

Cornwall Council Coastal Counter-Pollution Plan

March 2013

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Executive Summary

Cornwall has the longest coastline in Britain; approximately 400 miles. Our coastline would suffer an enormous negative economic and environmental impact as a result of a major coastal pollution incident.

With 163 identified key amenity beaches and the whole coastline a designated site of some kind, whether it be a Site of Special Scientific Interest, Area of Outstanding Natural Beauty or Special Area of Conservation, it is vital that a well co-ordinated response and the correct procedures and process are followed in the event of a coastal pollution incident.

This plan sets out the command and control structure, the roles and responsibilities of the different agencies involved, and that of the different functional teams that would be formed, in order to respond to, manage and recover from a major oil pollution incident.

DISTRIBUTION

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- Public Health & Protection
- Environment:
 - Maritime
 - Health & Safety
- Waste Management
- Legal, Democratic and Procurement
- Transportation
- Emergency Management (Master Copy)

MCA – Counter Pollution & Response Branch

HM Coastguard, Falmouth

Harbourmasters:

Boscastle
Bude
Falmouth
Fowey
Hayle
Looe (East)
Mevagissey
Newlyn
Newquay
Padstow
Par Port & Transport Manager
Penzance
Polperro
Porthleven
QHM Devonport
St Ives
St Mawes
Truro/Penryn

A & P Falmouth

Council of the Isles of Scilly – for Emergency Planning Office

Devon & Cornwall Constabulary – Gold room, Middlemoor

Devon County Council, Emergency Planning Unit

Emergency Planning College library

Environment Agency – Incident Room, Bodmin (Ian Cable)

Falmouth Petroleum Ltd.

International Tanker Owners Pollution Federation Limited [Mr. M O'Brien]

Marine Management Organisation (Penzance)

National Trust, Bodmin

Natural England

Plymouth City Council, Civil Protection Office

Cornwall Inshore Fisheries & Conservation Authority

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GLOSSARY

CEFAS	Centre for Environment, Fisheries and Aquaculture Science
CISTSEG	Cornwall, Isles of Scilly and Tamar Standing Environment Group
CORMAC	Cornwall Highways Maintenance & Construction
Defra	Dept for the Environment, Food & Rural Affairs
DMO	District Marine Officers
EA	Environment Agency
NE	Natural England
HMCG	Her Majesty's Coastguard
IOPC	International Oil Pollution Compensation (Funds)
ITOPF	International Tanker Owners Pollution Federation
MCA	Maritime & Coastguard Agency
MEIR	Maritime Emergency Information Room
MMO	Marine Management Organisation
MRC	Marine Response Centre (MCA)
MRCLO	Marine Response Centre Liaison Officer
OPRC	Oil Pollution Preparedness Response & Co-operation Convention
RIDDOR	Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995
SAC	Special Area of Conservation
SCU	Salvage Control Unit (MCA)
SOSREP	Secretary of State Representative
SPA	Special Protection Areas
SRC	Shoreline Response Centre
SRG	Shoreline Response Group
SSSI	Site of Special Scientific Interest
STOp	Scientific, Technical & Operational Advice Notice

**Cornwall Council
Coastal Counter-Pollution Plan**

Section 1

**Outline, Authorities Involved and
Overall Responsibilities**

1. OUTLINE, AUTHORITIES INVOLVED AND OVERALL RESPONSIBILITIES

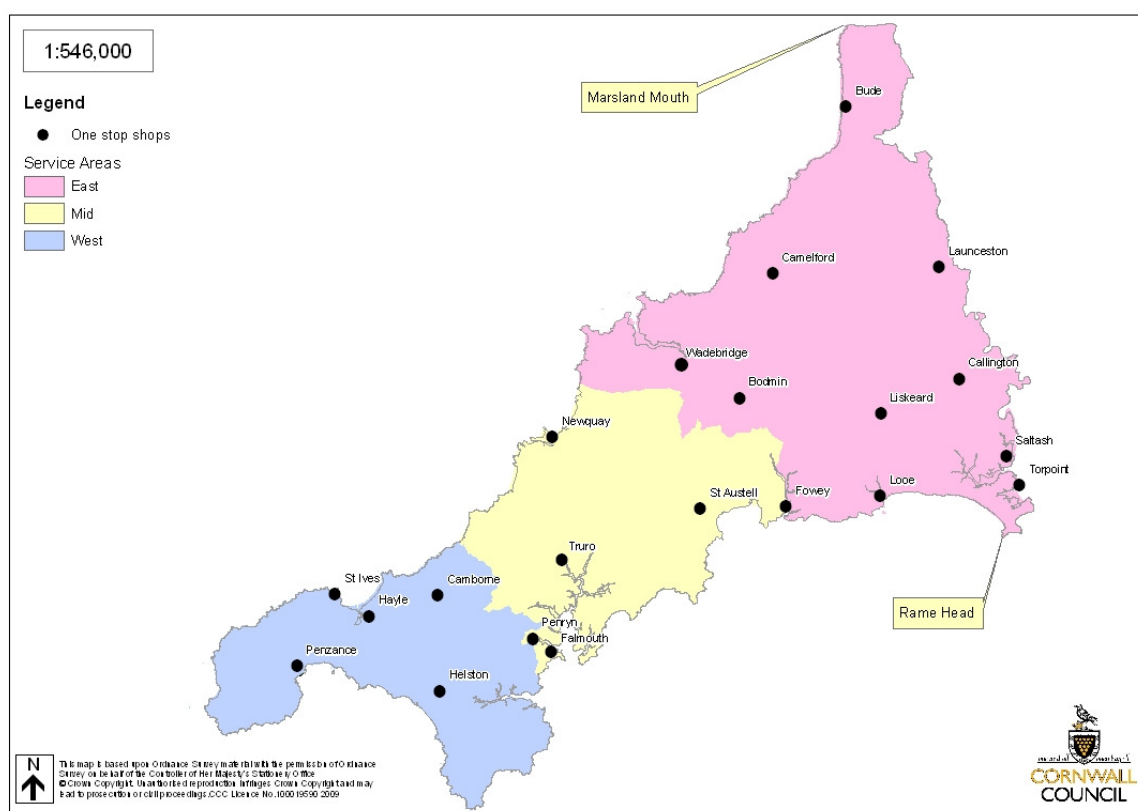
1.1 OUTLINE

1.1.1 Introduction

This Plan details the co-ordinating and recovery arrangements for dealing with a pollution incident on the coast of Cornwall, primarily – but not exclusively – anticipated to be oil related.

The area covered is the Cornish coastline from Marsland Mouth (north of Morwenstow) to Rame Head and from there into the geographic area also covered by the Devonport & Port of Plymouth Oil Spill Plan; including the tidal reaches of the estuaries of the rivers Camel, Fal, Fowey, Hamoaze, Hayle, Helford and Tamar with their associated 'tributaries'.

Should a cross-border incident occur, Cornwall Shoreline Response Centre (SRC), also known as the Recovery Co-ordinating Group (RCG), will work with the Devon SRC/RCG. Whether Cornwall or Devon is lead responder will depend on the scale and location of the incident and which ever county is affected the most.



1.1.2 Aim

The aim of this Plan is to mitigate the effects of a major marine pollution incident on the coastal waters and shoreline of Cornwall. This thereby protects social, economic and environmental resources through co-ordinated response

actions by all port, commercial, local and other authorities in dealing with a major pollution incident affecting the marine waters and coastline of Cornwall.

This Plan sets out strategy and procedures to be followed where the scale of an incident necessitates local government action. It is therefore complementary to, and integrates with, other maritime oil spill response plans for ports in the County.

This Plan has been drawn up to operate within the framework of the MCA's National Contingency Plan and recognises the fundamental role of that plan in maritime counter-pollution operations.

1.1.3 Objectives

- a. To define the roles and responsibilities of the various authorities.
- b. To propose initial actions to be taken.
- c. To establish the control and co-ordination structure.
- d. To explain the financial arrangements between the various parties.
- e. To establish the human, material, communication and other resources available.

1.1.4 Inshore Waters

Ideally, pollutants should be recovered or dispersed before they threaten the foreshore. Carrying this out is one of the functions of the Counter Pollution and Response Branch of the Maritime & Coastguard Agency. Assisted dispersion – as opposed to natural dispersion or recovery – will only be carried out in those areas, and using such means, as are environmentally acceptable. The Marine Management Organisation (MMO), with advice from the Environment Group, will authorise assisted dispersion. No authority should attempt to assist the dispersion of pollutants, even if they immediately threaten the coastline, until specific MMO approval has been given.

1.1.5 Shoreline Clean-Up

For a relatively **minor incident** affecting a small part of the coast, and probably only involving Cornwall Council, clean-up operations should be started immediately. This is the responsibility of the Council; other authorities should be approached for assistance as necessary. This scale of incident is unlikely to warrant a full Environment Group, although advice from environmental organisations may be required.

Major incidents, where large parts of the coast are polluted, including authorities outside of Cornwall, require a co-ordinated

approach. There is likely to be some advance warning and the Shoreline Response Group (SRG) or Centre (SRC) will have been established to co-ordinate the response, ideally before any pollution reaches the shore. Once the pollution has reached the shore; the incident then reaches the 'Recovery' phase – see below.

For these larger incidents, the method used to treat shoreline pollution will be determined within the SRC. In coming to this agreement, other statutory authorities will be consulted together with (if appropriate) the polluter, their agent and insurer(s), the International Tanker Owners Pollution Federation Limited and, generally, the shoreline owners. Until this agreement has been reached, unless lifesaving measures are involved or it is obvious that early action will minimise the pollution and hence costs, actual clean-up operations should not be started. In all incidents, large or small, insurers will expect reasonable measures to be taken to contain or minimise pollution and if this is not done they may not be liable to pay full costs.

The **Recovery** phase is '*The process of rebuilding, restoring and rehabilitating the community following an emergency*'. (Emergency Response and Recovery Guidance, HM Government).

In a non coastal pollution incident; this is the role of the Recovery Co-ordination Group (RCG). In a coastal pollution case it becomes the role of the Shoreline Response Centre. Either way, both strive for the same outcome.

Cornwall Council holds Recovery Document templates that should be used to record the actions that come out of meetings from each team and group.

1.2 PRINCIPAL AUTHORITIES INVOLVED

The main authorities likely to be concerned with dealing with a coastal pollution incident in Cornwall are:

- a. Cornwall Council
- b. Harbour Commissioners and Harbour Masters
- d. Natural England
- e. Environment Agency
- f. Counter Pollution and Response Branch of the Maritime & Coastguard Agency (MCA)
- g. Cornwall Inshore Fisheries & Conservation Authority
- h. Marine Management Organisation (MMO)

1.3 OVERALL RESPONSIBILITIES

1.3.1 General

All the authorities - public, voluntary and private - involved in this plan are expected to act in co-operation with each other and to provide maximum possible mutual support and assistance. In this way any marine pollution incident in Cornwall will be dealt with as effectively as possible. Except in the specific situations mentioned in the plan unilateral action is not appropriate.

1.3.2 Cornwall Council

- a. Cornwall Council is responsible for:
- i) Producing, validating, reviewing, and updating as necessary the County Coastal Counter Pollution Plan.
 - ii) Providing a suitably qualified Coastal Counter Pollution Person (MCA Level 5 / IMO 3) to Chair the Management Team and Co-ordinate the Response on behalf of Cornwall Council.
 - iii) Co-ordinating the training of Cornwall Council staff in oil counter-pollution measures.
 - iv) Dealing with small scale pollution incidents; particularly the clean-up of amenity beaches and other publicly accessible foreshores.
 - v) Disposing of waste arising from clean-up operations.
 - vi) Establishing, if necessary, the county Shoreline Response Group (SRG), the precursor to the SRC, to co-ordinate counter pollution activities.
 - vii) If necessary, and following consultation with other authorities, primarily the MCA, establishing the Shoreline Response Centre. This will take over the functions of the Shoreline Response Group if this has already been established.

1.3.3 Statutory Considerations

Within the coastline of Cornwall and its estuaries lie several Sites of Special Scientific Interest (SSSI), Special Protection Areas (SPA); established under the EC Wild birds Directive 1979, and Special Areas of Conservation (SAC); established under the EU 'Habitats and Species' Directive 1992 together with Areas of Outstanding Natural Beauty and County Wildlife sites.

The Oil Pollution Preparedness Response Convention requires specified Port Authorities to have local oil pollution contingency plans; which are essentially, 'stand-alone'. However, where a port area covered by a local plan is affected by a major spill at sea, or where large quantities of oil escape and threaten the adjacent coastline, other local plans, including this one may be implemented.

1.3.4 Environmental sensitivities

There are so many and varied environmental sensitivities relevant to the coastline of Cornwall that it is not possible to include full details in this plan. However, indicative maps showing the extent of these sensitivities are shown at Section 1.3.6.

The Beach Clean up Guidelines produced for the nominated amenity beaches in the county contain all the appropriate environmental and

archaeological information. A list of these beaches is shown at Paragraph 1.3.7.

Copies of the guidelines are held in strategic locations across the county, including the Emergency Management office Old County Hall, Truro, and in the Emergency Centre at New County Hall, Truro.

Full maps and supporting information of all of the designations and areas covered for the entire coastline are held on the Council GIS system and are accessible via Emergency Management and other Services and also from Natural England.

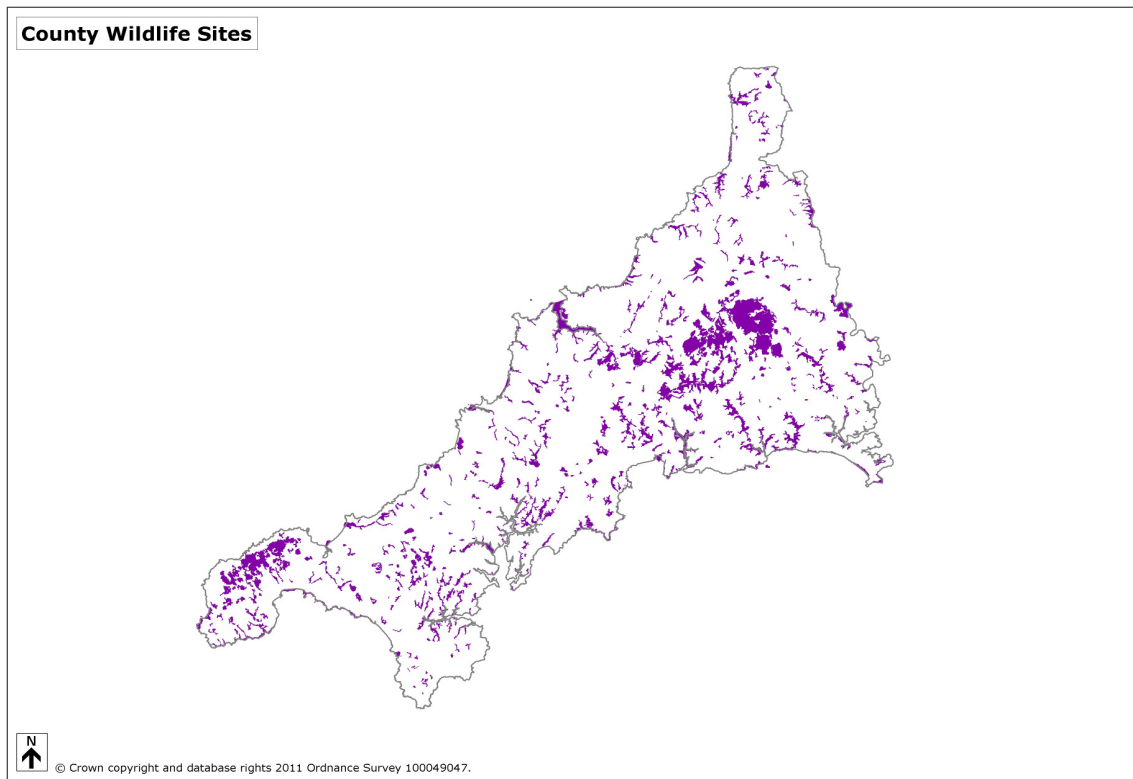
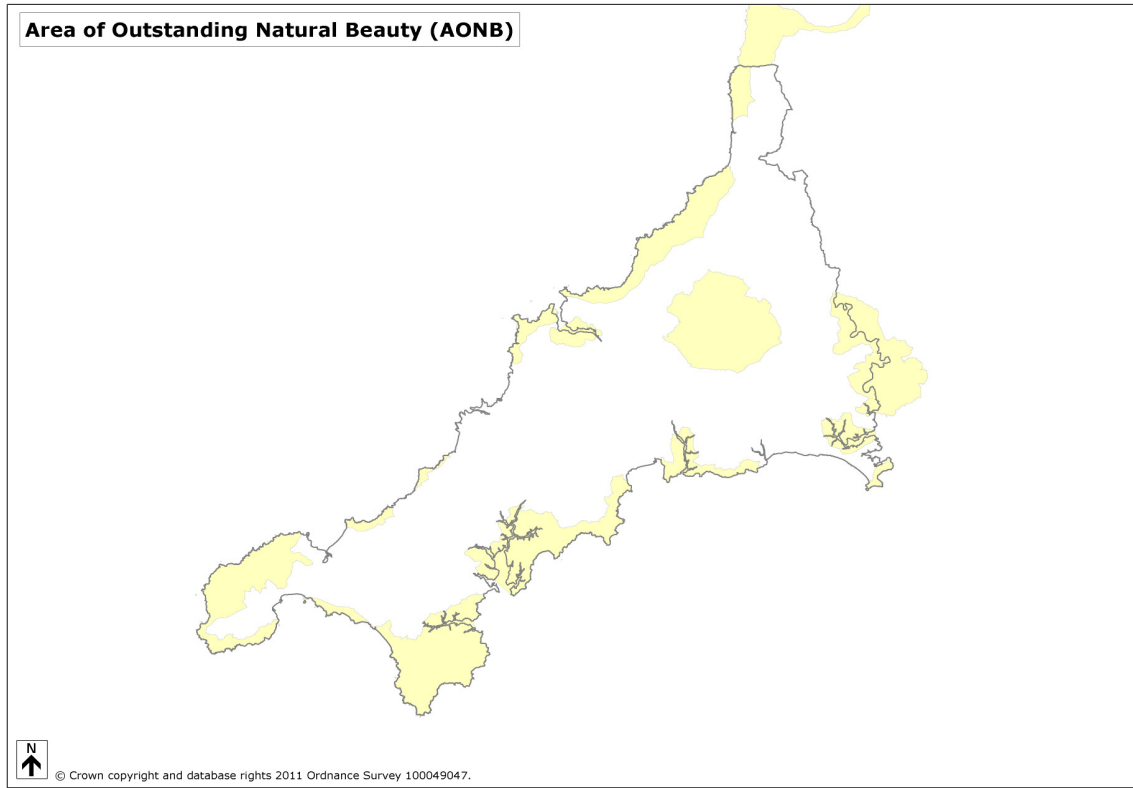
1.3.5 The Environment Group

