

This has been replaced by [site clearance capability guidance](#) published in May 2016.



Department for  
Communities and  
Local Government

# Guidance on development of a site clearance capability in England and Wales

Annex A - Key roles and responsibilities

Archived

**Archived**

Archived

© Crown copyright, 2012

Copyright in the typographical arrangement rests with the Crown.

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit <http://www.nationalarchives.gov.uk/doc/open-government-licence/> or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or e-mail: [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk).

This document/publication is also available on our website at [www.communities.gov.uk](http://www.communities.gov.uk)

Any enquiries regarding this document/publication should be sent to us at:

Department for Communities and Local Government  
Eland House  
Bressenden Place  
London  
SW1E 5DU  
Telephone: 030 3444 0000

August, 2012

ISBN: 978-1-4098-3599-8

## Contents

Key roles and responsibilities .....	5
Local resilience forums .....	6
Fire and rescue authorities .....	7
Police .....	8
Ambulance service.....	9
Local authorities.....	9
Site or building owner .....	12
Central government .....	13
Department for Communities and Local Government.....	14
Cabinet Office – Civil Contingencies Secretariat .....	16
Department for Environment, Food and Rural Affairs .....	17
United Kingdom Government Decontamination Service.....	18
Environment Agency.....	19
Environmental Services Association .....	19
Department for Transport.....	20
Department for Business Innovation and Skills.....	20
Health Protection Agency .....	20
Public Health Wales.....	21
Health and Safety Executive.....	21
Other organisations.....	21
Military .....	21
Voluntary sector .....	22
Utility companies.....	22
Historic and natural environment.....	23
Devolved governments .....	24

Archived

## Annex A

### Key roles and responsibilities<sup>1</sup>

1. The aim of this annex is to provide an overview of the key roles played by the range of organisations which may become involved in an incident where site clearance is required. Many of these organisations' main roles will be in response to the incident e.g. police, fire and rescue or ambulance services, others will be more specifically involved in, or responsible for, the recovery process e.g. local authorities. However, it is important that all organisations have an understanding of the key roles that others may be required to undertake in the various stages of an incident of this nature.
2. The organisations referred to in this document are:
  - Local resilience forums
  - Fire and rescue authorities
  - Police
  - Ambulance service
  - Local authorities
  - Site or building owner

#### Central government:

- Department for Communities and Local Government
  - Resilience and Emergencies Division
- Cabinet Office
  - Civil Contingencies Secretariat
- Department for Environment, Food and Rural Affairs
  - UK Government Decontamination Service
  - Environment Agency
  - Environmental Services Association
- Department for Transport
- Department for Business, Innovation and Skills

---

<sup>1</sup> Chapter 3 of the Emergency Response and Recovery Guidance also provides information on the roles of organisations involved in responding to or recovery from emergencies: (<http://www.cabinetoffice.gov.uk/resource-library/emergency-response-and-recovery>)

- Health Protection Agency
- Public Health Wales
- Health and Safety Executive

Other organisations:

- Military
  - Voluntary sector
  - Utility companies
  - Historic and natural environment organisations
  - Devolved governments
3. During the early phases of an incident fire and rescue authorities or the police (dependant on the circumstances of the incident and whether casualties and/or fatalities are still being rescued or recovered) will take responsibility for determining site clearance activity where it is necessary for the conduct of search and rescue or criminal investigation activities. They will do so in close co-operation with other responders and contractors. During the recovery phase lead responsibility will normally pass to local authorities operating in close co-operation with site owners, insurers and contractors. The following sets out briefly the roles of the key organisations in an incident which involves site clearance.

## Local resilience forums

4. Local resilience forums were set up in response to the requirements of the Civil Contingencies Act 2004. They are based on police areas (38 in England, four in Wales) and membership is drawn from category 1 responders i.e. those organisations at the core of the response to most emergencies (e.g. emergency services, local authorities, National Health Service bodies), category 2 organisations (e.g. Health and Safety Executive, transport and utility companies) and wider partners such as the military and the voluntary sector who provide a valuable contribution to local resilience forum work in emergency preparedness.
5. The purpose of each local resilience forum is to promote co-ordination and co-operation between responders at the local level and to prepare, disseminate and exercise plans for a wide range of emergency situations including site clearance.
6. The local resilience forum is not an operational body because it has no functional responsibilities to deliver during an emergency and no resources. However, generally, during an emergency, a particular set of those who make up the forum are likely to come together as a multi-

agency team to deliver their functional responsibilities forming a strategic co-ordinating group if the situation requires it.

