response Centre (SRC). The water pollution remains the responsibility of the MCA suppliers (i.e. Esso, BP, etc.) and Associated British Ports.

5.6 The Environment Agency (EA)

The EA has a responsibility for mitigation of pollution originating from land based sources or pipelines and to protect 'sensitive areas' which may be impacted by pollution travelling down river and up and down estuaries. The Agency will act in accordance with its OPRC Plan in its supportive role to protect sensitive areas outside the port control responsibility.

5.7 Police

The Police retain overall responsibility for protection of life and management of public order but are unlikely to become involved unless the incident is of such magnitude that it presents special risks or is likely to become the source of a criminal investigation. Police should nevertheless be informed of the incident.

5.8 Fire and Rescue Service

The Fire and Rescue Service may be involved if potential special risks exist or to provide initial guidance re washed up canisters/chemical pollutant.

5.9 Health Service

The Health Service will respond to any specific health related risks either on site or remotely.

6 Categorisation of Incident

6.1 The Hampshire and Isle of Wight Local Resilience Forum Risk Register (HL4) identifies the likelihood and consequences of such an incident occurring as high.

6.2 An oil or chemical spill will be classified in respect of the level of resources likely to be required to deal with the resulting pollution problem and is not necessarily a reflection of the quantity and type of oil spilled. Although based on the same principal of resources required there are a number of different classifications in use and it is therefore important to ascertain which classification (BP, Esso, Contractors etc.) is being used and the relevant plan consulted. A risk assessment based on the threats of pollution using relevant information has been undertaken to include:

- Potential spill sources
- Likely type of oil/chemicals handled in the region
- History data on spill size and frequency in the region/area
- Local prevailing currents and wind
- Environmental/economic resources at risk

Within any pre-incident training or exercising it may also prove beneficial to develop a worst case and most likely case scenario.

6.3 The following agreed local inter-agency classifications should be used as follows:

Unclassified	A spillage that does not require a response or which can be dealt with locally without the invocation of the specific pollution plans.
Tier 1 Incident	Small background and minor operation of spills that may occur within a location as a result of daily maritime activities, resulting in shoreline pollution which can be wholly dealt with by the relevant local authority or Port/Harbour Authority.
Tier 2 Incident	Specific small-scale incidents, most likely arising from ship operational discharges where local authorities may require mutual aid and assistance on a county or regional level in order to initiate and maintain a shoreline response
Tier 3 Incident	A large-scale spill where substantial further resources will be required and support from national government may be necessary. Incident will be beyond the capability of both local and regional resources. This will be an incident which requires national assistance through the implementation of the national contingency plan and will be subject to government controls if such a spill threatens the coastline it is likely that a shoreline response centre (SRC) will be set up. MCA will lead.

The above definitions are used by the Maritime Coastguard Agency. The Port of Southampton Oil Spill Contingency Plan uses their preferred contractors Categories, A – D, in ascending order and includes a risk assessment and possible scenarios for oil spills.

7 Initial Response

- 7.1 The initial response to such an incident will depend on the position and character of the chemical or oil spillage. There is statutory duty to inform the MCA of a pollution incident at sea and for a more localised incident within the port, the duty officer at the Vessel Tracking System (VTS) Centre of the Port Authority must be informed.
- 7.2 In the event of a Tier 3 major shipping pollution incident the response of the MCA is to establish control and co-ordination of search and rescue, salvage, sea and shoreline response as appropriate are under the National Contingency Plan (NCP). An organisational structure identified within the NCP is indicated in the following diagram.

Major Shipping Pollution Incident Activation of the NCP	
Maritime Rescue Co-ordination Centre Maritime Rescue Sub Centre (MRCC/MRSC)	Co-ordinates search and rescue. Led by HMCG and Environmental Sub-Group
Salvage Control Unit (SCU)	Co-ordinates and directs salvage spacing lead by SOSREP
Marine Response Centre (MRC)	Co-ordinates and directs at sea and aerial response MCA
Shoreline Response Centre (SRC)	Co-ordinates the shoreline response lead by LA

- 7.3 In the event of a small scale incident in the harbour the Port Authority Oilspill Plan provides for an initial response including notification of Southampton City Council by the duty Port Authority VTS Officer of any significant threat to the shoreline, to include the creation of an Oil Spill Management Team by ABP.

7.4 The initial response of Southampton City Council will be decided following initial assessments and developments and may well include reference to the Southampton City Council Major Incident Plan.

Initial considerations should include:

- A detailed assessment based on the latest information available
- Consideration of a localised command and control capability in the emergency phase of a response (see also Section 8.1)
- Identification of shoreline protection and cleanup priorities
- Graduated response to Tier 1, Tier 2, and Tier 3 incidents
- Initial call-out procedure of relative technical support staff
- Warning and informing the public (liaison with Public Relations)
- Evidence gathering and identifying 'ownership' with a view to prosecution
- Cost recording with a view to recovery
- Incident response log keeping

See also flow diagram action plan – Section 2.2

8 Control and Co-ordination of Operations

8.1 The nature, size, and location of any related incident and associated threat will determine the appropriateness or otherwise of a major incident being declared and the adoption of the inter-agency nationally agreed Gold (Strategic), Silver (Tactical), and Bronze (Operational), being adopted. Full details of the Gold/Silver/Bronze command and control structure can be seen in Chapter 4 of 'Emergency Response and Recovery' published by HM Government. **See**

<http://www.ukresilience.gov.uk/preparedness/ccact/~media/assets/www.ukresilience.info/emergresponse%20pdf.ashx>

8.2 The MCA has responsibility for overall control and co-ordination of operations to prevent pollution occurring to minimise the extent of pollution and to mitigate the effects of pollution at sea. The Environment Agency has a similar responsibility within 3 miles of the shore with the local authority assuming a similar role from the low water point of the foreshore within the limit of its capability.