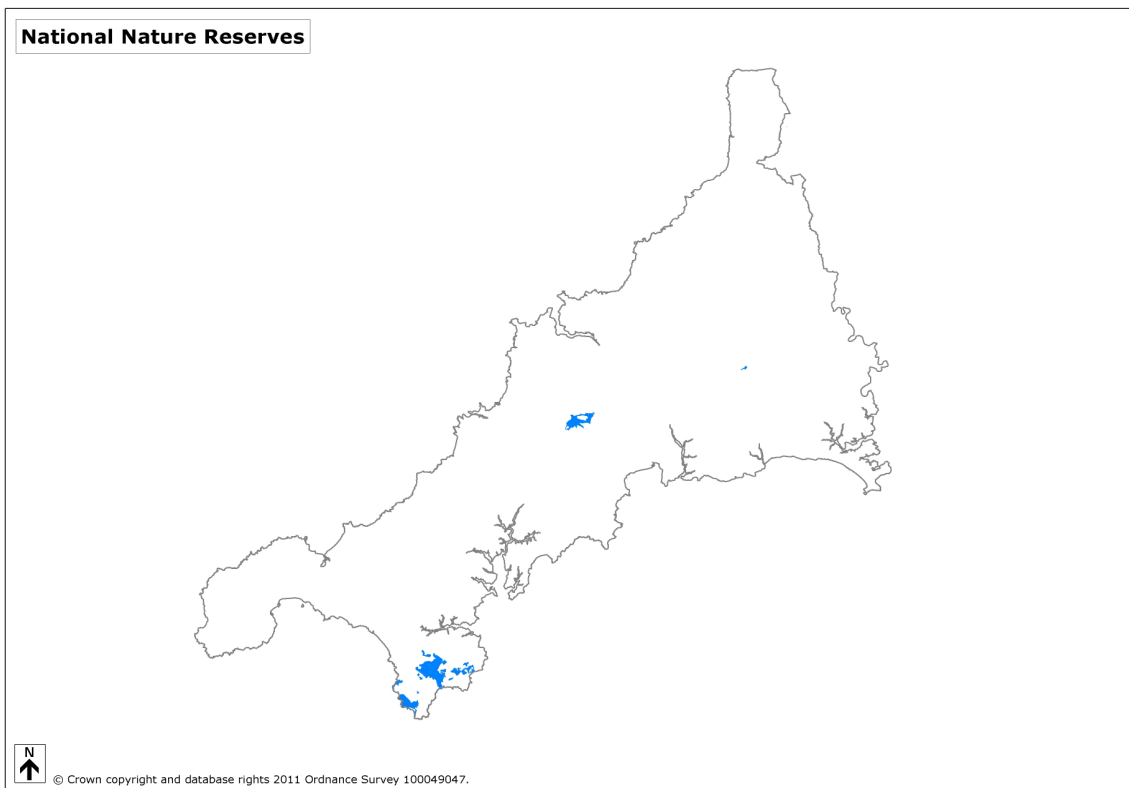
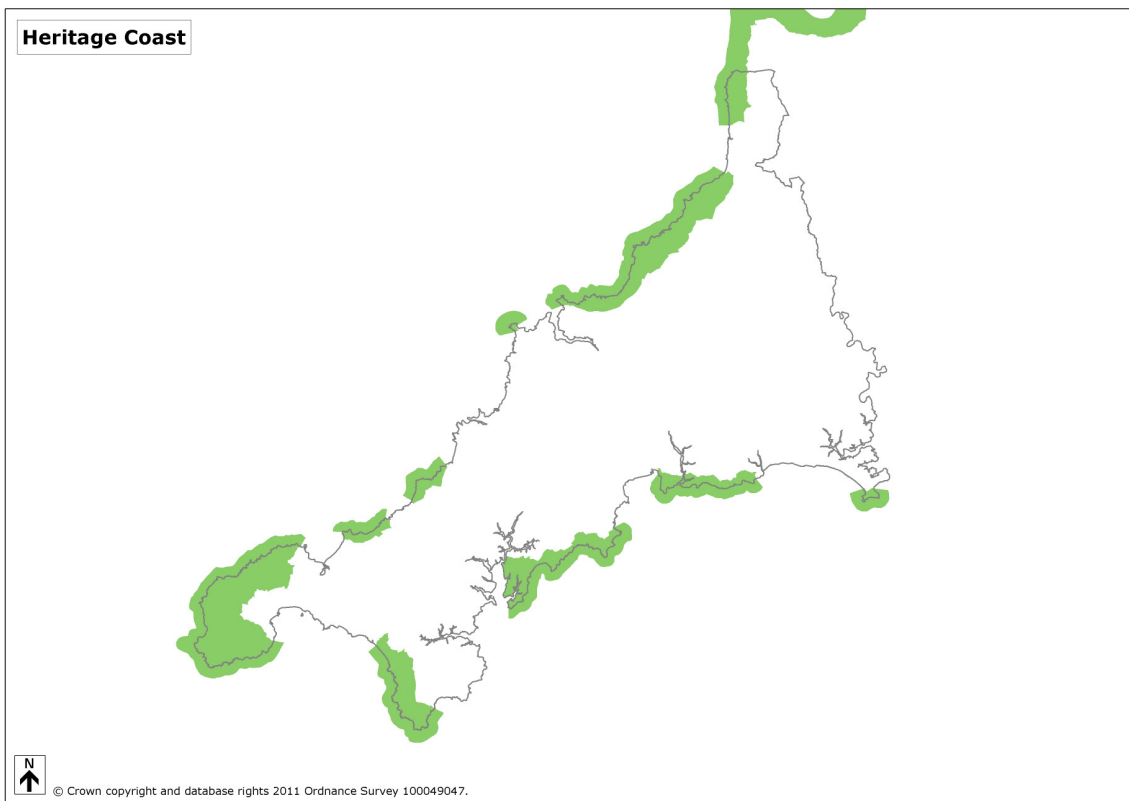
The purpose of the Environment Group is to minimise the impact of a marine incident on the environment and public health. The type of event most likely to require the activation of an Environment Group would be a Tier 2 or 3 incident under the National Marine Plan. However the group are happy to be consulted and offer advice on smaller scale incidents. Membership will be expanded beyond the core Cornwall, Isles of Scilly and Tamar Standing Environment Group (CISTSEG) members as needed.

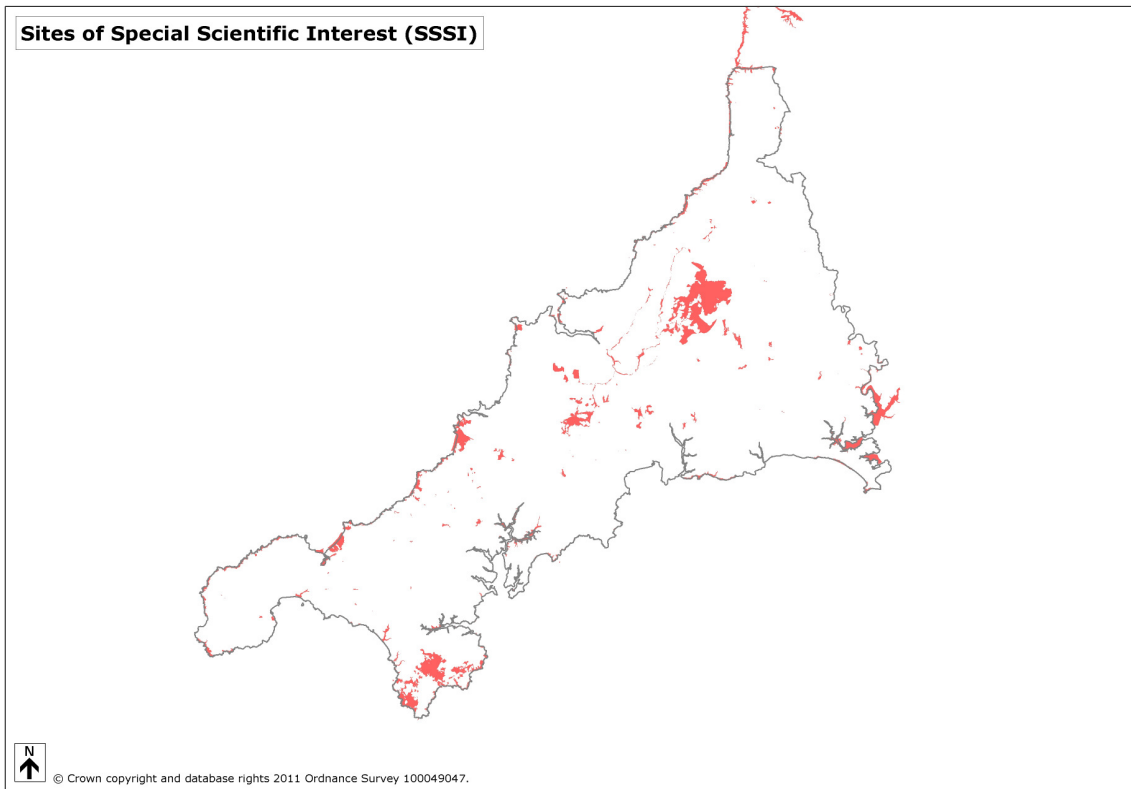
The group is activated either by the MCA or the Duty Emergency Management Officer (Cornwall Council) who will contact the Chair of the Group.

The CISTSEG Operational Guidance details the advice given by the Group.

1.3.6 Environmental sensitivities maps







1.3.7 Alphabetical list of nominated Amenity beaches

Beacon Cove	Hayle Towans (Hayle Cove/Black Cliffs)
Boobys Bay	Hemmick
Boscastle	Holywell Bay
Bossiney Haven	Housel Cove
Bow	Jangye-Ryn Gunwalloe
Bream Cove	Keneggy Sands
Cadgwith Cove	Kennack Sands
Cape Cornwall	Kingsand
Carbis Bay	Kynance Cove
Carlyon Bay	Lamorna Cove
Carne Beach	Little Cove, Cadgwith
Carricknarth	Loe Beach
Castle Beach	Long Rock
Cawsand	Looe Hannafore
Cellars Beach	Lusty Glaze
Chapel Porth	Maenporth
Charlestown	Marazion (Marazion Station)
Clodgy Point	Mawgan Porth
Colona	Millendreath
Constantine Bay	Millook Haven
Cot Valley	Molunan
Coverack	Mother Ivey's
Crackington Haven	Mullion Cove
Crantock	Mylor Churchtown
Cremyll	Newquay Harbour
Crooklets Bay	Northcott Mouth
Daymer Bay	Par Sands
Dowderry	Parc Camels Cove
Duckpool	Passage Cove
Duporth	Penberth Cove
Durgan	Pendower
East Portholland	Penhale
Fistral	Pentewan
Gillan Harbour (St Anthony-in-Meneage/Gillan/Flushing)	Pentire Glaze Haven
Godrevy	Pentreath
Godrevy Cove	Penzance
Gorran Haven	Perran Sands
Great Perhaver	Perranporth
Great Western	Perransands
Gunwalloe	Plaidy
Gunwalloe Fishing Cove	Polcries
Gwynver	Poldhu Cove
Gyllyngvase	Polkerris Beach
Hannafore Point	Polkirt
Harbour Cove/St George's Cove	Polpeor
Harlyn	Polurrian Cove
Hayle (Gwithian Towans)	Port Gaverne
Hayle (Upton Towans or Site)	Port Isaac

Port Quin	Poltesco
Porth	Polzeath
Porth Chapel	Prussia Cove
Porth Gwidden	Ready Money Beach
Porth Joke	Rinsey
Porthallow	Ropehaven
Porthbean	Sandymouth
Porthbeor	Seaton
Porthcothan	Shorthorn
Porthcurnick	Spit
Porthcurno	Stern Cove
Portheras Cove	Summerleaze
Porthgwarra	Summers Beach
Porthkerris	Swanpool
Porthkidney	Talland Bay
Porthleven Sands	Tavern Beach (St Mawes)
Porthluney	The Bar
Porthmeor	Tintagel
Porthminster	Tolcarne
Portholland	Towan - Newquay
Porthoustock	Towan - Roseland
Porthpean	Treath
Porhtowan	Trebarwith Strand
Porthwrinkle	Tregantle
Portloe	Trevaunance Cove
Portmellon	Trevone
Portreath	Treyarnon
Portscatho Beach	Watergate
Praa Sands (East)	Wherry Town
Praa Sands (West)	Whipsderry
Polperro	Whitehouse Beach (Fowey Foreshore)
Polridmouth Beach	Widemouth
Polstreath	

1.4 FIXED BOOMING POINTS

Fixed booming positions within the Lynher, Tamar and Percuil rivers and the Camel, Hayle and Helford estuaries have been established. It is accepted that the currents, tide flows and the effect of wind on large areas of the waters covered by this plan make the deployment of fixed booms difficult, and in certain circumstances impossible and their effectiveness can also be called into question. A decision to deploy a specific boom will be informed by an assessment of the viability of the boom and a cost benefit analysis, and deflection booms are likely to be the most frequently used.

1.4.1 Camel Estuary

- St Saviours, via RNLI mooring, to Rock dinghy park slip

1.4.2 Hayle Estuary

- Lelant beach, via centre spit, to North Quay slip

1.4.3 Helford Estuary

- Helford Passage beach
- Teath
- Moveable mooring block (Contact Seawide Services on 01326 317517 to locate and move as required)

1.4.4 Lynher River:

- Passage Point to Jupiter Point

1.4.5 Percuil River

- Idle Rocks: 50 deg 09.536N 005 deg 00.761W
- Long Lodge: 50 deg 09.038N 005 deg 00.874W

1.4.6 River Tamar:

- Torpoint to Empacombe
- Devils Point to Cremyll
- Cremyll to Slip Jetty
- St Budeaux to Saltash (Under Tamar Bridge)

Cornwall Council Coastal Counter-Pollution Plan

Section 2

Pollution Risks

2. POLLUTION RISKS

2.1 INTRODUCTION

Each week many hundreds of ships pass along the north and south coasts of Cornwall and between Lands End and the Isles of Scilly. Statistically, each of these ships present some risk of pollution to the coast. This might arise as a result of collision, grounding, sinking, structural failure, loss of cargo overboard, accident during cargo transfer or other marine incident. A major accident occurring many miles from the Cornish coast, perhaps even on the other side of the English Channel, might affect the County, particularly if it involves a large vessel.