## Fire and rescue authorities

7. During the response phase fire and rescue authorities will play a key role in arranging site clearance activity where this is needed to facilitate search and rescue of those who are trapped and/or injured. The primary role of fire and rescue authorities is set in legislation<sup>2</sup>. In an incident the fire and rescue role includes extinguishing fires, protecting life and property from fire, rescuing and protecting people from serious harm. In addition fire and rescue authorities also have a specific duty to rescue people who may be trapped as a result of the collapse of a building or other structure.
8. All firefighters will have a basic understanding of the hazards and the principles of search and rescue at structural collapses. Every fire and rescue authority also has access to the services of specialist urban search and rescue teams, staffed by firefighters trained to undertake more complex search and rescue operations.
9. During the initial response phase of an incident a fire and rescue authority will:
  - take responsibility, in liaison with local authority building control, for managing any structural collapses that could be caused by:
    - natural occurrences (e.g. earthquake, subsidence, floodwater)
    - accident (e.g. explosion, impact, fire) or
    - deliberate action (e.g. terrorist attack, bomb)

in order to facilitate search and rescue of those who are trapped or injured. (If deliberate the fire and rescue authority will liaise closely with the police particularly in the initial response phase)

  - if required, provide a mass decontamination facility for on-site workers and members of the public; containing, for a reasonable period, any water used in the decontamination process
  - if necessary assist with the detection, identification, monitoring and management of hazardous materials in order to protect people and the environment

---

<sup>2</sup> See The Fire and Rescue Services Act 2004 ([www.legislation.gov.uk/ukpga/2004/21/contents](http://www.legislation.gov.uk/ukpga/2004/21/contents)), The Fire and Rescue Services (Emergencies) (England) Order 2007 ([www.legislation.gov.uk/uksi/2007/735/made](http://www.legislation.gov.uk/uksi/2007/735/made)) and The Fire and Rescue Services (Emergencies) (Wales) Order 2007/3193 ([www.legislation.gov.uk/wsi/2007/3193/made](http://www.legislation.gov.uk/wsi/2007/3193/made)).

- in consultation with the strategic co-ordinating group act as the initial conduit for scientific advice to those at the scene in relation to hazardous materials incidents
- in consultation with the police and the local authority assist in the determination of evacuation, building safety, road closures and arrangements for the clearing of debris from the highway
- assist with salvage and damage control
- be responsible, with the exception of terrorist incidents, for the health and safety of all responders in the inner cordon during the initial response

## Police

10. At the response stage the underlying principle for an incident with an identifiable land-based scene is that the police normally assume the management of overall co-ordination where there has been a crime or life is at risk. This approach ensures that resources are used to best effect and avoids situations where resources may be called upon simultaneously by different agencies.

11. The police will:

- in consultation with other responders, take measures to protect the public. This may be achieved by external evacuation or internal sheltering
- secure, protect and preserve potential scene of crime until it is established as otherwise and control sightseers
- where terrorist action is suspected as the cause of an incident, take additional measures to protect the incident site and carry out searches for secondary devices
- where the incident is suspected to be of terrorist nature the national co-ordinator for counterterrorism will play a lead role in the strategic management of the potential scene of crime and deployment of special investigative resources
- where crime is suspected, following the initial phase, manage and co-ordinate the evidential/forensic examination at both scene and bulk debris examination site
- usually establish the strategic co-ordinating group and chair it initially. They may also be responsible for initial establishment of the recovery co-ordinating group passing this over to the local authority or other relevant agency

- if decontamination of people is required during the crisis phase the police will assist the ambulance and fire and rescue authorities
- on behalf of Her Majesty's Coroner, lead the disaster victim identification process of the dead
- in consultation with the local authority, Environment Agency <sup>3</sup> and Health and Safety Executive, have responsibility for the establishment, management and security of the forensic area at the landfill site
- in consultation with other departments or agencies as necessary, authorise the onset of site clearance
- control all access and exit points to the outer cordon
- control the release of vehicles and other items of value when safe and appropriate to do so on presentation of acceptable proof of ownership and
- be responsible for co-ordinating the response to media enquiries and arrangements at the scene of an incident in line with the media handling protocols agreed through the Local Resilience Forum