8.3 The Oil Spill Management Team is identified in the Port Authority Oil Spill Plan to provide a command and control structure and to co-ordinate and direct the response to Tier 2 and Tier 3 incidents in the Marine Response Centre. The exact composition of the ABP Oil Spill Management Team will depend on the circumstances and category of the spill but will typically include:

ABP Management Control Team

- Harbour Master
- Oil Company (if appropriate)
- Vessel Owners
- P & I Club
- Salvore (if appropriate)
- MCA (if appropriate)

Support Team

- ABP preferred oil spill contractor Response Limited
- Hampshire County Council
- Local authority (as appropriate)
- Environment Agency
- English Nature
- Defra
- ABP Administration

- ABP Public Relations
- ABP Finance & Accounts

8.4 Southampton City Council will take actions as considered necessary and proper to support the Oil Spill Management Team and deal with shoreline pollution. In an extended emergency requiring a shoreline response centre to be established then Southampton City Council will work in conjunction with Hampshire County Council (HCC) to take all responsible measures to control and co-ordinate shoreline response.

In relation to a small-scale incident it may be appropriate to establish a localised co-ordinating centre within the larger emergency control centre at the city council's Southbrook Rise complex.

For a Tier 3 incident, the Shoreline Response Organisation will be established in accordance with national guidelines either at the VTS Centre if the incident is predominantly port based or within the emergency control centre at Southbrook Rise if predominantly city coastline related.

SCC Management Centre Control Team

- Senior Council Executive Officer
- Finance Officer
- SCC EPM (Oil and Chemical Pollution Officer)
- SCC Deputy Oil and Chemical Pollution Officer
- Environmental Health Representative
- Cleansing Services Representative
- Waste Disposal Representative
- Media and Communications Manager
- Specialist Agency Representation
- Inter-agency Liaison Representatives

Support Team

- ECC Support Staff
- SCC Technical Support Officers
- Inter-agency Liaison Officers – as required
- Technical (to include Health and Safety Advisor)
- Procurement and Financial Control
- Administration
- Communication
- Beach Clear-up Team/s
- Contractor Liaison

9 Beach Data and Cleanup Guidelines

9.1 Background pollution and small-scale operational discharges causing shoreline pollution tends to be unattributable as to source and appear without warning. In both cases it is for the local authority to initiate such action, as it considers necessary. In these circumstances, the MCA Counter Pollution staff are available free of charge for scientific/technical advice on the efficiency of available cleanup techniques and their application in particular circumstances. If necessary, the MCA will also hire out items of specialist equipment from their shoreline cleanup stockpile to the local authority. A generic list of the equipment in the MCA's shoreline stockpile can be identified through the Contact Details shown at Appendix 1.

If a Tier 3 Response is required, overwhelming the ability of the local authority to respond the Shoreline Response Centre (SRC) will co-ordinate the shore cleanup, controlled and financed by the local authority with MCA resources provided free of charge.

9.2 The coastline concerned comprises a mixture of mudflats, shingle beach, low level 'parksides' and footpaths. Contained within this area are four Sites of Special Scientific Interest (SSSIs) – Weston Shore; Riverside; Woodmill; mouth of the Test River.

9.3 Suggested cleanup techniques will vary according to the contaminant, scale of incident, tide and other climatic conditions. Professional direction should therefore be sought from the Head of Waste Collection/Cleansing Services – see Contact Details at Appendix 1. A number of methods of potential initial storage of recovered contaminants is available which may include tankers, or barrels, medium term removal and storage of which may be available within an area designated by ABP Southampton.

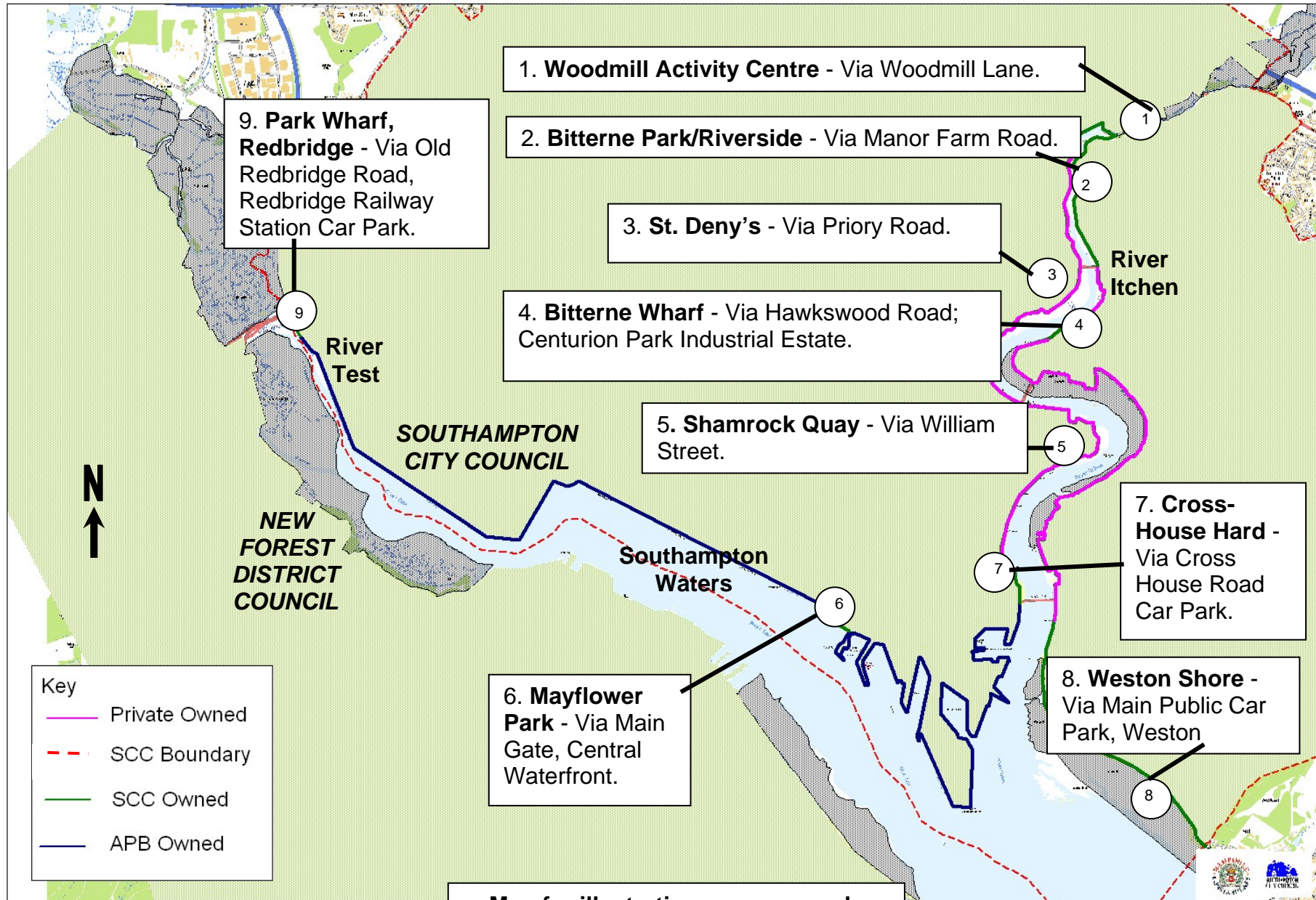
9.4 The following table summarises the temporary storage methods that can be used:

Type of Oil/Waste	Storage Facility	Comments
Liquid Road Tanks Bunds	Barges Tankers Portable Cheaper than pits	Suitable for initial storage Ideal for routing to final disposal site Such as 'fastank' or similar liners required
Liquid/Solid Mixture	Bunds Skips Oil Drums Plastic Containers Heavy Duty Plastic Bags	As above Versatile, robust and cheap Difficult to handle when full Quick deployment Useful for inaccessible areas Ideal for manual clean-up Cheap, easy to deploy Can create disposal problems
Solids	Lorries	Restricted to solid debris Access problems

9.5 The following access points have been identified for purposes of on-going monitoring, sample-taking and other activity associated with such an incident response. These locations are shown by map overleaf:

Number:	Point of Access	Location
1	Woodmill Activity Centre	Via Woodmill Lane; access point at high tide is on the opposite side of the road to the car park, and left of the Canoe Centre. This is the northern most point and is where the tidal reach of the River Itchen finishes.
2	Bitterne Park/Riverside	Via Manor Farm Road, off at Nursery Road; Car park is adjacent to the river – looking onto Riverside Park. There is a floating pontoon.
3	St Deny's	Via Priory Road; at the end of the road is a public slipway opposite the Junction Inn.
4	Bitterne Wharf	Via Hawkswood Road; Centurion Park Industrial Estate. <i>Note: this is an observation point only, no access to the water from here.</i>
5	Shamrock Quay	Via William Street, mariner access points
6	Mayflower Park	Via Main Gate, Central Waterfront, access point from central point in the park, by the adjacent slipway.
7	Cross-House Hard	Via Cross House Road Car Park; two alternative points of access here, to the north and south.
8	Weston Shore	Via Main Public Car Park, Weston Parade.
9	Redbridge Park Wharf, Redbridge	Via Old Redbridge Road, Redbridge Railway Station Car Park, take Footbridge to the Riverside Wharf, for the Test Estuary.

See overleaf for **Figure 2 - Map - Forward control/access/recovery and sample points**



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10 Booming

10.1 Booming provides an on-water sea or river option for containing such contaminants, thereby assisting its recovery or dispersal and threat to the foreshore. Given that the local authority assumes responsibility from the low water mark, such operations will be assumed by ABP and other companies or specialist contractors located within, or adjacent to, Southampton Water.

Particular priority in deploying such equipment would be to reduce the risk to particularly sensitive locations. Details of such resources are available from ABP Southampton – see Contact Details (Appendix 1) and also ABP Oil Spill Contingency Plan.

The nature and stockpile of related expertise and equipment locally should ensure a timely and effective response other than in the most extreme circumstances.

11 Use of Dispersants

11.1 Arrangements, controls and permissions required for the use of dispersants on the shoreline for cleaning, are complex. It is critical that the support and guidance of the Authority Cleaning and Waste Disposal Team is obtained at an early stage.

Detailed manuals of guidance and action plans are available from Authority Cleaning and Waste Disposal Team (See Contact Details at Appendix 1) in order to maximise an effective return to normality post the clean-up operation.

See also Section 15 – Waste Management.