2.2 OIL SPILLS

When specifically considering pollution caused by oil, whilst the quantity of oil on the shore is not the only consideration in judging the seriousness of an event, incidents may be categorised broadly in the following terms:

- a) Background oil pollution that, in a relatively minor way, affects part of the area.
- b) Small-scale oil pollution incidents, probably arising from ship operational discharges, failures of equipment or human error.
- c) Spills ranging in quantity from those shown above to those where a massive quantity of oil has been released. The most likely cause of such spills is a shipping casualty.

Pollution shown at a and b above are likely to appear without warning and may be un-attributable as to source. Incidents in the scale shown at c above are usually well reported and therefore their source is likely to be known. Some warning of the arrival on shore of oil may also be possible.

These broad categories are not to be confused with the OPRC Tiers (1, 2 & 3) which refer to the level of response to the incident.

Tier 1	Small spill within capability of individual facility or harbour authority.
Tier 2	Co-ordination of more than one source of equipment/personnel.
Tier 3	Mobilisation of all available national resources and possibly regional and international systems - depending on size of spill

2.3 OTHER POLLUTION

Although oil pollution may be the most likely cause of widespread coastal pollution in Cornwall many other pollutants may reach the shore. These include not only hazardous chemicals and other harmful substances that may be carried by ships, but also general cargo that may reach the shore in quantity and have to be dealt with.

**Cornwall Council
Coastal Counter-Pollution Plan**

Section 3

Policy

3. POLICY

3.1 ENVIRONMENTAL CONSIDERATIONS

Protection of the environment is an important objective of pollution control and clean-up operations. In the past, methods used to deal with coastal contamination have sometimes caused serious and unforeseen damage to the environment, on occasions greater damage than that potentially arising from the pollutant being dealt with.

Cornwall Council Pollution Officers must therefore consider carefully the environmental consequences of their decisions. They should refer to the sensitivity maps produced by Natural England and seek advice from the MMO, the EA and NE. If the SRG or the SRC has been established representatives from these, and any other relevant organisations, will form a single group, known as the Environment Group to co-ordinate and provide environmental advice. Detail of the Environment Group role can be found in the Cornwall, Isles of Scilly, and Tamar Standing Environment Group Guidance.

3.2 SAMPLING

Local Authorities may be required to collect samples of pollutants from the shoreline. Such samples may be needed to establish the connection with the source of the pollution, and may be important evidence in legal proceedings following an incident. It is therefore essential that samples are collected, labelled, documented and subsequently handled in the correct manner. In addition, analysis of samples may be of assistance in deciding the best method of dealing with the pollution, particularly in the longer term. Details of the appropriate way to collect samples are given in the MCA's Scientific, Technical and Operational Advice Note – (STOp Note) – 4/01 See http://www.dft.gov.uk/mca/mcga07-home/emergencyresponse/mcga-dops_cp_environmental-counter-pollution_and_response/mcga-stop.htm

Any necessary offshore sampling will be carried out by the MCA.

3.3 RECOVERED WASTE STORAGE AND DISPOSAL

3.3.1 General

The method chosen for the final disposal of recovered waste depends on many factors, including the type of the material, its amount, its location, the short and long-term environmental impact and the probable costs involved. Evaluation of these factors is likely to take some time and it is therefore probable that recovered material will initially have to be stored temporarily before being finally disposed of. Wherever practicable and financially viable, consideration should be given to the recovery of materials for

recycling or composting, but where this is not possible identification of the most appropriate disposal route will be identified in consultation with the Environment Agency.

When considering **any** type of storage, be it short, medium or long term; large or small, the guidance and criteria in Annex H of this plan must be considered. Cornwall Council and the Environment Agency also hold a Waste and Minerals / Quarries Site Directory for the county which lists potential storage sites.

3.3.2 Temporary Storage

If any pollutant and/or polluted waste has to be stored temporarily then it is likely that this will be done close to, or at, the location from which it was recovered. Where temporary storage sites for specific amenity beaches have been identified they are detailed in the appropriate Beach Cleanup Guideline. Temporary storage options vary with the type of pollution and include open-air stacks, metal or plastic drums, portable tanks, skips, tanker vehicles and barges.

For large quantities of oil and oiled debris it may be necessary to temporarily store the pollution in appropriate lined skips or lined pits dug close to the affected beaches. Details of suitable sites that have been identified for such storage and pits, and agreed with the Environment Agency, are included in the Beach Clean-up Guides issued separately.

Bulk oil should be separated from oily debris which, in turn, should be separated into oiled sand, oiled birds and oiled ropes and other debris to allow for different methods of treatment and disposal. Highly viscous oils are best stored in open containers where they will be easier to remove, treat and transfer. All storage facilities for wastes with a liquid fraction must be regularly checked for leaks.

Particular care and attention must be given at all stages to minimising the quantities of oily waste requiring treatment and to managing waste arisings carefully to avoid contamination of additional materials.

3.3.3 Medium and long term storage

The Environment Agency has issued Operational Instructions (1040_08) which sets out the requirement for them to encourage organisations (such as Cornwall Council) who design emergency plans to identify temporary storage sites and to seek their approval on the location and construction of these sites.

3.3.4 Permanent Disposal

Environmental considerations and legislation will largely determine the method of final disposal of coastal pollution and polluted debris. The quantities involved will also be a significant factor.

For oil, disposal options include:

- a. Recovery and use, either as fuel or through another environmentally acceptable process. This is the preferred method.
- b. Stabilisation of contaminated waste.
- c. Biodegradation.
- d. Incineration.
- e. Direct disposal to landfill or land farming sites.

All of these involve significant bureaucratic processes – none are easily accomplished.

Work is under way to identify suitable plants with capacity for each of the above options.

3.4 FINANCIAL POLICY

3.4.1 Responsibility

In accordance with accepted practice and national law, financial responsibility for necessary counter-pollution operations, including the costs of removing pollution and of economic loss incurred, usually rests with the polluter and their insurers. In practice, obtaining compensation may prove difficult, particularly if the pollution originated in international waters and foreign registered ships are involved.

In the specific case of oil tanker incidents (and from the end of 2008 bunker fuel from any ships) the International Oil Pollution Compensation (IOPC) Funds will, subject to certain conditions (in particular where the polluter is unable, or refuses, to pay), meet the costs incurred in counter pollution and clean-up operations. In addition, the IOPC may elect to pay individuals' and authorities' costs and make a single claim for reimbursement from the polluter. IOPC works closely with the marine insurance industry and may handle claims on the insurer's behalf.

Responsibility for the event may be disputed. It is therefore essential that evidence be obtained to support a possible claim for the recovery of costs incurred. Evidence can take the form of

statements, photographs, samples and other records. Notes which might be used as evidence should be made as events happen; notes made *at the time* can be referred to by a witness in court. Whenever possible, agreement from the insurer should be sought before beginning any work that might result in a claim being made. Such an agreement, which should be recorded in writing, should cover method to be used, numbers of personnel and approximate time scale envisaged.

3.4.2 Resources

In general, all authorities, including local, port and commercial authorities, and individuals, must initially meet the costs of activities they undertake, contracts they place and resources they commit in counter pollution operations. If the identity of the polluter can be established it may be possible for costs to be reclaimed from them or from their insurers. In some circumstances financial support may be available from central government under the Bellwin Scheme.

3.4.3 Records

Detailed financial records need to be kept for all preventive and clean-up activities. They will be required to support claims against the polluter for repayment of costs and should include details of all expenses arising from counter pollution activity. Details of expenses incurred also need to be produced to support any claim made to central or other government departments.

Records kept should include:

- a. personnel timesheets
- b. travel and subsistence costs
- c. overtime payments
- d. 'down time' when work is impossible
- e. equipment cost, including hire charges
- f. 'down time' when hired equipment is inactive.
- g. material consumed
- h. communications and associated costs
- i. payments to contractors
- j. vehicle and plant usage.

Inadequate records may lead to all or part of a claim being rejected.

3.4.4 Claims

Claims may be made by public or private authorities or organisations and by individuals for costs incurred in prevention and control of pollution, for economic loss and costs for replacement, cleaning or repair of property. Ideally claims should contain the following information:

- a. Name and address of the claimant.
- b. Date and location of the incident.
- c. Type, quantity and location of (shoreline) pollution cleared.
- d. Identity of the source involved.
- e. Evidence in the form of chemical analysis or analysis of movement of floating pollution to establish the original source and link it with the claim.
- f. Summary of the incident, including an outline of the actions taken in response to the pollution and the extent of damage to property or economic activity.
- g. A breakdown of costs incurred during clean-up operations at each main work site, e.g. labour, equipment, material and transport costs.
- h. Costs incurred or anticipated in replacing or repairing damaged or worn items.
- i. Comparative figures of previous earnings and lost profits to prove economic loss.
- j. Maps and photographs illustrating the claim.

Each authority should make its own claim for compensation but, where the SRG or SRC is set up, Cornwall Council will co-ordinate this action. Further notes on compensation, insurance and claims are obtainable from the International Oil Pollution Compensation Funds 'Claims Manual' available from <http://www.iopcfund.org/npdf/claimsman-en.pdf>

3.5. HEALTH & SAFETY

The overall responsibility for Health & Safety policy at oil spills, including where the Council is undertaking clean-up operations, will lie with the Coastal Counter Pollution Person where a Shoreline Response Group (SRG) is established; or the Management Team if

a Shoreline Response Centre (SRC) is established. Management and individuals must at all time work within the rules and guidance of the Health & Safety policy. Relevant detailed information is contained within STOp notice 1/98. See http://www.mcga.gov.uk/c4mca/mcga-stop1_98.pdf

See also 4.3.1 re Health & safety management

3.6 RESOURCES

A list of locally based Authorities, Agencies and contractors holding appropriate resources is shown at Annex E together with the names and addresses of some other firms who are able to offer equipment and assistance.

Cornwall Council
Coastal Counter-Pollution Plan

Section 4

Authorities' Responsibilities

4. AUTHORITIES' RESPONSIBILITIES

4.1 PORT AND HARBOUR AUTHORITIES

These authorities deal with incidents in waters under their jurisdiction. They may request assistance but it should be remembered that the ports are commonly commercial entities and any clean-up costs should not fall upon the public directly. In the case of larger ports they are required to have their own Tier 1 and Tier 2 Oil Spill Countermeasures Plans and contracts in place with commercial contingency responders (see 2.2 for Tier definitions).

4.2 SUPPORT ORGANISATIONS

4.2.1 Marine Management Organisation

The Marine Management Organisation (MMO), who act on behalf of the Department for Environment, Food and Rural Affairs (Defra), is to be informed immediately of an oil spill through the District Marine Officers (DMO), their deputy, or failing either of them, the MMO HQ duty officer should be contactable out of office hours. The Defra Duty Office in London can assist if the MMO HQ duty officer cannot be contacted. The DOF or their deputy will attend meetings of the Environment Group formed locally to advise on response.

In principle, clearance of oil on-shore should not involve any use of oil treatment chemicals. MMO is empowered, through the Marine and Coastal Access Act 2009, to control deposits in the sea for the protection of the marine environment (this includes the use of chemicals) from vessels, vehicles, aircraft, hovercraft and marine structures. Any oil treatment chemicals used in the sea in this manner must be approved by MMO and their use must be agreed in any area of sea with depths of 20 metres or less and to within one mile of such depths. This includes the shoreline up to the extent covered at mean high water springs.

MMO controls on chemical use therefore cover the whole of the County's coastline and its estuaries. Any use of chemicals from vessels, vehicles, aircraft, hovercraft and marine structures must be approved by MMO's HQ Environment Team or the MMO HQ Duty Fisheries Officer. These HQ staff will take into consideration the concerns of Natural England and advice from the Centre for Environment, Fisheries and Aquaculture Science (CEFAS) before approval is given for the use of chemicals. However MMO HQ will be the final arbiter in any decision to use, or not to use, chemicals. MMO HQ will therefore work very closely with the coordinator of the response operation who will be required to only use chemicals in accordance with MMO's terms of approval.

Where chemicals are not used from vessels, vehicles, aircraft, hovercraft or marine structures (e.g.: on the shoreline from individuals carrying knapsacks or aerosols), there is no requirement to obtain approval prior to use, but it would be appropriate to agree any such use with the Environment Group set up to advise on the response processes, including shoreline clean up. The Environment Group can seek advice from MMO HQ (who will consult CEFAS), and Natural England if required. It should be noted that although such use does not require approval, inappropriate use resulting in pollution could potentially result in an Environment Agency prosecution for polluting controlled waters.

4.2.2 Environment Agency

The Environment Agency (EA) has powers for pollution regulation in the rivers and estuarine waters and up to three nautical miles offshore. In a major oil, or similar substance, spill the Environment Agency may assist in boom deployment on the estuaries. The Agency is to be informed immediately of a pollution incident and will assist with available resources and expertise.

The EA, as the Environmental Regulator, will also engage with Cornwall Council to aid planning for the storage and disposal of waste generated as a result of a coastal pollution incident.

The EA will provide advice and guidance to the organisations and groups leading the clean-up and recovery at these incidents including advice leading to the development of a strategy for waste management during the incident.

4.2.3 MCA Counter-Pollution & Response Branch

The MCA will exercise overall command and control of at-sea clean-up operations. Where dispersant spraying of oil pollution has been approved, the MCA will send ships and/or aircraft as close to the shoreline as practicable to disperse slicks threatening the shore (subject to 4.2.1 above).

During beach cleaning operations MCA scientific and technical advice will be available, free of charge, concerning the effectiveness of particular clean-up techniques and on their application in particular circumstances.

Coast Guard volunteers can set up *initial* cordons and assist Police in the first instance before appropriate personnel are available.

4.2.4 Natural England

Natural England (NE) is the Government's statutory adviser on nature conservation in England. In the event of a spill NE provides advice to relevant authorities, e.g. MCA, DEFRA, local and port authorities and others, on the likely impact of pollution on wildlife habitats and on appropriate treatment and containment measures to minimise environmental damage.

NE's area of responsibility covers national waters out to the 12 mile limit. NE also provides input into local and port authority contingency plans to ensure that information on environmental sensitivities and contact details are up to date.

4.3 HEALTH & SAFETY MANAGEMENT

4.3.1 General

During clean-up operations the overall responsibility for Health & Safety policy will lie with the Coastal Counter Pollution Person where an SRG is established; or the Management Team if an SRC is established; assisted by a small team led by the Council Health & Safety Officer, who will advise on general Health & Safety issues. However, contractors and other organisations always retain statutory Health & Safety responsibilities within their own organisations and for their own workers. Health & Safety management during operations for which neither the SRG nor SRC are set up is the responsibility of the relevant organisation or agency.

4.3.2 Beach Masters and other supervisors

On-site supervisory staff must be proficient in clean-up techniques and the use of equipment. They must also have adequate knowledge of the relevant health and safety precautions. Supervisors are responsible for ensuring that all personnel under their direction have been provided with the appropriate safety equipment, information and guidance using, at least, the site-specific briefing form and checklist produced during risk assessment and hazard evaluation. On-site health and safety issues are to be reviewed at the daily working party meetings. A Site Safety assessment form is shown at Annex F.

The changeover procedure for supervisory staff is to include Health & Safety information and is to be formally logged in both the local log and the main SRG/SRC log (if appropriate) as well as in the Health & Safety file.

4.3.3 Health & Safety File

A Health & Safety file is to be established at the start of an operation at the SRG/SRC and is to be maintained by the Cornwall Council Health & Safety Officer. It should contain the following information:

- a. Hazard information
- b. Risk assessments
- c. Health & Safety contacts and telephone numbers
- d. All relevant Health & Safety information.

All accidents and safety incidents are to be reported to the Health & Safety Officer at the SRG/SRC who is to record them in the file. Action is to be taken in accordance with 'Reporting of Injuries, Diseases and Dangerous Occurrences (Amendment) Regulations 2012' ('RIDDOR').

At the end of an operation the file is to be kept with the operation archive.

4.3.4 Hazards during Clean-up Operations

The following potentially hazardous situations will often be encountered and should be dealt with in appropriate safety training, documentation and instructions. Supervisory staff should be familiar with these issues and their management.