## Ambulance service

12. Whilst the ambulance service will not normally have a direct role in the site clearance process it will play a key part during the initial response. During this phase and, if necessary, beyond the service will:

- save life together with the other emergency services
- provide treatment, stabilisation and care of those injured at the incident site
- determine the hospital(s) to which any injured persons should be taken and
- provide medical support to those involved in clearing the incident site

## Local authorities

13. Local authorities have a key role to play in developing appropriate response and recovery plans and procedures for site clearance in consultation with local resilience forum partners and co-ordinating the site clearance process in close conjunction with site/building owners or occupiers and their insurers. Where there is an immediate threat to life, and site or building owners cannot be identified or located, the local

---

<sup>3</sup> The Environment Agency in Wales will cease to exist from 1<sup>st</sup> April 2013. It will be replaced by a single body which will also include the Forestry Commission Wales and the Countryside Council for Wales

authority will take a lead role in assessing the structural stability of affected buildings; arranging demolition and/or arranging site clearance. Whilst each incident will be unique and may require differing levels of resource and capability depending on the scale and location it is likely that the majority will make significant demands on local authority staff and resources.

14. Unitary local authorities will be responsible for all the actions which fall to a local authority to undertake following an incident where site clearance is required. However, in an area where there is a two tier system, responsibilities may be split between the county and district councils<sup>4</sup>. A table showing how responsibilities are allocated in a two tier system is set out below.

Local Authority Services – Two Tier System	
<i>County Services</i>	<i>District Services</i>
Highways	Environmental
Schools	Parking
Public Health	Building Control
Social Care	Protective
Finance and Insurance	Cemetery and Crematorium
Emergency Planning	Finance and Insurance
Recycling	Emergency Planning
Coroner	Housing
Public and Community Transport	Street Care
Community Engagement/Media	Waste Collection
	Regeneration
	Animal Control
	Community Engagement/Media

Key roles of the local authority during planning and recovery include:

Planning preparation and review

<sup>4</sup> In Wales only Unitary Authorities exist.

- Initial preparation, testing and periodic review of plans for responding to incidents requiring the exercise of a site clearance capability
- Maintenance of relevant plans of public buildings such as hospitals, libraries, airports and arrangements for their release, including out of normal working hours, and on-site management in the event of an incident
- Ensuring lessons learned are reflected in revised plans
- Pre-identification of local and regional critical transport routes in co-operation with the relevant agency (i.e. local authority, Highways Agency or the Welsh Government)

#### Working with partners

- Cooperation and information sharing with partners during the response and recovery
- Engagement with all partners during the pre planning phase
- Coordination of non emergency services, i.e. voluntary sector and utilities
- Engagement with the local community and businesses

#### Passes and site security

- In consultation with the police and others as necessary, giving advice on the issue of access passes to the site following handover from the police to the responsible local authority
- Site security (post police handover).

#### Roads and parking

- Local road closures and diversions
- Diversion of major traffic arteries in consultation with the police and Highways Agency
- Arranging parking and passes for vehicles of those working at, and visiting, the incident site and other associated sites
- Arranging parking for vehicles involved in the transport and storage of debris and equipment

#### Debris disposal and decontamination

- Liaison with the Department for the Environment, Food and Rural Affairs and Environment Agency or the relevant division in Welsh

Government having devolved competence, over suitable decontamination methods, debris removal methods and disposal sites

- Identification, where required, of temporary or additional sites for holding or disposing of debris

#### Public health

- Assessment of public health risks in association with the Health Protection Agency and Public Health Wales
- Ensuring effective arrangements are in place for dealing with such issues as a growing population of rodents that may result in the case of site clearance operations with a long recovery phase

#### Financial considerations

- Establishment of systems for emergency expenditure
- Maintenance of comprehensive and accurate financial records of costs incurred
- Liaison with the insurance industry, particularly loss adjusters and encouraging those with insurance to make appropriate claims
- Preparation for and pursuing recovery costs as per exceptional emergencies
- Pursuing, where appropriate, claims for assistance through the Bellwin Scheme (Emergency Financial Assistance Scheme in Wales or other grants from central/devolved government and/or the European Union)
- Putting in place effective arrangements for dealing with the receipt, accounting for and distribution of public or other donations

#### Site or building owner

15. In the case of commercial and domestic properties, the site or building owner is responsible in most cases for arranging and meeting the costs of site clearance, following an incident. Where there is no obvious owner the person responsible for the site management holds the responsibility for a site clearance operation during the recovery phase. Site or building owners will be expected to work in close conjunction with and, wherever appropriate, under the direction of the responsible local authority to facilitate the clear up and recovery process.