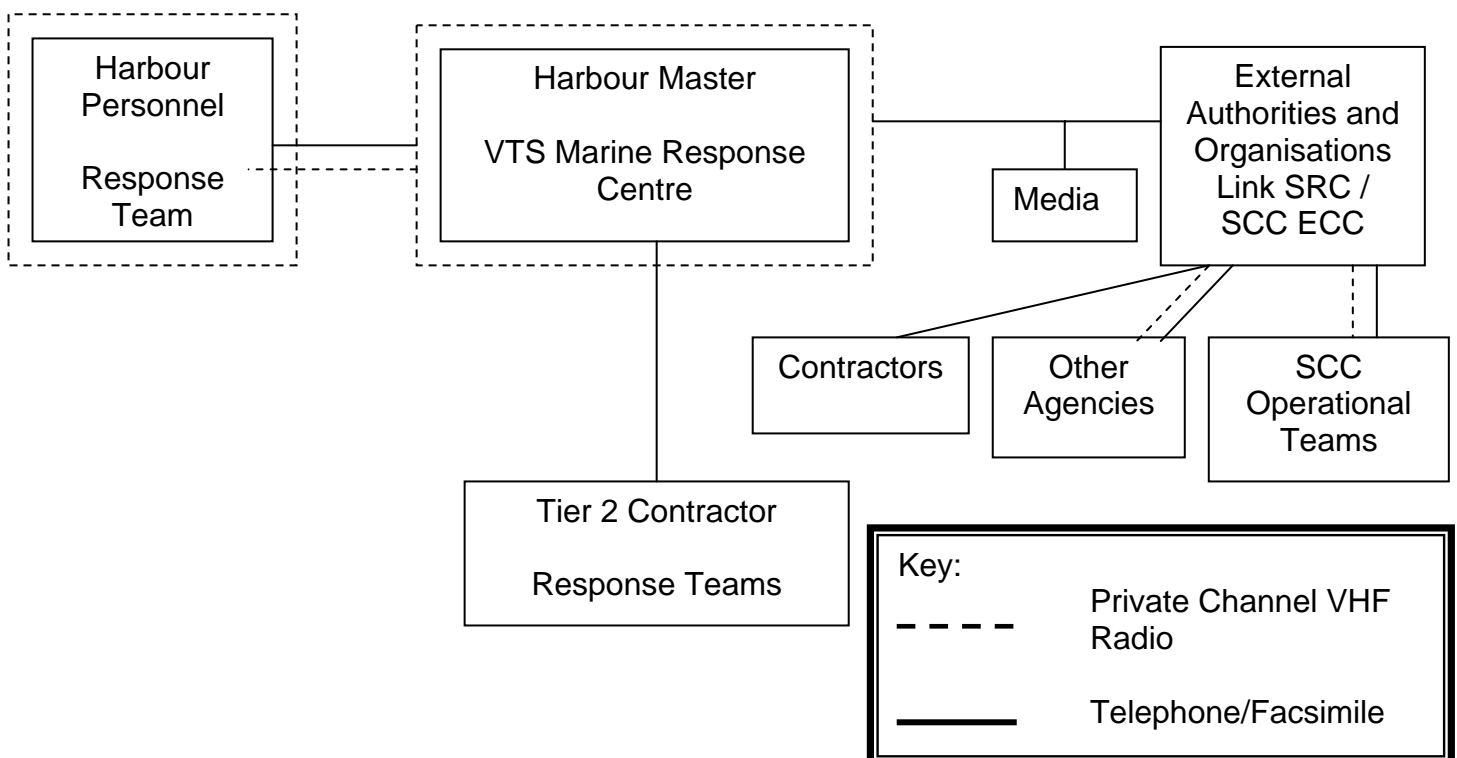
12 Communications Plan - General

12.1 Communications between the Harbour Master, the VTS Marine Response Centre (if activated) and harbour craft and personnel engaged in the response to a Tier 1 incident will be primarily by private channel marine VHF radio, channels 29 and 38. These channels will be supported by the use of more secure digital mobile phones and marine VHF channel 10.

In Tier 2 incidents, additional private channel UHF and VHF communications facilities will be provided by the Tier 2 Contractor.

Communications between the Harbour Master, the VTS Marine Response Centre and external authorities and organisations will be undertaken by telephone and facsimile.

Communications between the Shore Response Centre (SRC)/ Southampton City Council Emergency Control Centre (ECC) and its operational support teams, contractors and other statutory and voluntary agencies will be by radio, telephone and fax.



13 Record Keeping

See also Section 17 – Financial Control / Prosecution

13.1 It is important to log and retain a record of all events during an incident. This will assist if liability, compensation or reimbursement issues arise as a result of the incident. Guidance on the keeping of appropriate records during an incident can be found within Part 8 of the SCC Major Incident Plan and the Emergency Planning Unit Incident Management Log, which should be utilised for this purpose. The records should include details of all actions taken, communications with outside agencies, a summary of all key decisions made and details of all expenditure incurred. This information will also be useful to record lessons learnt during the post incident debrief and to inform the review of this plan following an incident.

13.2 In order to assist the briefing and updating of key response staff it may prove useful to establish display, logging, and incident update boards within the relevant control centre(s).

13.3 Early contact should be made with Corporate Finance and Legal Services in order to ensure that legitimacy of related processes.

13.4 Exercise and Training Schedule

There is a legal requirement upon the local authority to train, exercise and evaluate all emergency response plans. Full records must be maintained. A sample form can be found at Appendix 2 (Training, Exercising and Validation) and Appendix 3 (Exercise and Training Schedule).

14 Health and Safety/ Risk Assessment

To be read in conjunction with the council's General and Oil and Chemical Handling and Disposal Policy.

14.1 General

In any situation, it should be assumed that the organisation or body having the overall management control for that situation also has health and safety management responsibility.

At all times the personal health and safety of Council employees, contractors and members of the public is of paramount importance. At no time may any person undertake any task without the explicit permission of the individual Response Team Manager, who will have carried out a risk assessment for the task in hand. Risk assessments will develop from the following principles and be carried out using the appropriate form at Appendix 5.

- Exercise caution
- All personnel on site will be contactable via mobile phone/radio
- Avoid contact with any container or any chemical or oil spillage
- Avoid inhalation of fumes. Approach any container from upwind
- Only staff with a current Hazardous Material Awareness Course run by the Hampshire Fire and Rescue Service to be allowed to identify, handle, store or dispose of containers (three yearly update)
- Suitable protective clothing to be worn as instructed. This could include all or any of the following –
 - Overalls
 - Wellies/Safety Shoes
 - Over-Trousers
 - Waterproof Coat (plus Hood)
 - Rubber Gloves
 - Dust Mask
 - Goggles
- Staff are responsible for wearing appropriate amounts of clothing under protective layers, suitable for the weather conditions
- Do not over-exert, work steadily. Do not lift objects
- Take regular breaks, to warm up and cool down, rest, drink and eat
- Wash hands before eating

Staff working at the incident scene must be given a Health and Safety Briefing and be provided with a Health and Safety Action Card found at Appendix 6. The fact that this has been carried out should be recorded in the incident log.

At the commencement of operations a Health and Safety File for the operation will be established. The maintenance of the Health and Safety File is the responsibility of the competent person. The competent person should ensure that copies of all Health and Safety relevant information is maintained on the file and that, at the end of the operation, the file is kept with the operation archive. It is considered appropriate that the Council's Emergency Health Officers should be the competent person in respect of health and safety management during incidents.

14.2 Health and safety management arrangements during incidents

In the event of a major incident the Council will ensure that competent personnel are present at, or accessible to, the Shoreline Response Centre (SRC), or other established control centres in the case of a lesser scale incident, to advise health and safety issues.

In addition, on-site supervisory staff (i.e. Beach Masters) must be competent in both the use of clean up equipment and relevant health and safety procedures and precautions. Beach Masters will be responsible for ensuring that all personnel under their supervision have been provided with relevant safety equipment, information and guidance.

There should be a meeting of Beach Masters at the SRC at least once a week to review operational and safety management experiences over the preceding week and review plans for the forthcoming week. In a given operation the SRC will determine the actual frequency of meeting and briefings. Where a Beach Master takes over a specific site or existing operation there should be a formal handover process. The process should be recorded and logged.

It is a duty to record all accidents and incidents. Copies of all accidents and incidents during a clean up operation should be provided to the relevant control centre. In the event of an accident, dangerous occurrence or other incident requiring notification under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the

information should be recorded and reported by the Council to the Health and Safety Executive.

Where the Council uses oil spill contractors they should, as part of the specification of a contractor, provide copies of the contractor's written Health and Safety Policy and relevant safety information, including details of safety procedures and precautions, staff training and arrangement for supervision and management. Careful consideration should be exercised with contractors using casual labour.