- a. Water movement, including the risk of being cut off by tide and wave action
- b. Lifting and manual handling
- c. Working with, and around, vehicles
- d. Working with, and around, chemicals, including the risk from oils, sharps, flares and other flotsam (Consider need for CoSHH assessments)
- e. Working with, and around, noisy equipment
- f. Personal Protective Equipment and clothing
- g. Welfare provision for site, or remote, working
- h. Working in extremes of temperature and weather
- i. Supervision of site, and remote, working

j. Consider the need for air quality monitoring

4.3.5 Risk Assessments

Health & Safety risk assessments for standard clean-up operations and techniques should have been carried out by the various organisations holding or deploying equipment. These risk assessments will identify the necessary equipment and procedures to be used during operations to ensure the health and safety of personnel. Site specific risk assessments must be carried out for each site before clean-up operations are started. (Form at Annex F). Beach Masters (IMO Level 1 qualified) have been trained to complete Risk Assessments for their allotted venues as part of the Shoreline Clean up Assessment procedures.

4.3.6 Contractor's Health & Safety Policies

Copies of contractors' written Health & Safety policies, details of relevant safety procedures and precautions, staff training and arrangements for supervision and management should be requested by the Health & Safety Officer at the SRG/SRC.

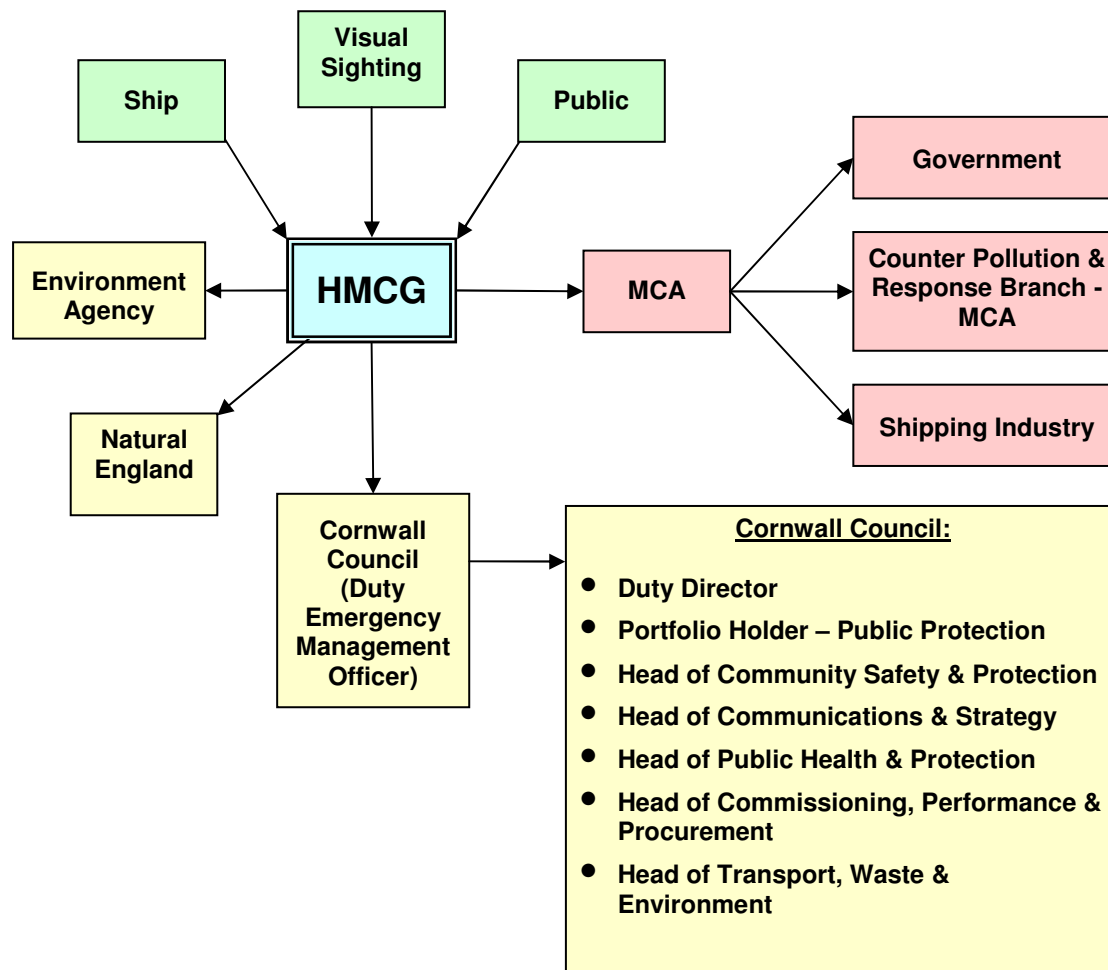
Cornwall Council Coastal Counter-Pollution Plan

Section 5

The Plan

5. THE PLAN

5.1 REPORTING CHAIN FOR OIL NEAR OR ON THE SHORE



It is anticipated that the first formal report of a pollution incident will be from HMCG: they will inform other agencies according to the pollution’s location in line with their Operations Advice Note.

Any agency receiving a report of pollution about which HMCG has not been informed should notify the nearest coastguard station at once.

5.2 ACTIVATION OF THE PLAN

This plan will be activated when a major pollution incident has occurred requiring Cornwall Council to activate the Shoreline Response Group (SRG) or a Shoreline Response Centre (SRC) is established.

5.2.1 Command and Control

In a major maritime incident, there are four main areas of command and control:

- a. search & rescue at sea
- b. salvage of the ship
- c. dealing with the pollution at sea
- d. dealing with the pollution ashore.

The Maritime and Coastguard Agency (MCA) will carry out command of the search and rescue element of an incident from its Maritime Emergency Information Room (MEIR).

The Counter Pollution & Response Branch of the MCA will deal with pollution at sea from its Marine Response Centre (MRC) at the appropriate Coastguard centre. If salvage of the ship is required, the MCA's Salvage Control Unit (SCU) will control this.

Dealing with pollution that reaches the shore is a responsibility accepted by Cornwall Council. The County Coastal Counter Pollution Person will co-ordinate the response on behalf of Council. If the scale of the incident warrants it, and with the agreement of the MCA, the Shoreline Response Centre (SRC) will be formally established. However, many of the SRC functions and procedures may be carried out by the SRG before this formal establishment.

The shipping casualty or the resultant pollution will have an immediate media impact which, in turn, is likely to cause a major influx of sightseers, some of whom may be determined to remove items washed ashore. An early discussion between the Police, Highway authority(ies) and leaders of the affected communities should occur with a view to determining policing actions, highway diversions and priorities etc. with a view to minimising the effect on the local community(ies).

5.2.2 Clean up Strategy and priorities

The basic strategy to be followed when a major spill occurs is to consider protection of ecologically sensitive areas and to clean amenity beaches nominated by the Council; the remainder of the coastline will be left for later consideration. For response purposes the shoreline may be graded into four categories:

Category 1: Ecologically sensitive areas.

Where possible protect those sites at risk as a matter of high priority. Clean if possible and beneficial. Maps showing ecologically sensitive areas are shown at

Paragraph 1.3.6 and within the Beach Clean-Up guidelines.

Category 2: Major amenity beaches.

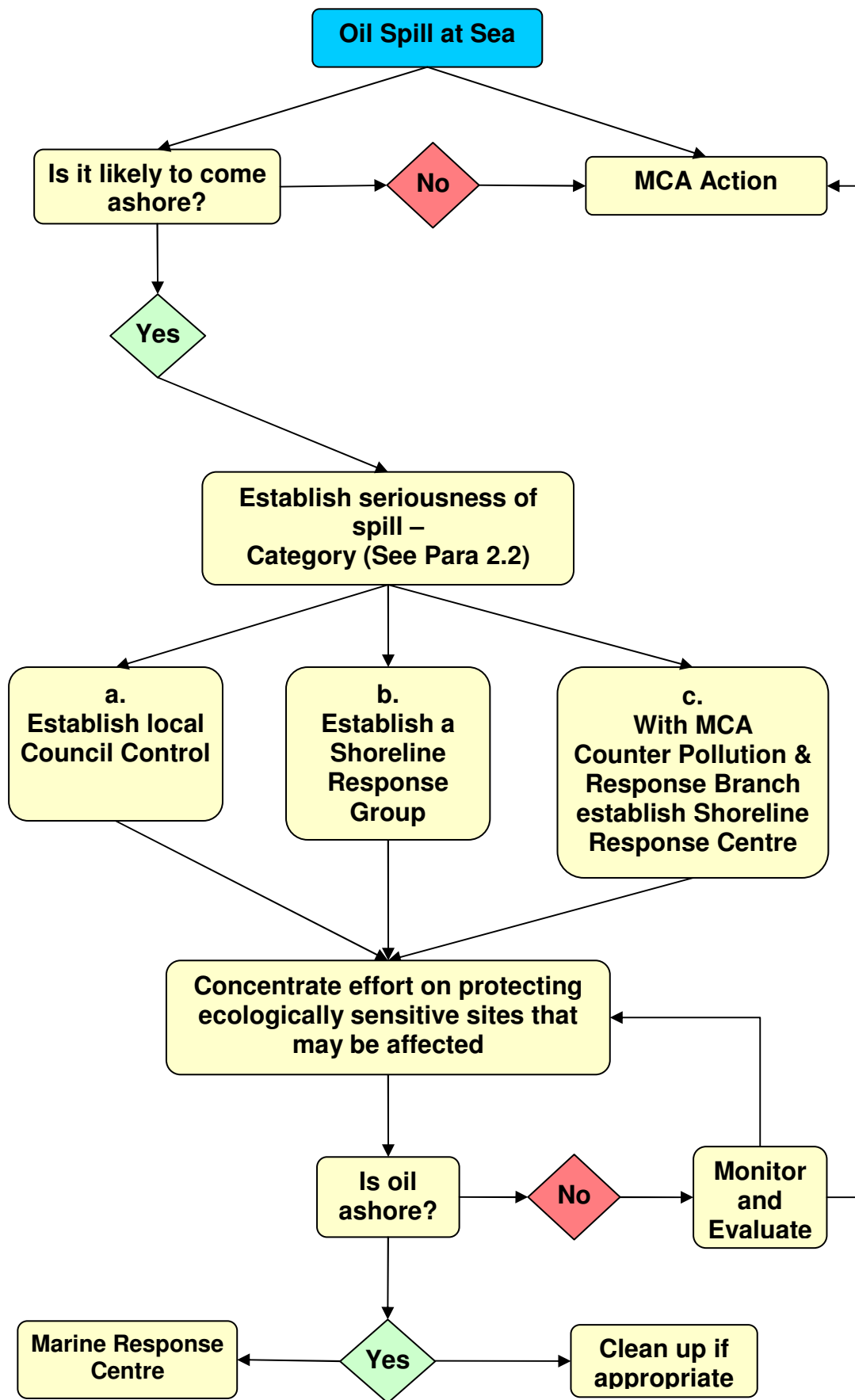
Clean as soon as possible.

Details of nominated amenity beaches are shown in the Beach Clean-Up Guidelines. These are issued as separate volumes for each of the former District Council areas.

Category 3: Minor amenity beaches and rocky areas.

No immediate action – consider again when resources permit.

Category 4: Non-amenity rocky areas and estuarial mud areas (unless in Category 1) are generally best left alone.



**Cornwall council
Coastal counter-pollution plan**

Section 6

Shoreline Response Management

6. SHORELINE RESPONSE MANAGEMENT

6.1 General

There may be occasions when a County led and co-ordinated response to a pollution incident is required but where a Shoreline Response Centre (SRC) has not been approved by the Maritime and Coastguard Agency.

6.2 Small area spill

In the event of a small area only of the coastline being affected then a local management structure may be invoked involving local resources using the most appropriate facilities and staff.

6.3 Large area

In the case of a larger spill affecting a significant portion of the coastline then the co-ordinating cell, which may well carry out the majority of the functions of an SRC – but not all - will be called a Shoreline Response Group (SRG). The location of the SRG will be determined at the time and will utilise the most appropriate facilities available. E.g. Cornwall Council Emergency Centre.

6.4 THE SHORELINE RESPONSE CENTRE (SRC)

6.4.1 Role

The role of the SRC is to co-ordinate and lead the on-shore response to a major pollution incident.

6.4.2 Location

The SRC will be established in the Emergency Centre at New County Hall, Truro. Additional work space may be required, in which case immediate negotiations will be required to secure the use of meeting rooms. SRC Teams are likely to use their normal Council offices for this purpose.

In view of the potentially large membership of the various teams consideration should be given to core members working at the SRC with others working remotely but convening for meetings and/or telephone conferences as appropriate.

Should a cross boundary incident occur; a Shoreline Response Centre may be set up on both sides, but more likely the side that has been/will be impacted the most.

6.4.3 Composition

The following authorities/organisations should be represented in the SRC:

- a. Cornwall Council (including CC contractors)
 - b. Maritime & Coastguard Agency (MCA)
 - c. International Tanker Owners Pollution Federation Ltd. (ITOPF)
 - d. Ship owners/Insurers
 - e. Police
 - f. Harbour Masters
 - g. Natural England*
 - h. Environment Agency*
 - i. Marine Management Organisation*
 - j. Cornwall Wildlife Trust*
 - k. Cornwall Inshore Fisheries and Conservation Authority
- (* Through the Liaison Officer of the Environment Group)

6.4.4 Tasks

Specific tasks of the SRC include

- a. Determining the extent of pollution along the affected coastline.
- b. Devising and agreeing the overall strategy for the clean-up response.
- c. Assigning priorities based on threat, impact and available resources.
- d. Proposing, agreeing and initiating the shoreline clean-up response.
- e. Obtaining and allocating resources required on an agreed priority basis.
- f. Agreeing working liaison with the Environment Group.
- g. Determining methods for disposal of waste arising from the clean-up operations.
- h. Monitoring progress and effectiveness of the clean-up operation.

- i. Liaise with other response units involved in the same incident. E.g. SOSREP, SCU, MRC.
- j. Issuing regular briefings to the press, elected representatives, Government Ministers and other interested parties.

6.4.5 Structure

The full SRC team structure comprises:

- a. The Management Team
 - Strategy Sub-Group
- b. The Technical Team
 - The Waste Management Sub-Group
 - The Health & Safety Sub-Group
- c. The Procurement Team
- d. Media / Public Relations Team
- e. Information and Administration Team

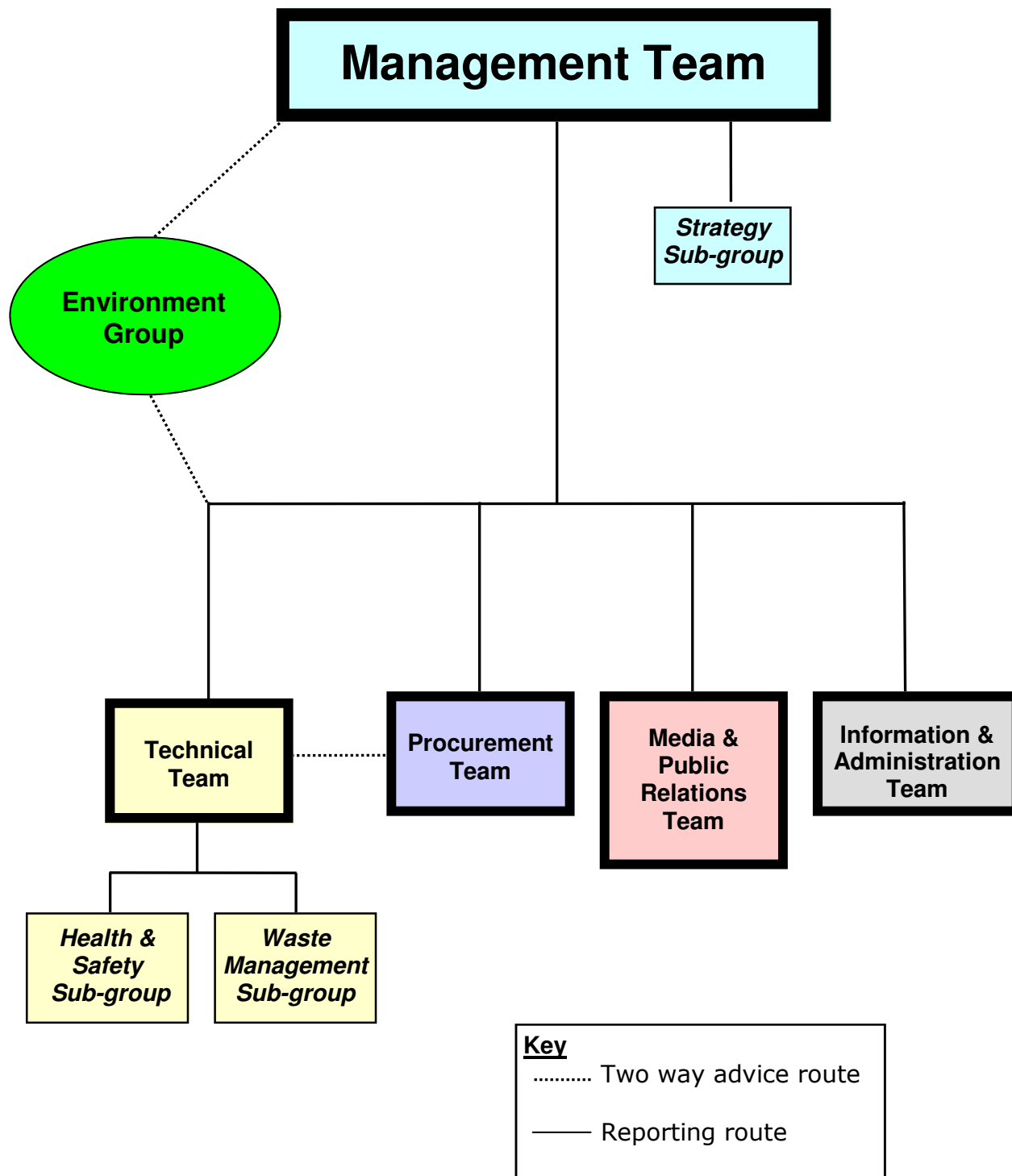
6.4.6 Environmental advice

Environmental advice is provided to the SRC by the Environment Group through the Environment Liaison Officer.