16. In particular it is expected that site or building owners will:

- co-operate with the local authority and others in fulfilling their responsibilities

- co-operate with the Environment Agency in providing facts about the history of the building or site being cleared. The building owner may have considerable knowledge about the presence of oil or gas stores, chemicals or presence of asbestos or contaminants in building infrastructure etc
- maintain a communication strategy to inform employees and key stakeholders of developing information
- inform their insurers and co-operate with loss adjusters
- be responsible for maintaining site security after responsibility has been relinquished by the Police and the Local Authority
- be responsible for commissioning contractors to carry out detailed site evaluation (including further sampling) and subsequent decontamination (if required) of building, systems and contents, demolition and removal of waste<sup>5</sup>
- be responsible for establishing that the building is safe for re-occupation by obtaining verification from the leading authority

## Central government

17. In the majority of incidents which require site clearance capability, it is expected that the resources and expertise of local agencies are best placed to deploy an effective response. Central government will only seek to get involved in a response at a point where local capability may, or has been, overwhelmed (or otherwise needs to be augmented in some way). When central government is required to become involved because of the nature or scale of the incident, then national structures are in place to provide the appropriate co-ordination and guidance.
18. Central government has endorsed the principle that, for the majority of emergencies requiring response at the national level, there will be a pre-nominated lead government department which will be responsible for both planning for and activation of the central government response. In the case of an incident requiring site clearance, nomination of the lead department will reflect the nature and cause of the incident e.g. the Department for Communities and Local Government will be the lead department, unless the nature and cause of the incident is such that it is better coordinated elsewhere (e.g. the Department for Environment, Food and Rural Affairs would normally lead should the site clearance be of a civil nuclear facility). The UK Resilience website<sup>6</sup> provides information on

---

<sup>5</sup> See the Government Decontamination Service's "Strategic National Guidance. The decontamination of buildings, infrastructure and open environment exposed to chemical, biological, radiological or nuclear materials (at <http://www.cabinetoffice.gov.uk/resource-library/strategic-national-guidance-decontamination-buildings-infrastructure-and-open-envir>)

<sup>6</sup> [www.cabinetoffice.gov.uk/ukresilience](http://www.cabinetoffice.gov.uk/ukresilience)

the support and assistance that may be provided by individual government departments. Where required the nominated lead government department, usually with the support of the Government Liaison Officer for the relevant Local Resilience Forum (see paragraphs 20 and 21.) will:

- provide specialist advice and/or assistance to local emergency teams
- co-ordinate the activities of agencies and others involved
- collect information on the incident and its effects to provide information to the public and media at national level, to brief government ministers, and to inform Parliament.<sup>7</sup>

## Department for Communities and Local Government

### (1) Resilience and Emergencies Division

19. The Resilience and Emergencies Division of the Department for Communities and Local Government is responsible for providing the government liaison function on resilience issues below the national level (formerly provided through Government Offices in the Regions). The Resilience and Emergencies Division works with local organisations to build resilience, to support Local Resilience Forums in working together and provides the link between clearly defined central and local resilience functions with regard to planning for, and responding to, emergencies.
20. The role of the Resilience and Emergencies Division in an emergency - During wide-scale civil emergencies the Resilience and Emergencies Division forms an essential link and conduit for communications between central government departments and local resilience agencies. In this capacity the Resilience and Emergencies Division is responsible for co-ordinating the resilience function between central government and the strategic co-ordinating group – the multi-agency group of local partners who manage the response to emergencies at the local level. This may involve establishing and maintaining immediate lines of communication with strategic co-ordinating groups, including identifying whether there are likely to be issues arising or capability gaps emerging which may require central government support or input; via deployment of a Government Liaison Officer to the strategic co-ordinating group.
21. Recovery arrangements - During the response phase, the lead government department for response, Cabinet Office and other relevant Departments will, with input from the Department for Communities and Local Government's Resilience and Emergencies Division, assess what support is likely to be required by local responders during the recovery phase.
22. If it is agreed that ongoing national support is required, then activities during the recovery phase will be co-ordinated by the relevant lead

---

<sup>7</sup> In Wales this will be for Welsh Ministers and the National Assembly for Wales

government department for recovery as identified in Departments Responsibilities for Planning, Response and Recovery from Emergencies<sup>8</sup>. The role of the lead government department for recovery will include co-ordinating cross-departmental action (via ministerial or officials groups as necessary) as well as providing any support to local responders (e.g. through provision of a Government Liaison Officer to liaise with the recovery co-ordinating group).