14.3 Shoreline Response Centre

Should it be necessary to set up a Shoreline Response Centre, the following actions should be considered by the designated Health and Safety Officer, by virtue of the scale of the incident:

- **Health and Safety Sub-Group** – set up the Health and Safety Sub-Group for the operation and establish arrangements for its maintenance.
- **Cargo Details** – Secure information of type of material(s), total tonnage etc., estimate of tonnage spill to date. Copies of relevant hazard sheets from owner/consignee via the MCA. File in Health and Safety File.
- **Time of Incident** – Time of first release, duration of material at sea and exposed to elements and wave action etc. Review likely to impact on risk. File in Health and Safety File.
- **Weather Reports** – Weather forecast for the next 24 hours including sea conditions, obtain regular updates via the SRC. Review likely to impact on risk. File in Health and Safety File.
- **Marine Operations** – Summary of action to date, details of any material used to break up or disperse spill. Quantity used, where and when applied. Relevant hazard sheets via the MCA. Establish communications via the SRC to ensure updates on material usage during marine operations.
- **Beach Masters** – Identify Beach Masters, prepare and provide an initial safety briefing. Plan for attendance at weekly Beach Master briefings.
- **Induction Arrangements** – Establish arrangements for safety induction of staff and personnel. Induction arrangements to cover the management and supervisory arrangements on-site and principal hazards and issues.

14.4 Hazards / issues associated with normal work practices:

- Lifting and manual handling
- Working with and around vehicles
- Working with and around chemicals
- Working with and around noisy equipment
- Personal Protective Equipment and Clothing
- Welfare provision for safe or remote working
- Working in extremes of temperature and weather
- Supervision for site and remote working
- First aid arrangements
- Reporting procedures

Note - this should not be taken as an exhaustive list

All the above hazards or issues that may be encountered on most working days by staff and should therefore already be dealt with in appropriate safety training.

15 Waste Management

Note: Oiled waste is classed as a special waste and the transfer and disposal of such material is governed by the Special Waste Regulations.

- Consider setting up a waste management sub-group in the technical team and its role in the response
- Consider a waste management strategy for shoreline cleanup, identifying potential sites for intermediate storage, temporary storage and permanent disposal, promoting waste minimisation and identifying waste licensing regulations.

15.1 General

Wherever possible, spilled oil should be recovered for recycling and re-use. However any shoreline clean-up operation is likely to result in amounts of oily water far in excess of the original oil on the shoreline.

Responsibility for the arrangements to dispose of shoreline pollution wastes rests with the local authority Waste Disposal Manager in consultation with the County Council Waste Regulation Officer and the Environment Agency.

The following types of waste can arise:

- Recovered oil (not heavily contaminated)
- Water in oil emulsion – untreated
- Water in oil emulsion – treated with dispersant
- Thick weathered oil – lumps
- Semi-solid bunker oil
- Oil and sand mixtures
- Dry waste
- Oiled shingle
- Heavily oiled seaweed and other debris

Note: The responsibility for the arrangements to dispose of oil recovered from the Dock or Harbour waters, rests with ABP.

15.2 Temporary Storage

Clean-up activities may produce quantities of oil and oily debris at a faster rate than they can be properly disposed of and temporary storage will frequently be necessary, upon recovery. ABP may be able to make limited hard standing available for temporary storage purposes; such areas would require to be temporarily bunded or provided with portable tanks and would require the agreement of the Environment Agency on an incident basis.

Areas which could possibly be made available are:

- Suitable secure site owned or managed by Southampton City Council subject to availability at the time
- Berth 37 quay apron
- Berth 40 block paved storage area
- Berth 43 block paved storage area
- Berth 102 quay apron

15.3 Disposal Methods

- **Recovery to Oil Processing Installations**

Reprocessing is the preferred option. In general only pure oil and possibly oil/water mixtures will be acceptable. Licensed contractors able to accept recovered oil for recycling or reprocessing is listed below.

- **Landfill**

Landfill has been the historic principle method of disposal for this type of waste. However with landfills now being licensed under Integrated Pollution Prevention Control (IPPC), the end of co-disposal (the ability to dispose of a certain percentage of specific hazardous waste with no-hazardous waste) and the recently implemented hazardous waste regulations, land-filling is no longer an easy option for this material.

From 31st August 2002 all waste transfer notes must contain an appropriate six-figure code from the European Waste Catalogue (EWC) codes as listed by the Environment Agency. Waste oil in anything other than minute quantities is classified under the EWC code as a "hazardous waste" please note that no landfill sites in Hampshire are currently licensed to

accept hazardous waste and numbers in general in the UK licensed for hazardous waste are limited. Early discussions should be held with the Environment Agency, plus Hampshire and Southampton Waste Disposal Officers on the potential options for disposal of this type of material by landfill.

Potential landfill sites and contact details are obtainable through Hampshire County Council Waste Disposal Management Officer.