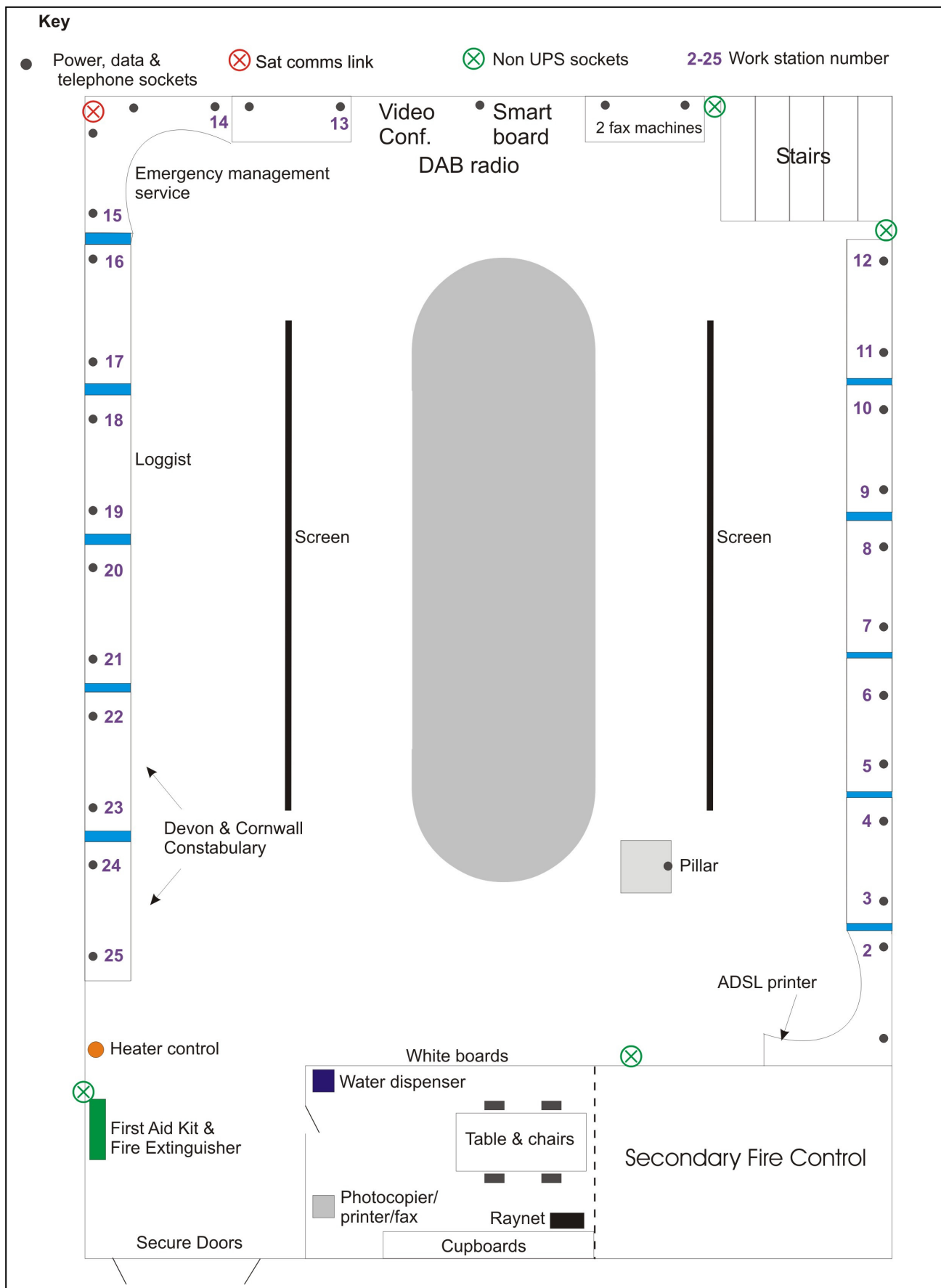
6.4.7 SRC structure, layout and telephone numbers

The following three pages set out the diagrammatic structure of an SRC, the layout of the Emergency Centre at New County Hall when established as a Shoreline Response Centre and a work station and telephone allocation list.

Diagrammatic structure of the Shoreline Response Centre



Emergency Centre SRC seating/work station plan



Emergency Centre (SRC) Telephone List

Workstation Number:	User	Telephone Number	CC Extension or Direct dial
1	Technical team		
2	Technical team	01872 322448	2448
3	Technical team	01872 222938	Direct
4	Technical team	01872 323469	3469
5	MCA rep.	01872 222930	Direct
6	Procurement team rep.	01872 322256	2256
7	ITOPF rep.	01872 222902	Direct
8	Owner/Insurers rep.	01872 323479	2479
9	Environment Grp. liaison	01872 222908	Direct
10	Waste mgt. team rep.	01872 323156	3156
11	H & S team rep.	01872 260973	Direct
12	Harbour Masters rep.	01872 323283	3283
13	Emergency Management	01872 260971	Direct
14	Emergency Management	01872 323690	3690
15	Emergency Management	01872 261015	Direct
15	Emergency Management	01872 323752	3752
16	Emergency Management	01872 277946	Direct
17	Emergency Management	01872 322267	2267
18	Message Handler	01872 274406	Direct
19	Message Handler	01872 274406	Direct
20	Management Team Chair	01872 323198	3198
21	Media team rep.	01872 323292	3292
22	Police/spare	01872 274508	Direct
23	Police/spare	01872 274459	Direct
24	Police/spare	01872 274467	Direct
25	Police/spare	01872 274480	Direct
Pillar		01872 323699	3699
Audio Conference	Conference table	01872 277948	Direct

**Cornwall Council
Coastal Counter-Pollution Plan**

Section 7

**SRC Teams -
Roles, Membership and Tasks**

7. SRC TEAMS – ROLES, MEMBERSHIP AND TASKS

7.1 THE MANAGEMENT TEAM

7.1.1 Role and work venue:

Management of the shoreline clean-up operation.

The Team will normally convene in the Emergency Centre at New County Hall, Truro.

7.1.2 Membership

- a. Chair: Cornwall Council's Coastal Counter-Pollution Person (and liaison with Duty Director).
- b. Vice Chair (Vital to maintain continuity in absence of Chair).
- c. Environment Group Liaison Officer to attend Management Team meetings.
- d. Chief Scientist, MCA. (Note there may be just one MCA representative to assist all SRC teams and groups).
- e. Chairs of Technical, Procurement, Media & Public Relations and Information & Administration Teams.
- f. Chief Executive.
- g. Environment Agency representative.
- h. Cornwall Council Tourism representative.
- i. Visit Cornwall and Cornwall Council Localism representatives to attend Management Team meetings.

Clerical support will be required to minute meetings, policy decisions etc and circulate as appropriate. This is a substantial and time consuming process.

7.1.3 Tasks

The Management Team will:

- a. Assess the threat and impact of pollution with regard to the shoreline.
- b. Determine the overall strategy including deciding the order of priority for action to protect sensitive areas and the priorities for dealing with pollution which reaches the shore. An initial Strategy Statement should be produced promptly for dissemination both within and outside the SRC.
- c. Monitor progress against the agreed strategy.

- d. Review Actions from the Recovery Strategic Action Plan workbook.
- e. Consider and manage the general financial aspects of the operation.
- f. Interact closely with elected representatives, central Government, the public, the press and media.
- g. Make appropriate arrangements to keep affected landowners informed, consult with significant land owners.
- h. Prepare regular situation reports concerning the conduct of operations (including appropriate information supplied by the Technical Team and the Environment Group) for circulation to all interested parties.

7.1.4 A standing Agenda for SRG or SRC Meetings is shown at Annex C.

7.2 THE STRATEGY SUB-GROUP

7.2.1 Role

The objective of this sub-group is to provide the Management Team with an overview of short, medium and long-term issues to be addressed as the incident evolves. The group should maintain a clear overall perspective as well as drawing up a matrix identifying significant and potentially significant issues for the overall SRC response strategy, but especially for the Management Team's consideration. Timeframes for the issues could be the next one to three days, three to ten days and beyond ten days.

The group will agree the matrix with the Management Team and report back on progress on the agreed issues.

7.2.2 Membership

The Management Team will decide the membership of the Strategy Sub-Group.

The group should comprise individuals with experience in dealing with major incidents, and oil/chemical pollution in particular; they should not be directly involved operationally in the response and can thus provide an objective assessment of the response from a strategic viewpoint.

A Chair and Vice Chair will be required. Clerical support will be required to minute meetings; decisions etc and circulate as appropriate. This is a substantial and time consuming process.

7.3 THE TECHNICAL TEAM

7.3.1 Role and work venue

Reporting to the Management Team, the Technical Team directs and implements the operational response.

The Technical Team needs to maintain close liaison with the Procurement Team to assist in identifying appropriate resources required.

The Team will normally convene in the Emergency Centre at New County Hall, Truro.

An Aide-memoire for the Chair is provided at Annex A.4.

7.3.2 Membership

- a. Chair: MCA Senior Scientist or their representative
An Aide-memoire for the Chair is provided at Annex A.4
- b. Vice Chair (Vital to maintain continuity in absence of Chair)
- c. Senior Technical and Engineering services Officers - Cornwall Council
- d. Waste Management Officer - Cornwall Council
- e. Health, Safety & Welfare Officer - Cornwall Council
- f. Forward Control Liaison Officers and Neighbouring Authority Liaison Officers if appropriate
- g. MCA Representative (Note there may be just one MCA representative to assist all SRC teams and groups.)
- h. Environment Group Liaison Officer
- i. Environment Agency representative
- j. Police Liaison Officer
- k. HMCG local representative x2
- l. Port Health – Cornwall Council
- m. Environmental Protection representative – Cornwall Council
- n. Economic Development representative – Cornwall Council

Clerical support will be required to minute meetings, decisions, procurement requirements etc and circulate as appropriate. This is a substantial and time consuming process.

7.3.3 Tasks

The Technical Team will:

- a. Identify a member of the Team to liaise with the Procurement Team.

- b. Determine and agree reasonable strategies with the Environment Group to deal with pollution at the affected site(s).
- c. Deploy staff to beaches to assess and report on beached and stranded oil (in conjunction with the Environment Group) and act on reports received.
- d. Ensure that operations are technically reasonable.
- e. Allocate resources efficiently; on a priority basis as determined by the Management Team.
- f. Inform the Management Team of resource shortfalls.
- g. Allocate contractors to specific tasks, as agreed with the Management and Procurement Teams.
- h. Transmit decisions and work instructions to forward control centres.
- i. Identify and deploy Beach Masters to establish consistency of operations and ensure that the Technical Team instructions are being implemented correctly.
- j. Meet with Beach Masters to assess progress and produce a revised forward plan for future operations.
- k. Ensure that Health & Safety risk assessments have been carried out and are implemented on a site by site basis.
- l. Monitor progress of operations.
- m. Brief the Management Team on the conduct of operations.
- n. Landowners (where possible)

7.4 THE WASTE MANAGEMENT SUB-GROUP

7.4.1 Role and work venue

Reporting to the Technical Team, this group will plan for and manage temporary storage of collected waste; and waste disposal options, in consultation with the Regulator.

The Chair of this team will normally be appointed by the Cornwall Council Head of Waste Management. The Chair will decide, in consultation with the Chair of the Management Team, where the Team will convene.

An Aide-memoire for the Chair is provided at Annex A.6.

7.4.2 Membership

- a. Chair
- b. Vice Chair (Vital to maintain continuity in absence of Chair)

- c. Cornwall Council Waste Management Section
- d. Environment Agency

Clerical support will be required to minute meetings, policy decisions etc and circulate as appropriate. This is a substantial and time consuming process.

7.4.3. Tasks

The Waste Management Sub-Group will:

- a. Develop a waste disposal strategy.
- b. Advise on waste minimisation and segregation.
- c. Prepare a plan for temporary storage of collected oily waste.
- d. Provide technical advice on the location and form of temporary storage and treatment areas and disposal options for oily waste.
- e. Ensure all waste regulations are followed by the Technical Team and are fully understood by the forward control centres and Beach Masters.
- f. Ensure oily waste is transported by only registered carriers as set out in the Special Waste Regulations.
- g. Manage the final disposal options and identification of final disposal sites for oily waste.

Note: the Environmental Regulator has a statutory role in approving sites for temporary storage and treatments, ensuring those disposal sites are appropriately licensed.

7.4.4. Guidance

It is recommended that the ARCOPOL Guidance on Waste Management during a shoreline pollution incident Guidelines are referred to when considering any type of waste management, available here: <http://www.arcopol.eu/arcopol/fichaDocumento.aspx?id=59>

Cornwall Council and the Environment Agency hold the following guidance documents and directories:

- Waste and Minerals / Quarries Site Directory
- Guidance on Temporary Site Infrastructure Requirements
- Waste Storage Site Identification Scorecard/checklist

7.5 THE HEALTH & SAFETY SUB-GROUP

7.5.1 Role and work venue

Reporting to the Technical Team this group will manage, direct and oversee the health and safety requirements of the shoreline clean-up operation.

The Chair of this team will normally be appointed by the Cornwall Council Head of Health, Safety & Welfare. The Chair will decide, in consultation with the Chair of the Management Team, where the Team will convene.

An Aide-memoire for the Chair is provided at Annex A.5.

7.5.2 Membership

- a. Chair
- b. Vice Chair (Vital to maintain continuity in absence of Chair)
- c. Health & Safety professionals from Cornwall Council augmented by staff from other Local Authorities and organisations involved in the clean-up
- d. Oil Industry Health & Safety staff
- e. MCA consultants (Note there may be just one MCA representative to assist all SRC teams and groups.)

Clerical support may be required to minute meetings, policy decisions etc and circulate as appropriate. This is a substantial and time consuming process.

7.5.3 Tasks

The Health & Safety Sub-Group will:

- a. Promptly develop an overall Health & Safety strategy, referring to the current MCA STOp notice – Health, Safety and Welfare during shoreline clean-up.
- b. Ensure that proper Health & Safety procedures are in place for all shoreline clean-up operations.
- c. Ensure that formal H&S risk assessments are carried out before starting operations.
- d. Prepare generic risk assessments for all routine clean-up procedures.
- e. Maintain continuity of the Health & Safety practice throughout the incident.
- f. Ensure that Beach Masters have an adequate understanding of Health & Safety regulations and practice and carry out regular Health & Safety assessments and briefings on site.

- g. Ensure that formal records are maintained, including formal risk assessments, accident record books, recording of dangerous practice, etc.

(Note: In the case of extensive, complex or protracted incidents it may be necessary to employ experienced Health & Safety consultants to oversee and advise on Health & Safety matters, both in the SRC and at operational sites.)

7.6 THE PROCUREMENT TEAM

All resources deployed on each beach need to be procured, monitored and logged by the Procurement Team. No equipment or resources should be procured without requesting it through the Procurement Team and completing the appropriate Cornwall Council forms, gaining approval from the Procurement Team who in turn, must seek agreement from the insurers for this action. Cost recovery will require that costs be allocated on a beach-by-beach and day-by-day basis, i.e. for each beach there will be a daily listing of all resources allocated to that beach and of the costs incurred. Members of this team must be aware of resources available to their parent organisation and how they can be contracted.

7.6.1 Role and work venue

Reporting to the Management Team, the Procurement Team obtains and provides the resources required to implement the shoreline clean-up response.