23. In performing this role, the lead government department for recovery may call on other government departments for support, both for specialist technical or policy advice as well as local knowledge of the area or key contacts and to augment their resources. In many incidents the recovery co-ordination will be initiated whilst the response phase is still ongoing. During the transition from response to recovery, the lead government department for recovery will also have the assistance of the Department for Communities and Local Government's Resilience and Emergencies Division to ensure an effective sharing or handover of information, contacts and ongoing actions.

## **(2) Lead government department on site clearance**

24. The Department for Communities and Local Government is the lead government department for site clearance and has responsibility for providing and updating national guidance. In the event of a major building collapse which requires a response from the national level the Department for Communities and Local Government would (normally) take on the role of lead department as described above (see paragraph 18.)

## **(3) Operation of the Bellwin scheme**

25. The Department for Communities and Local Government also operates the Bellwin Scheme in England, under powers provided by section 155 of the Local Government and Housing Act 1989. A Bellwin scheme may be activated in any case where an emergency or disaster involving danger to life, or destruction of property, occurs and, as a result, one or more local authorities incur costs for taking immediate action to safeguard life or property, or to prevent suffering or severe inconvenience, in their area or among its inhabitants.

26. Any local authority, as defined in section 155 of the Local Government and Housing Act 1989, may make a claim i.e.:

- a. a county council
- b. a district council
- c. the Greater London Authority

---

<sup>8</sup> <http://www.cabinetoffice.gov.uk/sites/default/files/resources/lead-government-department-march-2010>

<sup>9</sup> <http://www.communities.gov.uk/publications/localgovernment/bellwin201213guidance>

- d. a London borough council
  - e. the Common Council of the City of London
  - f. the Council of the Isles of Scilly
  - g. a police authority established under schedule 3 of the Police Act 1964
  - h. a joint authority established by Part IV of the Local Government Act 1985, other than a metropolitan county passenger transport authority
  - i. a combined fire authority
  - j. a national park authority or The Broads Authority
27. Bellwin has traditionally been seen as a response to severe weather events. It can and has been used in relation to other events - such as the Buncefield oil depot fire, but that is fairly unusual. It is for the secretary of state to determine whether the circumstances of an incident warrant the application of the scheme.
28. It should be remembered, however, that Bellwin funding can only be provided in support of the response to an emergency not for recovery costs.
29. The Emergency Financial Assistance Scheme<sup>10</sup> for Wales (formerly known as the Bellwin Scheme) is a discretionary scheme operated by the Welsh Government which exists to give special financial assistance to local authorities (including police and fire and rescue authorities) who would otherwise be faced with undue financial burden as a result of providing relief and carrying out immediate work in response to large scale emergencies. There is no automatic entitlement to emergency financial assistance. Under section 155 of the Local Government and Housing Act 1989, the Welsh Government is empowered to decide whether or not to activate a scheme after considering the circumstances of each individual case.

## Cabinet Office – Civil Contingencies Secretariat

30. The Civil Contingencies Secretariat acts as the unit within central government that provides a focal point for co-ordination of the response and recovery from national civil emergencies. In response to a major incident requiring coordination of significant site clearance capabilities it is likely that the Civil Contingencies Secretariat will have a significant role to play, working alongside the Department for Communities and Local Government's Resilience and Emergencies Division. The Civil Contingencies Secretariat also provides a conduit for requests through NATO and the European Union for mutual assistance in responding to

---

<sup>10</sup> See: <http://wales.gov.uk/topics/localgovernment/finandfunding/emergency/?lang=en>

natural, technical and man-made disasters. This could include site clearance operations requiring specialist expertise or equipment not available within the United Kingdom or needed to supplement that available. It should be borne in mind that, even where the assistance requested can be provided it is unlikely to arrive in the United Kingdom for some hours.