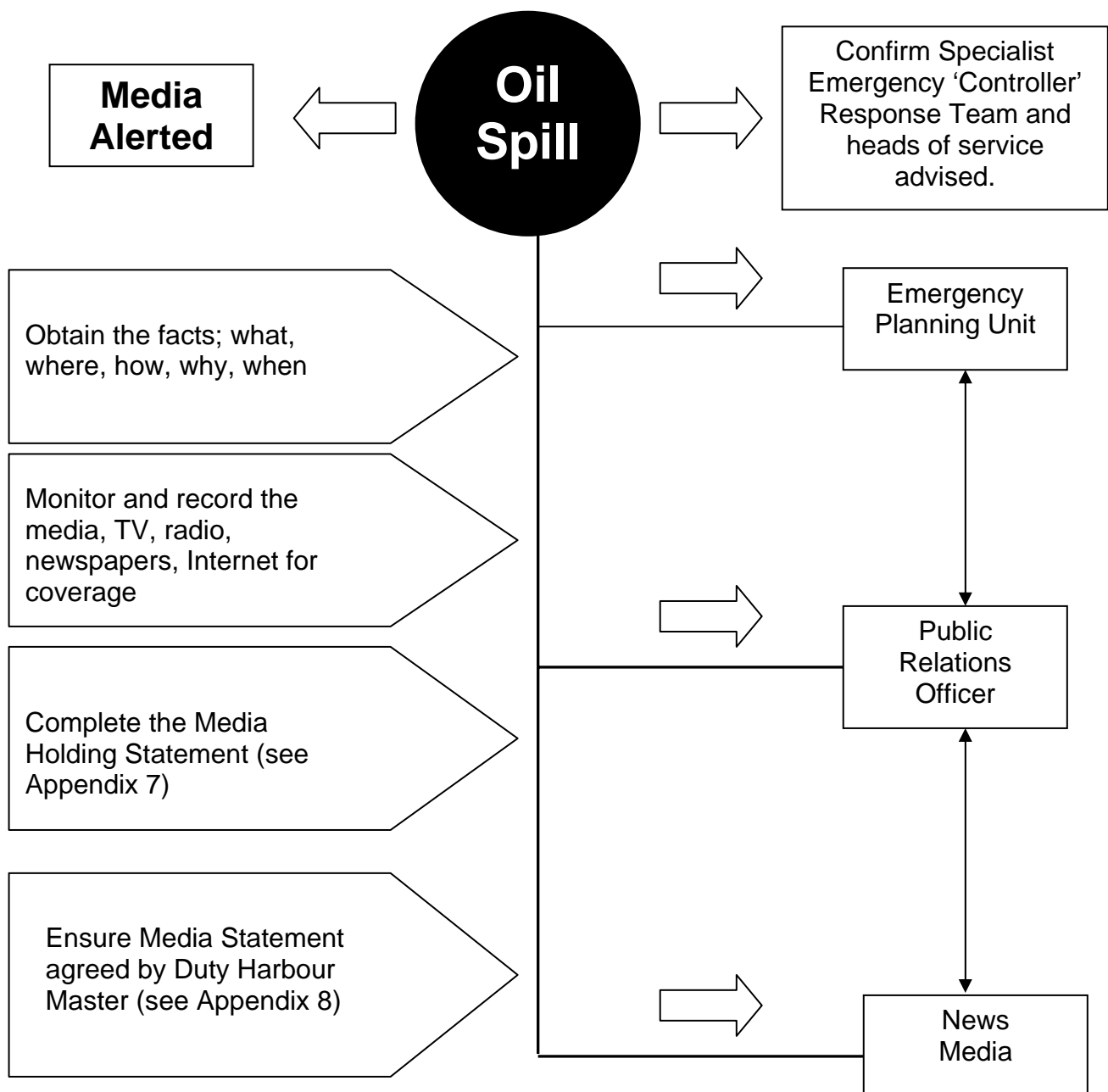
- **Samples**

Samples may be required as evidence in legal proceedings. It is therefore important to ensure their proper collection to ensure their authenticity cannot be challenged. Guidance on the method of collecting, sealing, packaging, boxing, labelling and addressing of samples is available from the Duty Environmental Health Manager.

16 Public Relations

16.1 Media Release Procedure

It is important that the public receive timely and accurate information and advice during the initial response phase and return to normality. This will be facilitated by the Duty Local Authority Public Relations Officer.



16.2 In the case of a Tier 3 incident the SRC will wish to co-ordinate its PR response through an adequate media response team under a designated Press Manager. Additional considerations may relate to associated liaison with other agencies and government departments as well as VIP visits to afford support and reassurance.

See also Corporate Media Plan and HIOW LRF Media Plan.

16.3 Whilst the overall responsibility to ensuring timely and effective public relations will rest with the highest level of incident command it is crucial that the local authority PR Officer is supported and fully accessible to the local authority response team.

Note: Draft Holding and Update Media Statements are at Appendices 8 and 9.

17 Financial Control / Prosecution

See also Section 13 - Record Keeping

17.1 Government policy is to seek compensation for the recovery of costs in any oil or chemical spill where cleanup action or precautionary measures are undertaken to prevent or reduce the threat of pollution. The general principle is that the polluter should pay, however, it may be very difficult or impossible to identify the polluter. In all cases the council will proceed with cleanup operations on the assumption that a claim will be made. A full and accurate record of any pollution incident is absolutely essential particularly to substantiate a subsequent claim or enquiry. Such records will have a wide range of uses, and must be comprehensive. The record should clearly show timings, information received, decisions taken, orders given and actions completed where appropriate. A running total of approximate costs incurred should also be maintained.

17.2 For this purpose it may prove appropriate that early liaison between finance and legal services management of the city council is initiated to ensure ease and sustainability of process.

17.3 The regulatory body for each piece of legislation has a duty to secure evidence for possible use in court if it has reason to believe that an offence has been committed. The gathering of such evidence must not interfere with the operational activities of the salvors and other emergency services. An environmental health officer should be appointed at an early stage to liaise with and co-ordinate the evidence-gathering element of the response plan.

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Appendix 1 - Contact Details

**DOES NOT APPEAR IN THIS VERSION DUE TO
RESTRICTED INFORMATION BEING CONTAINED WITHIN THE APPENDIX.**

Appendix 2 - Training, Exercising and Validation

Introduction

The Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 require a plan to include provision for the carrying out of exercises and for the training of staff or other persons. They clarify the requirement in regard to the training of persons involved in the Local Authority response to major emergencies and the exercises to test those arrangements.

Training

Southampton City Council will ensure that staff who have roles and responsibilities within this plan, are given training commensurate with the tasks expected of them. Training will be extended to those not directly employed by the council, but who perform tasks and duties on their behalf, in support of the plan, i.e. contractors and other service providers.

A range of training methods will be adopted. These include one-to-one training, group lectures, seminars and scenario based training. The council will take the opportunity to involve staff in training offered and provided by others where there is a clear benefit to the council's ability to respond to emergencies. An annual schedule of training and exercising will be created and reviewed regularly taking into account the needs of the council, staff and their experience.

The aim of training will be to ensure that staff are fully competent, so that the council is able to respond efficiently and effectively to any pollution emergency they may be called to assist with. The objective will be to ensure that all involved in the response to a pollution emergency understand their role and are capable of completing the tasks expected of them. Additionally they will need to have a broad overview of the whole plan and the functions of other agencies. Training will also extend to those not directly employed by the council, but who support the council's response to emergencies i.e. voluntary organisations and other agencies. Training opportunities will be offered to relevant responders and agencies where this is appropriate.

A related training attendance database will be maintained.

Exercising

Exercises will ensure that the plan remains effective and will form a part of the training process. The aim of the individual exercises will be to test and validate those parts of the plan under scrutiny. Related schedules and reports will be maintained.