The Chair of this team will normally be appointed by the Cornwall Council Head of Commissioning & Procurement. The Chair will decide, in consultation with the Chair of the Management Team, where the Team will convene.

An Aide-memoire for the Chair is provided at Annex A.7.

7.6.2 Membership

- a. Chair
- b. Vice Chair (Vital to maintain continuity in absence of Chair)
- c. Cornwall Council Resource Procurement Officers
- d. CORMAC Officers
- e. Cornwall Council Transport Officers
- f. Cornwall Council Finance Officers
- g. Environmental Protection representative – Cornwall Council
- h. Technical Team Liaison Officer
- i. MCA (Note there may be just one MCA representative to assist all SRC teams and groups.)

- j. Environment Agency
- k. Cornwall Voluntary Sector Forum representative
- l. Ship's Insurer
- m. Representatives as appropriate from other organisations providing significant resources

Clerical support may be required to minute meetings, procurement requests, expenditure records etc and circulate as appropriate. This is a substantial and time consuming process.

7.6.3 Tasks

The Procurement Team will:

- a. Provide 'Procurement Request and Decision' forms, Emergency Purchase Requisition Forms, Purchase Orders and an appropriate recording and monitoring system.
- b. Ensure that both finance and contracts are available to implement the decisions of the Technical Team.
- c. Procure, assemble and route resources, as required by the Technical Team, to the designated areas. However, where MCA or Insurers are to pay for resources, their prior agreement is necessary.
- d. Monitor expenditure made on behalf of Cornwall Council, and other resource providers. (Resource providers are responsible for their own resource management and should have representatives on the team.)
- e. Collate invoices with expenditure support claims for compensation.
- f. Provide the Management Team with expenditure information on request.
- g. Monitor the levels of resources deployed at various locations.
- h. Recover and/or redeploy resources as they become surplus to requirements at individual sites
- i. Inform the Technical Team of any predicted or actual resource shortfalls.

7.7 THE MEDIA & PUBLIC RELATIONS TEAM

7.7.1 Role and work venue

This team will act as a focal point for media and public interest and will work closely with the Management Team and will deal with all aspects of press and media response to shoreline operations.

The Chair of this team will normally be appointed by the Cornwall Council Head of Communications. The Chair will decide, in consultation with the Chair of the Management Team, where the Team will convene.

An Aide-memoire for the Chair is provided at Annex A.8.

7.7.2 Membership

- a. Chair
- b. Vice Chair (Vital to maintain continuity in absence of Chair)
- c. Cornwall Council media staff and press officers.
- d. Maritime and Coastguard Agency Information/public relations officer.
- e. Government News Network representative.
- f. Health Protection Agency.
- g. Environment Agency.

7.7.3. Tasks

The Media and Public Relations Team will:

- a. Prepare press briefings from the SRC in consultation with the Management Team.
- b. Maintain links with media staff in other response cells. E.g. SCU, MRC etc.
- c. Call, arrange and manage press conferences and interviews in consultation with the Management Team.
- d. Manage the media briefing room, which will be established outside the SRC, and ensure that regular press briefing notices are supplied to the briefing room.
- e. Handle all press enquiries, which could involve a massive number of calls.
- f. Monitor Social Network sites for misinformation.
- g. A public help-line may be established dependant on the nature and scale of the incident, to handle calls from the public. The decision to set up a help-line will be taken by the Management Team. Responsibility for setting it up rests with the Media & Public Relations Team. Consideration should be given to utilising existing call-centre type facilities within the Council's Customer Information Centre (CIC). Call handlers should refer offers of assistance to the Technical Team who may then copy them to the Management and Procurement Teams.
- g) Set up and maintain web pages for the shoreline clean-up element of the incident response.

- h) Prepare electronic information for dissemination within and outside the SRC as required by the Management Team.

7.8 THE INFORMATION & ADMINISTRATION TEAM

7.8.1 Role and work venue

This Team is responsible for the general administrative management of the SRC, and for providing administrative support for all teams and groups therein.

The Chair of this team will normally be appointed by the Cornwall Council Director of Corporate Support. The Chair will decide, in consultation with the Chair of the Management Team, where the Team will convene.

An Aide-memoire for the Chair is provided at Annex A.2.

7.8.2 Membership

- a. Chair
- b. Vice Chair (Vital to maintain continuity in absence of Chair)
- c. Cornwall Council administrative staff
- d. Cornwall Council Information Services Group staff
- e. MCA administrative staff
- f. Oil industry staff
- g. Other participating organisations staff.

7.8.3. Tasks

The Information & Administration Team will:

- a. Be responsible for message creation and Log keeping of messages and information into, within and out of the SRC.
- b. Maintain the Recovery Strategic Action Plan spreadsheet with key actions arising from each SRC team and group (template available through Emergency Management). Circulate to SRC Chairs.
- c. The dissemination of messages and information into, within and out of the SRC; ensuring that messages reach the appropriate Team/Group and/or Team/Group Leader.
- d. Provide and maintain communication links within and to/from the SRC.
- e. Arrange appropriate IT support and resources for all functional teams.

- f. Provide clerical support, including loggists and minute takers, for all SRC Teams and produce and distributing minutes of those team meetings.
- g. File messages, minutes and records for future reference and compensation claims.
- h. Update information boards and operational maps.
- i. Provide catering to the SRC.
- j. Provide security for the SRC.

7.9 BEACH MASTERS

- 7.9.1 The Beach Master is the name given to the person who is the overall supervisor of a specified section of coast in a shoreline response operation. The Beach Master has complete responsibility for all personnel and activities and is the operations manager at the front line of the response.
- 7.9.2 The Beach Master implements the cleanup strategy as laid down by the Technical Team of the SRC and ensures that the clean-up techniques are those ordered and that they are correctly applied by the clean-up teams. The Beach Master is responsible for all aspects of operational record-keeping and reports back to the Forward Control Liaison Officer in the SRC on progress and problems.
- 7.9.3 The Beach Master reports back daily to the SRC and this enables the SRC to confirm that the clean-up strategy is going ahead as agreed and that the manpower and equipment levels are consistent with the operational requirement. Exactly what is being done, and by whom, must be recorded to support future cost recovery claims for manpower, equipment and consumables.
- 7.9.4 Although the overall response techniques will have been agreed by the Technical Team of the SRC, it is important that techniques being employed on the shoreline are properly carried out in a technically reasonable manner and the Beach Master has this responsibility. For example, the unnecessary overuse of heavy plant can very quickly result in the generation of massive quantities of oily beach material. Alternatively a very slow operation to remove bulk oil during a period of rising tides may result in significant remobilisation of oil or mixing into the shore substrate. If unsure about the appropriateness of particular techniques, the Beach Master should seek advice from the SRC.
- 7.9.5 An Aide-memoire for Beach Masters is provided at Annex A.9.
- 7.9.6 A list of qualified Beach Masters is maintained by Emergency Management. Most Beach Masters are Cornwall Council staff but several are from independent Ports and Harbours and the RNLI and other agencies.

7.10 NEIGHBOURING AUTHORITY, PORTS AND HARBOURS LIAISON OFFICERS

A single SRC will be established for an incident that affects the coastline of more than one county or unitary authority. The location of the SRC will be decided by agreement between the authorities affected, with advice from the MCA. If the SRC is established in Cornwall, neighbouring authorities should provide an identified liaison officer to the SRC. Alternatively Cornwall will send a Liaison Officer to an SRC established elsewhere.

Affected Ports and Harbours should also provide liaison officers who will have the same role and tasks as the Cornwall Council liaison officers.

It is important that liaison officers have the necessary delegated authority to take decisions concerning clean-up policy and activities for the coastline of their own authority.

7.10.1 Role

The liaison officers will represent their agencies at meetings of the Management Team and will assist in determining a fair division of overall response priorities and resource allocation.

7.10.2 Tasks

- a. Maintain links with their home authority.
- b. Represent their home authority at the policy level in discussing the response priorities within their home area.
- c. Provide information concerning polluted sites within their authority. (In particular information which would affect the formulation of strategy.)
- d. Collaborate with the Technical Team, to agree the strategy for dealing with pollution at the affected sites and the level of resources to be allocated to the various locations.
- e. Collaborate with the Procurement Team in procuring, marshalling and dispatching resources to the affected sites.
- f. Arrange reception of allocated resources at the point of use in collaboration with the Procurement Team.
- g. Represent their home authority on other teams and sub-groups as required by the Management Team.
- h. Keep their home authority informed of decisions made affecting operations within their home area.
- i. Monitor the progress of clean-up operations in their home area and inform the SRC of this progress.

7.11 MARINE RESPONSE CENTRE (MRC) LIAISON

- 7.11.1 An MRC will be established for an incident where an at sea response is established by the MCA. The location of the MRC will be decided by the MCA. It is likely to be established at the nearest HMCG Sector Base or other MCA property.
- 7.11.2 Where the pollution incident is likely to affect the coastline of Cornwall then the Council will provide an identified liaison officer to the MRC.
- 7.11.3 Affected Ports and Harbours should also provide liaison officers who will have the same role and tasks as Cornwall Council liaison officers.
- 7.11.4 An Aide-memoire for MRC Liaison Officers is provided at Annex A.10.

**Cornwall Council
Coastal Counter-Pollution Plan**

Annex A

Aides - Mémoire

Aides-mémoire

A.1 EMERGENCY MANAGEMENT TEAM

- a. Call MCA to confirm spill and ascertain severity, whether it is a Tier 1, 2 or 3 spill, (see 2.2 for Tier definitions), and whether it has been declared a Major Incident.
 - b. Start log and ensure adequate records are kept for Emergency Management Team actions (through message pads, the log, points of contact etc).
 - c. Inform Emergency Management staff and divide the tasks below to enable a quick response.
 - d. Circulate the Recovery Strategic Action Plan spreadsheet to the Chair of the Information and Administration Chair, and the Chairs of the other SRC Teams and Groups.
 - e. Inform:
 - Duty Director
 - Head of Environment
 - Head of Highways
 - Head of Transport, Waste and Environment
 - Head of Resources
 - Head of Finance
 - Head of Legal and Democratic and Procurement Services
 - Head of Chief Exec's
 - Head of Strategy Localism and Communications
 - Head of Community Safety and Protection
 - Head of Public Health and Protection
 - Portfolio holder for Public Health and Protection
- Consult with:
- Standing Environment Group Chair (Kevan Cook as of 2012)
 - Devon and Cornwall Police (re beach security and highway use)
- f. Identify a suitably trained person (IMO level 3 or MCA level 5) to chair the Management Group. List of trained personnel found here: <G:\Emergency Planning\Training\Coastal Pollution training>
 - g. Determine further action. If necessary, in consultation with the above, establish the Shoreline Response Group (or Centre). SRG membership: Chairs of the different Teams and Groups outlined in section 6.4.5. These Chairs are appointed by the Management Team Chair.
 - h. With MCA Counter Pollution & Response Branch; consider establishing a Shoreline Response Centre.
 - i. Organise shifts for team if appropriate.

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A.2 Considerations for ALL CHAIRS

- a. Always keep the bigger picture in mind
- b. Set Objectives as soon as possible and link them to Management Teams' Objectives
- c. Never assume, always check.
- d. Be clear what the Strategic direction is from the outset
- e. Prioritise Actions
- f. Consider strategic and your Teams / Groups objectives at all times
- g. Ensure adequate records are kept
- h. Delegate

A.3 MANAGEMENT TEAM CHAIR (IMO 3 / MCA Level 5 trained person)

The following items are a reminder of the issues that need to be considered.

- a. If not already done; consult with the MCA Counter Pollution & Response Branch and Cornwall Council Emergency Management regarding the opening of a Shoreline Response Centre.
- b. Co-ordinate Shoreline Response Centre operations
- c. Set up the Management Team – identify chairs for the different Teams and Groups.
- d. Liaise with the Chair of the Information and Administration Team for a loggist and administrative support for your team.
- e. Appoint a Vice Chair to cover for your absence from the SRC.
- f. Ensure the Team is aware of the full SRC structure, i.e. what groups/teams are in place and their remits, including that of this Team.
- g. Prepare for likely scenarios – be proactive rather than reactive.
- h. Prioritise actions, strategic level policies and tactics.
- i. Review Actions from the Recovery Strategic Action Plan workbook.
- j. Use the 'Agenda items and considerations for Management Team' in Annex C for your Team meetings.
- k. Ensure minutes and actions are circulated to the other teams and relevant partner organisations.

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- l. Ensure after every meeting your key actions are sent to the Information and Administration Team for the update of the Recovery Strategic Action Plan worksheet. Once updated; this document will be circulated to all Chairs.
- m. Delegate actions
- n. Take advice from the Groups and Teams, ensure implementation of the strategy.
- o. Set up clear lines of communication within, and outside your Team. Consider appointing a Liaison Officer for your Team.
- p. Requests for equipment and resources, including internal supplies, must be done through the Procurement Team. As much detail as possible is needed when making requests. Use the Emergency Purchase Requisition Form, available from Procurement.

A.4 TECHNICAL TEAM CHAIR

The Technical Team is responsible for advising on all the technical aspects of the clean-up operation. The Technical Team co-ordinates and records all decisions relating to the on-shore clean-up. The Technical Team also performs the 'operational' role within the Shoreline Response Centre (SRC) by allocating resources, transmitting instructions to the workforce via the Beach Managers/Beach Masters, and monitoring the progress of operations on a day-by-day basis.

The following items are a reminder of the issues that need to be considered.

- a. Appoint a Vice Chair to cover for your absence from the SRC.
- b. Liaise with the Chair of the Information and Administration Team for a loggist and administrative support for your team.
- c. Familiarise yourself with the Control and Co-ordination of Operations within a Shoreline Response Centre.
- d. Ensure the Team is aware of the full SRC structure, i.e. what groups/teams are in place and their remits, including that of this Team.
- e. Set up clear lines of communication within, and outside your Team. Appoint a Liaison Officer for your Team.
- f. Arrange to attend the first SRC Management Team meeting.
- g. Ensure after every meeting your key actions are sent to the Information and Administration Team for the update of the Recovery Strategic Action Plan worksheet. Once updated; this document will be circulated to all Chairs.

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- h. Familiarise yourself with the Beach Clean-up Guidelines. Copies will be available in the SRC and from Emergency Management.
- i. Arrange a meeting of the Technical Team to discuss the technical aspects of the clean-up operation and to agree a structure and communication links to manage the Beach Mangers/Beach Masters and workforce.
- j. Use the 'Agenda for SRC Teams / Groups other than Management Team' in Annex C for your Team / Group meetings.
- k. Liaise with the Chair of the Information and Administration Team regarding the setting up of appropriate documentation, systems and procedures for monitoring and managing operations.
- l. Set up liaison links with the Chairs of the Environment Group, Procurement, Health, Safety & Welfare and Waste Management Teams.
- m. In formulating advice on clean-up methods agree a system and structure for meetings to determine tactics on a site-by-site basis. Record all the options considered and the reasons for selecting the final recommendation.
- n. Liaise with the Media Team to agree and release an initial press statement.
- o. Liaise with the Media Team on Press Conferences.
- p. Arrange to delegate your normal duties to another officer.
- q. Liaise with Police on legal parameters prior to preventing access to beaches, and relating to wreck, salvage and criminal damage pertaining to objects washed ashore.
- r. Designate Beaches for clean-up as 'work sites'.
- s. Requests for equipment and resources, including internal supplies, must be done through the Procurement Team. As much detail as possible is needed when making requests. Use the Emergency Purchase Requisition Form, available from Procurement.
- t. If a course of action needs to be taken that is not within the remit of the normal day job; agree a plan / course of action policy to cover this task. It must then be agreed by the Management Team.

A.5 HEALTH & SAFETY SUB GROUP CHAIR

The Health & Safety Sub Group will advise on all aspects of health, safety and welfare relating to any oil pollution incident. It is imperative that a Safety File is created at the beginning of an incident and that copies of all Health, Safety and Welfare related information is placed on the file for

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retention. Not all the items listed will be required immediately but the Check List is a reminder for consideration and action as necessary. In addition, the attention of the Health & Safety Sub Group is drawn to Scientific, Technical and Operational (STOp) Note 1/98 (and its successors) entitled 'Health, Safety and Welfare during Shoreline Clean-up'.

A copy is held by Emergency Management and will need to be taken to the Shoreline Response Group or Centre venue.

The following items are a reminder of the issues that need to be considered.