31. Decisions on the need to seek international assistance through the Civil Contingencies Secretariat will normally be taken by a Strategic Co-ordinating Group, or, in the event of a major national emergency, through Cabinet Office Briefing Room (COBR). Any request for assistance should be sent via the Government Liaison Officer to Civil Contingencies Secretariat International Team and the Civil Contingencies Secretariat Control who will forward it, if appropriate, to the European Union and NATO and keep the requester informed of responses received. Requests for assistance should include:

- information on the nature and location of the incident(s) involved
- precise details of the type of equipment and/or expertise required
- period for which it is expected assistance is likely to be required
- period for which, if necessary, responders may need to be self sufficient
- details of support that will be provided to responders e.g. food and accommodation, fuel/maintenance/operators for equipment and
- funding arrangements (while it is not required that the requesting nation meet the cost of assistance provided, the response is likely to be more rapid if it does so, as responding nations do not then have to appeal to their own funding mechanisms, which may take time and affect their ability to respond)

## Department for Environment, Food and Rural Affairs

32. The Department for Environment, Food and Rural Affairs has lead responsibility for development of policy and provision of advice on waste management issues (excluding radioactive waste policy which lies with the Department for Energy and Climate Change) in England. (Welsh Government is responsible for policy and advice on waste management issues in Wales). These responsibilities include:

- waste management policy and ensuring implementation of European directives concerning waste and
- under the provisions of the Environmental Protection Act 1990, the secretary of state and Welsh ministers, have powers of direction to order the transportation and acceptance of waste in an emergency

## United Kingdom Government Decontamination Service

33. Following the establishment of the United Kingdom Government Decontamination Service in 2005 work has been carried out to procure and exercise a framework of decontamination contractors which would be able to assist in the response to an incident requiring chemical, biological, radioactive or nuclear decontamination. The Government Decontamination Service is a unit of the Food and Environment Research Agency which in turn is an agency of the Department for Environment, Food and Rural Affairs. The Food and Environment Research Agency forms part of the United Kingdom resilience framework and has the lead responsibility nationally for developing robust chemical, biological, radioactive or nuclear recovery capability.
34. Government Decontamination Service's role in the event of a chemical, biological, radioactive, nuclear or major hazardous materials incident is likely to include the following:
- acting as expert advisors on the capability and capacity of the Government Decontamination Service Framework contractors, their services and, where relevant, the different remediation or decontamination methodologies and technologies available through the Framework
  - providing expert/scientific advice as necessary to relevant groups, including the Science and Technical Advisory Cell and Recovery Co-ordinating Group, on the consequences of the decontamination techniques used by the framework contractors, and on their capability/capacity and operating procedures to inform the consequence management strategy
  - helping the lead responsible authority (or "Agent") access the most appropriate Framework services in order to ensure that efficient, effective and timely decontamination/remediation work is carried out and to assist them in setting out their requirements effectively when setting up the appropriate contract or contracts
  - facilitating the liaison between the responsible authority and the contractor(s) throughout the duration of the contract
  - signposting alternative options where Framework services have reached capacity, or where the decontamination service necessary does not require the level of capability available through the Framework
  - providing, where required, appropriate briefing and assistance to central government (including direct to the relevant minister through the lead government department) on decontamination-related matters

including capability and capacity of Framework contractors and other known remediation or decontamination capability

- maintaining a Duty Officer role - the Government Decontamination Service can be contacted to support recovery following Chemical Biological, Radioactive or Nuclear or major Hazardous Materials on a 24/7 basis, 365 days a year via the Department for Environment, Food and Rural Affairs Duty Office
- providing advice on planning for decontamination and remediation

## Environment Agency

35. The Environment Agency has responsibilities for the protection of air, land and water in England and Wales<sup>11</sup>. It will respond to environmental incidents within its remit on a 24/7 basis; and has regulatory responsibilities on matters affecting the environment. These include management of hazardous waste, discharges to air from processes the Agency regulates, flood risk management and navigation on certain inland waterways, estuaries and harbours.