As such, the objective of the exercise will be to ensure that the element of the plan being tested actually works and achieves its purpose. As there may be many different elements capable of being exercised, objectives will be set for each individual exercise, and the measure of success will be whether those objectives were fully achieved, when and by whom. The results obtained will then drive the cycle of evaluation, review and training so that a process of continuous refinement and improvement is in place.

The council will ensure that inter-agency partners, the voluntary sector and elected members are engaged in the training and exercising process when appropriate. Their role, and the contribution they make to the emergency response, is recognised and valued.

Sample Training Schedule

Date Planned	Subject	Target Group	Type / Location
November 2007	Control Room Operations and individual roles	Identified ECC staff, Call Handlers, EP Staff,	Demonstration and presentations to group and individuals. Southbrook Rise ECC.
January 2008	Alerting and activation	Those with role in activation process. Incl. Executive Directors, senior council managers, Link and liaison officers, Community Alarms Staff.	Presentation and subsequent discussions. Committee Room 1. Civic Centre
February 2008	Communications methods during an emergency	ECC staff, link and liaison officers, EP staff, Raynet, Police, PRC Staff, City Patrol	Presentation, discussion and practical demonstrations. Football Stadium conference suite
March 2008	Roles and Responsibilities of Category 1 & 2 Responders	All available SCC staff with a function within the plan. Emergency Services and Utilities, ABP, Military	Presentation, discussion and practical demonstrations. Multi Choice question test. Football Stadium conference suite
April 2008	HAZMAT	Link and liaison officers, Controllers, City Patrol, Environmental Health, EP staff	Presentation and demonstration. University Conference Suite
June 2008	Beachmasters Course (MCA)	Oil and Chemical Pollution Officer and Deputy, EP staff, Environmental Health	Theory and Practical led course. MCA, Southampton
August 2008	O.C.P. Management Course (MCA)	Oil and Chemical Pollution Officer and Deputy, EP staff, Environmental Health	Interactive Course. MCA, Southampton
October 2008	O.C.P. Awareness Day	Oil and Chemical Pollution Officer and Deputy, EP staff, Environmental Health, Police, Fire, Ambulance, ABP, MCA	Presentations, Seminar led. Civic Centre, Guildhall Lecture Theatre



Sample Exercise Schedule

Date	Subject/Element Exercised	Groups involved	Coordinated By	Details of Training Exercise, Outcomes, and Main Follow-Up Actions
August 2007	"Cold Call" Alert Exercise	EPU and on-call staff	J. Smith	<p>Live Exercise Objective: To test the availability and response of key on-call staff.</p> <p>Assessment:: 70% available within 2 hours Follow Up: Increase awareness of need to advise availability though EP Bulletin.</p>
December 2007	ECC Operation (in conjunction with Operation RedStripe)	All ECC staff, and senior managers	EPM	<p>Live Exercise Objective: 1) To set up and test function of the ECC, 2) To test ECC communications equipment for 100% functionality, 3) To test staff ability in respect of message recording and decision- making process.</p> <p>Assessment: Mostly Achieved. 85% Follow Up: IT provision and access to be reassessed to ensure seamless access for all staff. Regular inspections of room whilst in stand-by mode and used as offices to ensure equipment is ready to use. (See also results of Exercise RedStripe)</p>
February 2008	Media Response	SCC Media Team, Emergency Services , BBC/Press, Executive Director	Head of Media	<p>Table-top Exercise Objective: 1) To exercise the inter-agency media management. 2) To assess responses against the existing media plan. 3) To test conflicting interests and problem resolution. Assessment: Awaits. Follow Up: Awaits.</p>
April 2008	O.C.P. Related as part of Corporate MIP Scenario Led Seminar	ECC Staff, Oil & Chemical Pollution Officer, Emergency Services, MCA, Environmental Health, Military	EPM	<p>Table-top Exercise Objective: 1) To test OCP Plan. 2) To familiarise all with OCP Plan Assessment: 1) Assessment Sheets. 2) Test sheets (questions). Follow-up: Awaits</p>

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Appendix 4

**Southampton City Council
Oil and Chemical Pollution
Report Form**



**DOES NOT APPEAR IN THIS VERSION DUE TO
RESTRICTED INFORMATION BEING CONTAINED WITHIN THE APPENDIX.**

Appendix 5

Southampton City Council
Oil and Chemical Pollution Plan



**Site Specific Health and Safety Plan
Assessment Form**

APPLIES TO SITE: _____

DATE: _____ TIME: _____ INCIDENT: _____

PRODUCT(S): (Attach Material Safety Data Sheet) _____

WIND DIRECTION: _____

SITE CHARACTERISATION Tick as applicable:

AREA	Open Water	Inshore Water	River/Creek	Saltmarsh	Mudflats
	Shoreline	Sand	Shingle	Intake Channel	
USE:	Commercial	Industrial	Public	Government	Recreational
	Residential	Other			

SITE HAZARDS Tick as applicable:

Boat Safety	Fire, Explosion	Slips, trips and falls
Chemical Hazards	Heat Stress	Steam and hot water
Drum Handling	Helicopter Operations	Tides
Equipment Operations	Lifting	Trenches, excavations
Electrical Hazards	Motor Vehicles	Visibility
Fatigue	Noise	Weather
Others	Overhead/Buried Utilities	Working Near Water
Pumps and Hoses	Inhalation Hazards	Aircraft

HAZARDS – FURTHER DETAILS:

Hazard/Threat/Event	Likelihood	Counter Measures

AIR MONITORING Tick as applicable:

O2		LEL		Benzene		H2S		Other	
----	--	-----	--	---------	--	-----	--	-------	--

Details:

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PERSONAL PROTECTIVE EQUIPMENT Tick as applicable:

Foot Protection		Coveralls	
Head Protection		Impervious	
Eye Protection		Personal Flotation	
Ear Protection		Respirators	
Hand Protection		Other	

SITE FACILITIES Tick as applicable:

Sanitation		First Aid		Decontamination	
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CONTACT DETAILS Tick as applicable:

Doctor	Telephone:
Hospital	Telephone:
Fire	Telephone:
Police	Telephone:
Other	Telephone:

GENERAL COMMENTS:

--

THE EVACUATION ALARM SIGNAL IS (define below):

--

DATE PLAN COMPLETED: _____

ASSESSMENT COMPLETED BY: _____

Appendix 6

CITY COUNCIL PERSONNEL ATTENDING INCIDENT SITE



(HEALTH AND SAFETY)

ACTION CARD

Copies of this action card must be given to all personnel likely to attend the pollution site in whatever capacity.