- a. Liaise with the Chair of the Information and Administration Team for a loggist and administrative support for your group.
- b. Appoint a Vice Chair to cover for your absence from the SRC.
- c. Ensure the Group is aware of the full SRC structure, i.e. what groups/teams are in place and their remits, including that of this Group.
- d. Set up clear lines of communication within, and outside your Group. Consider appointing a Liaison Officer for your Group.
- e. Use the 'Agenda for SRC Teams / Groups other than Management Team' in Annex C for your Team / Group meetings.
- f. Ensure after every meeting your key actions are sent to the Information and Administration Team for the update of the Recovery Strategic Action Plan worksheet. Once updated; this document will be circulated to all Chairs.
- g. Obtain a copy of the Data Sheet for the material spilled and consider the effects of weathering and emulsification on the material before it comes ashore in consultation with the Maritime & Coastguard Agency.
- h. Ascertain the protective clothing requirements for handling the polluting material and for other tasks, (such as spraying dispersant should this action be approved).
- i. Obtain Data Sheets on other materials likely to be used during the incident, such as dispersants and degreasers, and advise on their handling and application.
- j. Obtain a copy of the weather forecast and advise on the effects of the prevailing weather conditions on the workforce.
- k. Arrange for appropriate risk assessments to be carried out before the commencement of operations on each site using the form at Annex G. Ensure that those carrying out such risk assessments are competent to do so.

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- l. Check and record the level of training and competence of appointed Beach Masters.
- m. Advise on hygiene, sanitary and welfare arrangements for the workforce.
- n. Set up an accident reporting procedure and maintain records of all incidents or sickness.
- o. Advise on the safety implications of working from boats or adjacent to deep water.
- p. Advise on the safety implications of crossing unmanned railway crossings and ensure that procedures agreed with the railway companies are disseminated and complied with.
- q. Advise on the implications of working on beaches with difficult access and the need for safety lines, etc.
- r. Advise on the safety implications of working with cranes for access to difficult beaches.
- s. Advise on the safety implications of working on beaches with difficult access and egress which are prone to fast incoming tides.
- t. Advise on the safety implications of working with specialist oil pollution clean-up equipment.
- u. Advise on the safety implications of working on beaches with large boulder fields and slippery rock platforms.
- v. Advise on the problems associated with de-stabilised sand on beaches due to the digging of pits and buried oil and the possible need for cordoning.
- w. Advise on the safety of the public in terms of proximity to beach clean-up operations and exposure to contaminated beaches that have not yet been cleaned and the need for cordons and signing.
- x. Advise on the safety implications of clean-up operations on beaches adjacent to Ministry of Defence establishments, which may contain unexploded munitions.
- y. Advise on the safety implications of clean-up operations on beaches adjacent to existing or former industrial sites, which may contain chemical contamination.
- z. Ensure that there is adequate First Aid cover in terms of qualified personnel and First Aid kits.
- aa. Arrange to delegate normal duties to another officer.
- bb. Requests for equipment and resources, including internal supplies, must be done through the Procurement Team. As much detail as

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possible is needed when making requests. Use the Emergency Purchase Requisition Form, available from Procurement.

- cc. If a course of action needs to be taken that is not within the remit of the normal day job; agree a plan / course of action policy to cover this task. It must then be agreed by the Management Team.

A.6 WASTE MANAGEMENT SUB GROUP CHAIR

The Chair of the Waste Management Team will be a Cornwall Council Officer. The Waste Management Team is responsible for advising the Technical Team on waste management issues and for monitoring the quantities of waste being generated. One of the key members of the Waste Management Team will be the Environmental Regulator who will be able to advise on waste management in terms of environmental impact and statutory guidance. The Waste Management Team will decide on the appropriate destinations or disposal routes.

The following items are a reminder of the issues that need to be considered.

- a. Liaise with the Chair of the Information and Administration Team for a loggist and administrative support for your group.
- b. Appoint a Vice Chair to cover for your absence from the SRC.
- c. Ensure the Group is aware of the full SRC structure, i.e. what groups/teams are in place and their remits, including that of this Group.
- d. Set up clear lines of communication within, and outside your Group. Consider appointing a Liaison Officer for your Group.
- e. Arrange to attend the first Shoreline Response Centre Management Team meeting.
- f. Ensure after every meeting your key actions are sent to the Information and Administration Team for the update of the Recovery Strategic Action Plan worksheet. Once updated; this document will be circulated to all Chairs.
- g. Use the 'Agenda for SRC Teams / Groups other than Management Team' in Annex C for your Team / Group meetings.
- h. Familiarise yourself with the Control and Co-ordination of Operations in a Shoreline Response Centre.
- i. Familiarise yourself with the available current waste management options.
- j. Familiarise yourself with the contents of the Beach Clean-up Guidelines. Copies will be available in the SRC and from Emergency Management GIS.

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- k. Liaise with the Chair of the Information and Administration Team for administrative support for your team.
- l. Obtain details of the polluting material from the Health & Safety Adviser.
- m. Arrange a meeting of the Waste Management Team to discuss temporary holding areas and appropriate waste management options for submission to the Technical Team. Record as much detail as possible.
- n. Liaise with the Chairs of the Environment Group, Information and Administration Team and Procurement Team regarding the setting up of appropriate procedures, systems and documentation for monitoring the quantities of waste being generated at various locations and their final destinations.
- o. Formulate advice on waste management issues. Record all the options considered and the reasons for selecting the final recommendation.
- p. Arrange to delegate your normal duties to another officer.
- q. Requests for equipment and resources, including internal supplies, must be done through the Procurement Team. As much detail as possible is needed when making requests. Use the Emergency Purchase Requisition Form, available from Procurement.
- r. If a course of action needs to be taken that is not within the remit of the normal day job; agree a plan / course of action policy to cover this task. It must then be agreed by the Management Team.

A.7 PROCUREMENT TEAM CHAIR

The Chair of the Procurement Team is a Cornwall Council appointed person and is responsible for the co-ordination of all procurement of manpower, plant, equipment and materials used during the on-shore clean-up and the keeping of detailed and accurate records. The team will be responsible for advising the Technical Team on all procurement issues, including the identification of specialist plant, equipment and materials. They will work closely with the Information and Administration Team to ensure that all ordering and expenditure is authorised and cross-referenced with Technical Team Minutes and Beach reports.

The following items are a reminder of the issues that may need to be considered.

- a. Liaise with the Chair of the Information and Administration Team for a loggist and administrative support for your team.
- b. Appoint a Vice Chair to cover for your absence from the SRC.

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- c. Familiarise yourself with the Control and Co-ordination of Operations within a Shoreline Response Centre.
- d. Ensure the Team is aware of the full SRC structure, i.e. what groups/teams are in place and their remits, including that of this Team.
- e. Set up clear lines of communication within, and outside your Team. Consider appointing a Liaison Officer for your Team.
- f. Ensure after every meeting your key actions are sent to the Information and Administration Team for the update of the Recovery Strategic Action Plan worksheet. Once updated; this document will be circulated to all Chairs.
- g. Use the 'Agenda for SRC Teams / Groups other than Management Team' in Annex C for your Team / Group meetings.
- h. Establish what resources, PPE and volunteers are available as soon as possible; even whilst waiting for requests from the Technical Team.
- i. Liaise with the chair of the Administration Team regarding the setting up of appropriate procedures, systems and documentation for identifying and recording the authority for expenditure (E.g. meeting minutes, official orders, etc.)
- j. Liaise with the chair of the Information and Administration Team regarding the procedures, systems and documentation for financial control and recording.
- k. Provide copies of the Procurement Request and Decision forms, and the Emergency Purchase Requisition Forms to all Chairs.
- l. Familiarise yourself with the contents of the International Oil Pollution Compensation Fund Claims Manual. A copy can be obtained from: <http://www.iopcfund.org/>
- m. Obtain current details of available Cornwall Council manpower, vehicles and plant.
- n. Obtain current details of approved vehicle and plant hirers.
- o. Obtain current details of available contract manpower.
- p. Arrange, in conjunction with the Cornwall Council and other agencies, to set up an appropriate stores facility managed by experienced stores staff, complete with relevant documentation and systems.
- q. Make arrangements for the feeding of staff on various beaches. Cornwall Council catering organisations may be able to assist.
- r. Make arrangements for pre-booking accommodation at local hotels for SRC staff. Liaise with Cornwall Council. The local Tourist Information Offices will be able to provide advice.

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- s. The oil clean-up response may necessitate the hire of many vehicles and large amounts of plant and equipment. Efforts should be made to standardise rates for similar equipment, including standing time, fuel costs, insurance, etc.
- t. Road vacuum tankers are a very useful means for handling and transporting liquid oil. Ensure that hired vehicles have rear opening tanks to aid cleaning.
- u. Arrange to delegate your normal duties to another officer.
- v. If a course of action needs to be taken that is not within the remit of the normal day job; agree a plan / course of action policy to cover this task. It must then be agreed by the Management Team.

A.8 MEDIA AND PUBLIC RELATIONS TEAM CHAIR

The Media and Public Relations Team holds a key position within the Management Team and the Shoreline Response Centre and will advise on all media issues. It will endeavour to present a positive image of Cornwall Council and Shoreline Response Centre in their response to the incident.

The following items are intended as a reminder to the Chair of the team of the issues which may need to be considered in the initial stages of the incident to assist in the rapid response to heavy and sustained media demands.

- a. Liaise with the Chair of the Information and Administration Team for a loggist and administrative support for your team.
- b. Appoint a Vice Chair to cover for your absence from the SRC.
- c. Ensure the Team is aware of the full SRC structure, i.e. what groups/teams are in place and their remits, including that of this Team.
- d. Set up clear lines of communication within, and outside your Team. Consider appointing a Liaison Officer for your Team.
- e. Consider the location of a suitable Media Centre close to the Shoreline Response Centre.
- f. Consider the location of a Media Briefing/Press Conference facility.
- g. Arrange and call out suitably qualified and experienced staff to support the operation of a Media Centre.
- h. Call out of additional support staff to support the operation of a Media Centre.

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- i. Arrange for staff to open and set up the Media Centre and Media Briefing/Press Conference facilities.
- j. Arrange for suitable maps and other display material to be made available for the presentation of information.
- k. Attend the first Management Team Meeting. You should also attend, or be represented at all subsequent Management Team Meetings.
- l. Ensure after every meeting your key actions are sent to the Information and Administration Team for the update of the Recovery Strategic Action Plan worksheet. Once updated; this document will be circulated to all Chairs.
- m. Use the 'Agenda for SRC Teams / Groups other than Management Team' in Annex C for your Team / Group meetings.
- n. Nominate a deputy to cover for your absence from the Media Centre.
- o. Mobilise additional support, as necessary.
- p. Make contact with the Maritime and Coastguard Agency Media Team and co-ordinate the media response from the Shoreline Response Centre and Marine Response Centre (MRC) Team.
- q. Liaise with the Technical Team to agree and release an initial press statement.
- r. Liaise with the Technical Team on Press Conferences.
- s. Notify key operational staff to include two Shift Managers (to run the Media centre 24 hours a day and ensure continuity of information), a Resources Manager (to address the logistics and support services requirements of such an operation), an Information Manager and assistant (to facilitate the flow of accurate and timely information from the MRC Team and the Shoreline Response Centre to the Media Centre).
- t. Arrange to gather all available factual information relevant to the incident.
- u. Make recommendations to the Coastal Counter Pollution Person regarding spokespersons on behalf of Cornwall Council and relevant agencies.
- v. Formulate issues for discussion and advice during the first Management Team meeting, including the need to co-ordinate statements to the media.
- w. Formulate the content of the first Press Release. A sample of a Holding Statement is at Annex D. The final content may need to be agreed in liaison with the Maritime and Coastguard Agency and Police Media Officers.

Aides-mémoire

- x. Arrange additional facilities to accommodate the needs of the media.
- y. Arrange the release of Media Centre telephone numbers to accredited media organisations and individuals.
- z. Arrange for all Shoreline Response Centre staff, Beach Managers/Beach Masters and the workforce to be briefed on how to deal with media enquiries and the need to refer all enquiries to the Media Centre.
- aa. Requests for equipment and resources, including internal supplies, must be done through the Procurement Team. As much detail as possible is needed when making requests. Use the Emergency Purchase Requisition Form, available from Procurement.
- bb. If a course of action needs to be taken that is not within the remit of the normal day job; agree a plan / course of action policy to cover this task. It must then be agreed by the Management Team.

A.9 BEACH MASTER AND BEACH MANAGER

The Beach Master or Beach Manager manage the responding work force and also provide the communication link between the Shoreline Response Centre (SRC) and the workforce and are, therefore, a vital link in the supervisory and management chain. Beach Managers oversee a number of beaches whilst Beach Masters manage work gangs on a specific beach. Appointed Beach Managers/Beach Masters should be appropriately trained, though it is possible to become a Beach Manager/Beach Master through experience gained during a clean-up operation.

Beach Masters and Beach Managers may be required to assist in the collection and compilation of data concerning the type, scale and extent of pollution of the coastline. Reference should be made to the Shoreline Cleanup Assessment Technique (SCAT) manual to assist in this process. Reports should be submitted to the Technical Team using SCAT Survey forms. (See Annex F).

The following items are a reminder for consideration and action as necessary.

- a. Ensure Team members understand their role.
- b. Be prepared to attend SRC briefings if required.
- c. Establish your communication links to the Forward Control Liaison Officer in the SRC, including essential telephone numbers, mobile phone links and radio links. Bare in mind that mobile phones may not work on some beaches.
- d. Obtain a copy of the Data Sheet (or other advisory documentation) for the material spilled, including the effects of weathering and emulsification on the material before it comes ashore.

Aides-mémoire

- e. Obtain a copy of the Beach Clean-up Guideline for your designated beach(es).
- f. Ascertain protective clothing requirements.
- g. Ascertain the level of knowledge and experience within your work team.
- h. Liaise with the SRC regarding the setting up of appropriate procedures systems and documentation, for monitoring and managing operations
- i. Be responsible for implementing the clean-up strategy agreed in the SRC.
- j. Always have Health & Safety issues as a priority for consideration and be responsible for the management and well-being of the work force under your control. Report and record all accidents and instances of ill health.
- k. Carry out and record Site Safety Assessments at every new location and on every new operation to ascertain the hazards and brief the workforce accordingly before starting operations. See Annex F for Site Safety Assessment Forms.
- l. Consider health, safety and welfare requirements in terms of shelter, toilets and washing/decontamination facilities.
- m. Ensure there is adequate first aid cover in terms of qualified personnel and first aid kits, in liaison with the SRC.
- n. Consider the need for supplementary feeding arrangements such as hot drinks in cold weather and cold drinks in hot weather.
- o. Consider the effects of the prevailing weather conditions.
- p. Consider the implications of working from boats or adjacent to deep water.
- q. Consider the safety requirements for crossing unmanned railway crossings.
- r. Consider the safety implications of working on beaches with difficult access and the need for safety lines, etc.
- s. Consider the safety implications of working with unfamiliar machinery.
- t. Consider the safety implications of working on beaches with cliffs, boulder fields and rock platforms and the need for safe access routes.
- u. Consider the safety requirements of working from heights with cranes.

Aides-mémoire

- v. Consider the safety implications of working on Ministry of Defence foreshores which may contain unexploded munitions.
- w. Consider the safety implication of working near former industrial sites, which may be contaminated.
- x. Consider the problem associated with destabilised sand on beaches which have been excavated.
- y. Consider the safety of the public in terms of proximity to beach clean-up operations, exposure to contaminated beaches, the safety implications of rescuing oiled birds, and the provision of appropriate advice and warning signs.
- z. Record the personal details and work hours of your work team members on a daily basis.
- aa. Record the use of vehicles and hired plant on a daily basis and whether it was with, or without, driver/operator.
- bb. Record protective clothing replacement on a daily basis.
- cc. Record the use of consumables on a daily basis.
- dd. Report numbers of live but contaminated wildlife to the SRC for action by the RSPCA.
- ee. Report numbers of dead wildlife to the SRC for collection as determined by the Environment Group
- ff. Be aware of environmental considerations during the clean-up operation and ensure that any environmental instructions are strictly adhered to.
- gg. Arrange to segregate and record the quantities and types of waste collected and their disposal routes on a daily basis.

A.10 MARINE RESPONSE CENTRE (MRC) LIAISON OFFICER

The Marine Response Centre Liaison Officer (MRCLLO) is a Cornwall Council appointed person who will provide the essential communication link between the Team responsible for co-ordinating counter-pollution actions at sea and the Shoreline Response Centre. The MRCLLO will maintain a watching brief within the Marine Team and give regular briefings to the constituent teams within the SRC and at Technical Team meetings on issues relating to at-sea and aerial operations which might have an implication for on-shore clean-up.