36. The Environment Agency will also provide regulatory and pollution prevention advice on:

- the accumulation and disposal of waste (whether or not contaminated)
- permits for the discharge of liquid waste to controlled waters
- the disposal of controlled wastes on land or to landfill
- the handling, on-site storage, treatment and disposal of contaminated materials (liquid and solid)
- location of decontamination facilities
- post-incident clean-up of contaminated sites and
- the suitability of disposal sites to the multi-agency commander during the initial response phase of an incident and to the local authority during the recovery phase of an incident

## Environmental Services Association

37. The Environmental Services Association works on behalf of its Members to support and promote the waste and resource management industry. They work with central government and the devolved governments<sup>12</sup> to

---

<sup>11</sup> The Environment Agency will cease to exist in Wales from 1<sup>st</sup> April 2013. It will be replaced by a single body which will also include the Forestry Commission Wales and the Countryside Council for Wales

<sup>12</sup> In Northern Ireland this refers to the Devolved Administration

bring about a sustainable system of waste and resource management for the United Kingdom. As part of their role the Association provides advice to the Department for Environment, Food and Rural Affairs, and Business Innovation and Skills (Environment Directorate) and the Environment Agency on the availability and location of suitable landfill sites.

## Department for Transport

38. The Department for Transport has lead responsibility for policy on transport of dangerous goods and regulation of drivers' hours and is able to offer advice on the circumstances in, and process by which, legislative and other requirements may be relaxed or disapplied; (separate guidance is available on the Department's website<sup>13</sup>).
39. The Department for Transport also maintains strong links with industry associations who may be able to provide links to haulage companies with appropriate vehicles for use in a major site clearance scenario.

## Department for Business Innovation and Skills

40. The Department for Business Innovation and Skills is the main government partner with the construction industry and is able to facilitate the bringing together of contractors including those with demolition expertise should this prove necessary.

## Health Protection Agency

41. The function of the Health Protection Agency<sup>14</sup> is "to protect the community (or any part of the community) against infectious diseases and other dangers to health" in England (Health Protection Agency Act 2004). In addition to the Agency's role in reducing the dangers to health from infections, chemical and radiation hazards, it also provides support to, and works in partnership with, others who also have health protection responsibilities and advises, through the Department of Health, all government departments and devolved governments throughout the United Kingdom. The Agency has published Chemical and Radiation Recovery Handbooks, that are guidance documents to aid the decision making process for the implementation of a recovery strategy in the aftermath of a chemical or radiological incident.

The Health Protection Agency will:

---

<sup>13</sup> <http://www.dft.gov.uk/>

<sup>14</sup> From April 2013 the Health Protection Agency will become part of Public Health England see <http://healthandcare.dh.gov.uk/tag/public-health-england/>.

- provide specialist advice and guidance on the public health implications of an incident
- provide specialist aspects of advice on decontamination options
- provide specialist advice on sampling and analysis before and after decontamination has been undertaken

## Public Health Wales

42. Public Health Wales is responsible for leading and co-ordinating the public health aspects of those emergencies that have the potential to affect public health, including incidents where there is a release of biological or toxic agents within Wales.

## Health and Safety Executive

43. The Health and Safety Executive is responsible for the regulation of most of the serious risks to health and safety arising from work activity in Great Britain.

44. It will:

- provide specialist advice on the risks to workers and others at the incident site
- advise on decontamination plans and systems of work proposed to carry out decontamination
- take, together with the Department for Transport, any necessary action regarding relaxation from, disapplication of, or enforcement of, health and safety legislation at an incident site, transportation phase and at end point/landfill and
- advise on safe systems of work for testing whether decontamination is successful

## Other organisations

45. The following organisations do not have a direct role to play in the site clearance process. All, however, have a potentially important role to play in supporting and assisting the process. For these reasons they should be both invited to contribute to the initial development of site clearance plans and alerted or approached at an appropriate stage in the event of an incident where it is clear or considered that their assistance is required.

## Military

46. Military support can be sought to support the civil authorities, though it cannot be guaranteed and should not therefore be assumed to be

available during contingency planning. It should also be borne in mind that the Armed Forces have no specialist training in rescue or site clearance and that, in almost every instance, civil resources vastly exceed military resources in both quantity and availability. The Ministry of Defence will not agree to the provision of support if there is an alternative in the civil sector, nor will they agree to undertake specialist tasks without appropriate prior training. Nonetheless, in cases where life is in imminent danger, local commanders are authorised to provide general duties support drawing on resources available at the time. This support can be requested by the emergency services during the initial response phase through the Regional Brigade or the Joint Regional Liaison Officer. When life is not in immediate danger, all requests for Armed Forces support require prior approval by a defence minister, and must be directed to the Ministry of Defence.