- (a) Normal road traffic laws apply at all times, including travel to/from the scene. You have no exemption to traffic laws and nothing can justify you being involved in an accident which will, in itself, only cause delay to the council response.
- (b) If attending the incident site you **MUST AT ALL TIMES** obey any instructions given by the Emergency Services and the city council liaison officer who will usually be found at the Forward Control Point
- (c) Health and Safety rules and good safety practice must be observed at all times. You have a duty to ensure your own health and safety as well as your duty to others.
- (d) All council employees must carry their city council ID pass to identify them as an employee of Southampton City Council. Car windscreen notices can be obtained from the city council liaison officer.
- (e) Appropriate safety clothing / equipment is necessary if the situation dictates. Those not normally issued with such items must be mindful of the need to be clearly identifiable, visible and protected from risk whilst deployed at an incident. All personnel must therefore wear Southampton City Council high visibility clothing and other personal protective equipment as appropriate i.e. stout footwear. protective headgear, gloves and goggles.

CITY COUNCIL PERSONNEL ATTENDING INCIDENT SITE

(HEALTH AND SAFETY)

ACTION CARD (Continued)



- (f) Any injury, “near miss” or “dangerous occurrence” involving any member of Southampton City Council personnel must be reported to the City Council Liaison Officer (Bronze) and also in accordance with the council’s Accident/Incident Reporting Procedure.
- (g) Personnel should remember that the preservation of life and property is the responsibility of the Emergency Services. The council role is secondary and in support of such operations. No risks must be taken which could endanger your life or that of another.

Before commencing tasks at/near the incident scene, all staff must consider:

- **Do they understand what is expected of them?**
- **Do they have the necessary personal protective equipment (PPE)?**
- **Is it safe?**
- **Are they competent to do what they have been asked to do?**
- **Do they understand any safety procedures implemented at the scene by the emergency services/site owner or other authority?**

If the answer to any of the above is NO– staff should refer back to the city council Liaison Officer for reconsideration.

Appendix 7 - Action Guide



UNKNOWN SUBSTANCES DEPOSITED ON PUBLIC OR PRIVATE LAND INCLUDING THE FORESHORE

**DOES NOT APPEAR IN THIS VERSION DUE TO
RESTRICTED INFORMATION BEING CONTAINED WITHIN THE APPENDIX.**

Appendix 8 - Media Holding Statement



Timed at:hrsdaydate

Athrs onday,200..... ,

An oil spill / substance spill* occurred on the (*insert river /watercourse name here et*c*) in, or close to, the area of (*insert location*)

The estimated quantity of oil (state type) / substance (if known) spilled is approximately litres / tonnes, or

The quantity of oil (state type) / substance spilled is not yet known.

The Port Authority / Southampton City Council* have activated their Oil & Chemical Pollution Plan and initiated spill response control measures and is investigating the cause.

The public are asked to keep clear of the area of (*insert location*)and not to touch any oil or substances that they may find washed up on the shoreline.

The impact on marine and wildlife is assessed as Low / Unknown at this time*

Further information will be provided as soon as it becomes available

NEXT PRESS STATEMENT ATHRS

ALL PRESS ENQUIRIES TO “INCIDENT PRESS OFFICE”

TEL:

* *delete as required*

Appendix 9 - Media Statement



Incident Name:

Date Prepared: Time Prepared:

Operational Period:

Start: Finish:

Message:

Contact for Further Information:

Approved By:

Date:

Appendix 10 - Glossary

ABP	Associated British Ports
ARCC	Air Rescue Co-ordination Centre
BERR	Dept for Business and Enterprise Regulatory reform (formerly the DTI)
BOSCA	British Oil Spill Control Association
BTA	British Tugowners Association
CAST	Coastguard Agreement on Salvage and Towage
CCW	Countryside Council for Wales
CEFAS	Centre for Environment, Fisheries and Aquaculture Science
CHAG	Chemical Hazards Advisory Group
CIA	Chemical Industry Association
COI	Central Office of Information
DfT	Department for Transport
DMO	Director of Maritime Operations, MCA
DOCPO	Deputy Oil and Pollution Officer
EA	Environment Agency
EHO	Environmental Health Officer
EHS	Environment and Heritage Service of DoE(NI)
ELO	Environment Liaison Officer
EN	English Nature
EPM	Emergency Planning Manager
ETV	Emergency Towing Vessel
EWC	European Waste Catalogue
FCO	Foreign and Commonwealth Office
FEPA	Food and Environment Protection Act 1985
HCC	Hampshire County Council
HIOW LRF	Hampshire & IOW Local Resilience Forum
HMCG	Her Majesty's Coastguard
HOO	Head of Operations, MCA
HSE	Health and Safety Executive
IMO	International Maritime Organisation
IOPC Fund	International Oil Pollution Compensation Fund

IPPC	Integrated Pollution Prevention Control
ITOPF	International Tanker Owners Pollution Federation
LRF	Local Resilience Forum
MACC	Military Aid to the Civil Community
MCA	Maritime and Coastguard Agency
MAIB	Marine Accident Investigation Branch
MEIR	Marine Emergencies Information Room
MoD	Ministry of Defence
MOU	Memorandum of Understanding
MRC	Marine Response Centre
MRCC	Maritime Rescue Co-ordination Centre
MRSC	Maritime Rescue Sub centre
NHS	National Health Service
NRA	National Rivers Authority
OCPO	Oil and Chemical Pollution Officer
OIM	Offshore Installation Manager
OPOL	Offshore Pollution Liability Association Ltd
PCPSO	Principal Counter Pollution and Salvage Officer
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
RSPCA	Royal Society for the Prevention of Cruelty to Animals
SAR	Search and Rescue
SCC	Southampton City Council
SCU	Salvage Control Unit
SERS	Ship Emergency Response Service
SFI	Sea Fisheries Inspectorate
SOSREP	Secretary of State's Representative
SRC	Shoreline Response Centre
SSSI	Sites of Special Specific Interest
STOp	Scientific, Technical and Operational Guidance Notices
UKOOA	United Kingdom Offshore Operators' Association
UKPIA	United Kingdom Petroleum Industry Association
UCLOS	United Nations Convention on the Law of the Sea 1982

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