47. Defence support will be provided under the normal HM Treasury rules for the provision of Military Aid to the Civil Authorities. Normal practice is to charge the full cost for the provision of services that fall outside the normal activities of a publicly funded Department or Agency. Under exceptional circumstances costs may be reduced if a task can be combined with normal Ministry of Defence activity. Charges are generally waived in cases where urgent support is provided in response to an imminent danger to life.

## Voluntary sector

48. Volunteers can contribute to a wide range of activities, either as members of a voluntary organisation or as individuals. When responding to an incident, whether local or national, they will always be under the control of a statutory authority.
49. There are established organisations that provide a range of services such as the Women's Royal Voluntary Service, Register of Engineers for Disaster Relief, British Red Cross Society, St. John's Ambulance Brigade, Raynet (radio amateurs' network) etc.
50. There should be an existing formal relationship between such voluntary organisations and the local resilience forum either directly or through membership of their local voluntary sector co-ordinating group at local level. Having this local engagement helps to support and promote cooperation between the statutory services and local voluntary organisations.

## Utility companies

51. The utility companies can be mobilised by any of the emergency services and will normally be co-ordinated by the police in the first instance.
52. They are able to control gas, water, telecommunications and electrical supplies.

53. A request for 'power off', 'line closures' or 'service restoration' should be passed through the appropriate infrastructure control via emergency services control rooms. This control will confirm that the request has been carried out.
54. Telecommunications, emergency services and local authorities have 24 hour access to the respective service provider by using the BT National Emergency Linkline and the Cable and Wireless Direct Access Response. In the event of an emergency these controls will mobilise the resources requested. BT and Cable and Wireless have a memorandum of understanding for mutual assistance when they are supporting authorities involved with a major incident. In addition they are also part of a wider industry memorandum of understanding, which is tested annually under the auspices of the Electronic Communications Resilience and Response Group.
55. Water companies are category 2 responders under the Civil Contingencies Act and are tightly regulated under the Water Act Security and Emergency Management Direction, which requires them to liaise with partners and to respond to emergencies
56. Electricity and Gas Distribution Network Operators are also category 2 responders under the Civil Contingencies Act and therefore have statutory duties to respond to emergencies, to participate in Local Resilience Forums and in local risk management and planning.

## Historic and natural environment

57. For advice on any incident affecting listed buildings, archaeological sites, scheduled ancient monuments, and other sites of special interest e.g. sites of special scientific interest and/or any proposal that any such sites might be used for rubble disposal the following organisations should be contacted:
- English Heritage (regarding scheduled ancient monuments and listed buildings)
  - National Trust
  - Natural England (with responsibility for sites of special scientific interest and European sites e.g. special areas of conservation etc)
  - Countryside Council for Wales<sup>15</sup>
  - Cadw (Welsh Government's historic environment service responsible for protecting, conserving & promoting appreciation of the historic environment of Wales)

---

<sup>15</sup> Countryside Council for Wales will merge with the Environment Agency and Forestry Commission in Wales on 1 April 2013.

- National Park Authorities
- Department of Culture, Media and Sport (for damage to historic palaces) and
- Office of Government Commerce (for damage to government buildings)

## Devolved governments<sup>16</sup>

### **Northern Ireland, Scotland, Wales**

58. Each devolved government has its own civil protection and lead organisation arrangements. These vary according to the terms of local administrative arrangements. For incidents affecting site clearance operations the devolved government would implement their own response, lead department, decision-making and co-ordination arrangements in relation to devolved matters.
59. In Wales the Welsh Government will coordinate the flow of information between the local level and United Kingdom Government through its Emergency Co-ordination Centre (Wales) in Cardiff. There are arrangements in place to activate a Wales Civil Contingencies Committee which would be facilitated by the Welsh Government. There is also a Wales media protocol established to coordinate media issues. There is also pan-Wales response plan in place to facilitate the needs of any wide-area disruptive event in Wales.
60. In the event of an incident in Wales requiring a site clearance operation the Welsh Government Resilience Team will:
- coordinate the gathering of information from the agencies involved
  - collect information on the incident and its effects for onward transmission to Welsh ministers and United Kingdom Government ministers
  - act as a focal co-ordinating point between United Kingdom Government and local Strategic Coordination Group involved in responding to the incident(s)

---

<sup>16</sup> In Northern Ireland this refers to the Devolved Administration