The person best suited for such a position will ideally have some marine experience and be capable of delivering concise and accurate reports on the at-sea and aerial surveys and operations.

Aides-mémoire

- a. When alerted ascertain all available details relating to the incident from the Coastal Counter-Pollution Person.
- b. Familiarise yourself with the Control and Co-ordination of Operations within the Shoreline Response Centre.
- c. Report to the Marine Response Centre and make yourself known to the senior Maritime & Coastguard Agency representative.
- d. Establish communications with the Shoreline Response Centre and confirm your attendance to Coastal Counter-Pollution Person.
- e. Establish communications with the Chairs of the Technical Team and Environment Team and make yourself known to them.
- f. Liaise with the Chairman of the Information and Administration Team regarding the recording and distribution of relevant information.
- g. Arrange, in conjunction with the Coastal Counter-Pollution Person, for a replacement to cover for your absence from the MRC Team.
- h. Arrange to delegate your normal duties to another officer.

**Cornwall Council
Coastal Counter-Pollution Plan**

Annex B

**Shoreline Response Group or Centre
Documents and Equipment**

**Cornwall Council
Coastal Counter-Pollution Plan**

Annex C

SRG/SRC Management Team Meetings

**Agenda items and considerations for
Management Team**

**Agenda for SRC Teams / Groups other than
Management Team**

Management Team Meetings - Agenda Items & Considerations

Required attendees:

Chairs of Management Team
Technical Team
Waste management Sub Group
Health & Safety Sub Group
Procurement Team
Media & Public Relations Team
Information & Administration Team

MCA Scientist

Other Authority/Agency Liaison Officers

It is especially important for those members conference calling in remotely that the meetings are structured and follow a standard format as far as possible.

The Chair must exercise control of the meetings and, where possible, adhere to a 'speaking order' to ensure that those attending remotely can follow the proceedings and know when it is their turn to contribute.

The following agenda can be circulated, photocopied or printed as required.

Agenda for Management Team	Responsible person
1 Introductions/apologies (if applicable)	Chair
2 Situation report Nature of the incident, type and extent of pollution, likely, or existing, impact points. Status of incident: Major incident, Tier 1, 2, or 3, and what this means, (see 2.2 for Tier definitions).	Chair
3 Urgent issues Requiring immediate decision	All
4 Sub-group actions from The Recovery Strategy Action Plan Workbook	
1. Strategy Sub-group Clean up strategy, priorities, impact minimisation – environment and economy.	
2. Technical Team Locations; type and extent of pollution prevention measures, Beachmaster update: clean-up progress/challenges. Waste disposal update.	
3. Procurement Team Establish financial management system to aid cost recovery. Plant, equipment, materials and staff issues Availability & resilience etc.	Subgroup Chairs
4. Environment Group	
5. Media & Public Relations Team Current & anticipated demands, challenges etc.	
6. Waste Management Sub-group	
7. Information & Administration Team Current & anticipated demands, challenges etc. Receipt and provision of information internally & externally.	
8. Health & Safety Sub-group	
5 Any Actions for escalation	All
6 Any Other Business	All
7 Summary of urgent actions	Chair
8 Future meetings Date, time and attendance.	Chair

Note: Maintain recommendations list for debrief

Agenda for SRC Teams / Groups other than Management Team	Responsible person
1 Introductions/apologies (if applicable)	Duty Director
2 Current situation report <ul style="list-style-type: none"> • Provide information about the current event, including Lead Agency update Set or re-confirm Aim, Objectives and Strategy	Chair
3 Agency briefings, including <ul style="list-style-type: none"> • Service disruption and resource issues • Spare capacity in less affected services for use elsewhere • Weather 	All
4 Review Outstanding Actions (update Impact Assessment Action Plan, if appropriate) <ul style="list-style-type: none"> • Consider requirement to establish functional sub groups/teams and appoint chairs • Consider establishing a Recovery Co-ordinating Group 	Chair
5 Media/Communications	All
6 Identify/re-confirm Out of Hours Single Points of Contact (SPOC) for each service/agency	All
7 Any other business	All
8 Summarise actions , responsible owner and time scales	Chair
9 Future meetings Date, time and attendance.	Chair

Note: Maintain recommendations list for debrief

**Cornwall Council
Coastal Counter-Pollution Plan**

Annex D

Example media 'Holding statement'

Example Media Holding Statement

A report has been received from the Maritime & Coastguard Agency of a

.....
(Grounding, collision, sinking, capsized)

Involving (name of ship or ships, type : e.g. ferry, tanker, bulk carrier, etc. tonnage, bound for)

at (give location of incident, if known)

The incident occurred at (give time)

The last reported situation was (give information on last known situation, if confirmed).

Cornwall Council is. (what is Cornwall Council doing e.g. setting up an SRC/SRG, carrying out beach patrols, etc.).

A media briefing will take place at (give time and location).

**Cornwall Council
Coastal Counter-Pollution Plan**

Annex E

**Authorities, Agencies and Contractors holding
Oil Counter Pollution Equipment**

Oil Counter Pollution Authorities, Agencies and Contractors

Braemar Howells Ltd

The MPSC
Milford Haven
Pembrokeshire SA73 3AQ

Tel +44 (0)1646 697041
Fax +44 (0)1646 663705
e-mail: info@braemarhowells.com

Truro
Tel +44 (0)1326 312849
Fax +44 (0)1326 312586
e-mail: falmouth@braemarhowells.com

Environment Agency (South West Region)

Initial Contact No. : Regional Communications Centre (24-Hour)

Tel: 0845 8503518 (ex-directory)

Types of Manpower Resources Available:

Several small teams (8 to 12 staff) with estuary boom deployment experience.
A number of staff with Rigid Inflatable Boat/Boom handling experience.

Agency Sensitivity Mapping for Relevant Estuaries:

Sensitivity mapping is available for the majority of estuaries in Cornwall, Devon and South Wessex areas and the main Bristol Channel. This information is kept by Cornwall Council and environmental groups.

Falmouth Docks & Engineering Company

The Docks
FALMOUTH
Cornwall TR11 4NR

Tel: 01326 212100
Fax: 01326 319433
e-mail: falmouth@ap-group.co.uk

Falmouth Harbour Commissioners

Harbour Master: Capt. Mark Sansom
Falmouth Harbour
44 Arwenack Street

FALMOUTH
Cornwall TR11 3JQ

Tel: 01326 312285
Fax: 01326 211352
e-mail: hm@falmouthport.co.net

Falmouth Oil Services

The Docks
FALMOUTH TR11 4NR

Tel: 01326 211333

Fowey Harbour Commissioners

Harbour Master:
Harbour Office
Albert Quay
FOWEY
Cornwall PL23 1AJ

Tel: 01726 832471/2

Looe Harbour Commissioners

Harbour Master:
Looe Harbour
The Quay
EAST LOOE
Cornwall PL13 1DX

Tel: 01503 262839
Fax: 01503 262263

Maritime & Coastguard Agency

Spring Place
105 Commercial Road
SOUTHAMPTON SO15 1EG

Tel: 02380 329482
Fax: 02380 239485
Web: www.mcga.gov.uk

Mevagissey Harbour Trustees

Harbour Master
The Harbour Office

Mevagissey
ST AUSTELL
Cornwall PL26 6QU

Tel: 01726 843305
Fax: 01726 842535
e-mail: meva.harbour@talk21.com

National Trust

Cornwall Office
Lanhydrock
BODMIN PL30 4DE

Tel: 01208 265200
Fax: 01208 265270

Andrew Davey
Area Manager (Covering the area from Devon border to Perranporth)

Tel: 01208 265243
e-mail: andrew.davey@nationaltrust.org.uk

Nick Lawrence
Area Manager (covering the area the from Perranporth to Whitsand Bay)

Tel: 01208 265206
e-mail: nick.lawrence@nationaltrust.org.uk

Contact Name & Tel. No.	Address and Grid Reference Where Equipment Stored
Bob Robinson Area Warden, Zennor & St Levan Tel: 01736 793487	Treveal Farmhouse Zennor ST IVES Cornwall TR26 3BW
Jon Brookes Property Manager West Penwith Tel: 01736 796993	SW473 401
Lindsey Butterfield Area Warden St Just Tel: 01736 788588	
Alastair Cameron Property Manager South West Cornwall Tel: 01326 561407	The Stables Penrose HELSTON Cornwall TR13 0RA
Mike Hardy	SW641 261

Assistant Property Manager
Tel: 01326 290865

Justin Whitehouse
Area Warden
North Lizard
Tel: 01326 240282

Julie Hanson
Area Warden
Godolphin & Mounts Bay
Tel: 01736 762479

Bill Makin
Area Warden
Tel: 01872 552412

Tony Lugg
Area Warden
North Helford
Tel: 01326 250722

Julian Crewes
Area Warden
The Roseland
Tel: 01872 580509

Walter Eyre
Area Warden
Gerrans Bay to St Austell
Tel: 01726 844652

Andy Simmons
Area Warden
South & East Cornwall
Tel: 01726 870146

Paul Walton
South East & Mid Cornwall
Property Manager
Tel: 01208 265235

Pill Farm
Trevilla Hill
Feock
TRURO
Cornwall TR3 6QG

SW830 386

Little Churchtown Farm
Pont
Lanteglos-by-Fowey
Cornwall PL23 1NQ

SX145 518

Jeff Cherrington
Assistant Property Manager
Tel: 01288 331372

Stowe Barton Workshop
Kilkhampton
BUDE
Cornwall EX23 9JW

Ian Kemp
Property Manager
N Cornwall
Tel: 01208 863046

SS212 114

Derek Lord
Area Warden
Pentire head to Tintagel
Tel: 01208 863821

Old Farmhouse
Pentireglaze
St Minver
WADEBRIDGE
Cornwall PL27 6QY

Ian Kemp
Property Manager
N Cornwall
Tel: 01208 863046

SW943 798

Rob Wilson
Area Warden
Cubert to Camel Estuary
Tel: 01208 540540

Porth Meor Workshop
Porth Meor
St Eval
WADEBRIDGE
Cornwall PL27 7UU

Ian Kemp
Property Manager
N Cornwall
Tel: 01208 863046

SW852 708

Newlyn Harbour Office

Harbour Master:
Harbour Office
Newlyn
PENZANCE
Cornwall

Tel: 01736 362523
Fax: 01736 351614

For Tier 2 Response

Oil Spill Response Ltd
Lower William Street
Southampton
SO14 5QE

Tel: 02380 331551
Fax: 02380 331972

Newquay Harbour Office (Cornwall Council)

Harbour Master:
Harbour Office
NEWQUAY
Cornwall TR7 1HR

Tel: 01637 872809

Par Harbour (Imerys Ports Owned)

Imerys Ports & Transport Operations
Par Harbour
PAR
Cornwall PL24 2BP

Tel: 01726 818390
Fax: 01726 818349

Penzance Harbour (Cornwall Council)

Harbour Master:
Penzance Harbour Office
North Arm
Wharf Road
Penzance TR18 4AH

Tel: 01736 366113
Fax: 01736 366114

Saltash Fire Station

Contact: Jo Unwin, UK Response Co-Ordinator
Oil Spill Response Limited
Lower William Street
SOUTHAMPTON SO14 5QE

Tel: 02380 724312
Fax: 02380 331972
e-mail: junwin@osrl.co.uk

Truro & Penryn Harbour Authority (Cornwall Council)

Harbour Master:
The Harbour Office
Town Quay
TRURO
Cornwall TR1 2HJ

Tel: 01872 272130
e-mail: harbouroffice@cornwall.gov.uk

**Cornwall Council
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Annex F

Shoreline Clean up Assessment

The MCA has produced a Shoreline Cleanup and Assessment Manual which is available at http://www.mcga.gov.uk/c4mca/mcga-environmental/mcga-dops_cp_environmental-counter-pollution/mcga-env-cp-marinepollutioncleanupmanual.htm
A hard copy is kept in the Emergency management Service Library.

Chapter 7 refers to the shoreline assessment procedure requirements. Paragraph 7.3 from the SCAT Manual is reproduced below.

7.3 Survey and reporting of polluted shorelines

One of the first requirements, after oil has come ashore, is to assess the amount and extent of oil pollution.

This information is gathered by the Shoreline Clean-up Assessment Team (SCAT) and is reported on a SCAT form to the SRC. This information is essential for the correct allocation of manpower and equipment resources to the beach clean-up. If the SCAT cannot provide this level of detail, it will be possible to categorise the oiled shoreline as 'heavily', 'moderately' or 'lightly' oiled. A photographic record should also be obtained, both for in-house operational use and also for record purposes in association with any compensation claim.

The SCAT form is as follows:

SHORELINE POLLUTION SURVEY AND CLEAN-UP ASSESSMENT

Shoreline Segment..... Date.....Time.....To.....

Surveyor Name.....Organisation..... Tel No.....

Surveyor Signature..... SRC/LA Briefing: Yes/No

Location: Grid Ref..... Latitude/Longitude.....

Weather: Sun / Cloud / Fog / Rain / Snow **State of tide:** High / Rising / Falling / Low

State of Sea: Calm / Moderate / Rough / Very Rough

Photographs taken: Roll # Frames..... to..... Roll #..... Frames..... to.....
(indicate location & direction on map)

Surface Oil: (indicate areas on map and allocate identifier – definition of abbreviations on reverse of this form)

	Area		Cover				Oil Thickness				Oil Characteristics							Tidal Zone					Substrate
	Length (m)	Width (m)	%	PO	CV	CT	ST	FL	FR	MS	TB	TC	SR	AP	NO	DB	S	U	M	L	Slope		
A																							
B																							
C																							
D																							

Subsurface oil: (indicate location of pit on map and allocate identifier – definition of abbreviations on reverse of form)

Pit	Tidal Zone				Oiled zone depth		Characteristics							Depth of water table (cm)	Sheen Colour	Substrate		
	S	U	M	L	Pit Depth (cm)	Top	Bottom	AP	OP	PP	OR	TR	NO					
1																		
2																		
3																		
4																		
5																		

Is the oil likely to remobilise:	Yes/No	If Yes	Sheen/Bulk (indicate on map)
Is there any floating oil:	Yes/No	If Yes	Sheen/Bulk (indicate on map)
Will next tide movement move oil:	out to sea/on to the shore/unknown		

Samples taken: Yes/No (indicate sampling position on map)
 Type of sample e.g. water, emulsion, sand, shellfish etc

Sample Code 1 Time..... Type.....
 Sample Code 2..... Time..... Type.....
 Sample Code 3..... Time..... Type.....

Sample code should include site name/date/unique number

Summary of Oil Present:

Any known resources impacted e.g.

Live oiled birds (contact response centre)	Dead oiled birds.....
Live oiled marine mammals (contact response centre)	Dead oiled marine mammals.....
Mass strandings of marine species e.g. Shellfish	Boats/Marinas
Public amenity	Water intakes.....
Other: (specify)	

Is the Contingency Plan still appropriate: Yes/No

If No, outline the operational and environmental constraints for clean-up.

Operational:






Environmental:

Is clean up required: Yes/No If Yes, indicate rationale, technique and resources required.

Other Information:

Shoreline Segment.....	Date.....	Time.....	To.....
------------------------	-----------	-----------	---------

Indicate position of:

Stranded oil	Strandline	photo no. and direction	floating oil	Sea/shore interface
<p>A</p> 	<p>Strandline</p> 	<p>2</p> 	<p>B</p> 	<p>S/S interface</p> 

Include:

Scale and the **direction of North**
Substrate types (sand, shingle, boulder, mud, seawall, pebble, hard cliff, soft cliff, rock)
Prominent features (Boulders, streams, trees, fences, paths, caves, jetties etc.)
High water and low water marks

Definitions - Surface Oil

Oil Thickness	PO Pooled Oil (>1cm thick) CV Cover (0.1cm - 1cm) CT Coat(0.01cm - 0.1cm)	ST Stain (<0.01cm thick) FL Film (transparent/translucent film)
Oil Characteristics	FR Fresh SR Surface Oil Residue (non cohesive, oiled surface sediments) MS Mousse (emulsified oil and water) AP Asphalt Pavement (cohesive mixture of oil and sediments) TB Tar Balls (dia. = <0.1m) or Mousse Patties (dia. 0.1 - 1.0 m) TC Tar (weathered coat/cover of tar) DB debris. NO No Oil	
Tidal Zone	S Splash zone; U Upper shore, M Mid shore, L Lower shore.	
Slope	V Vertical (>90°); VS Very Steep (61 - 90°); Steep (31 - 60°); M Moderate (5-30°); F Flat (<5°)	
Substrate	Seawall, Hard Cliff, Soft Cliff, Rock, Boulder, Pebble, Shingle, Sand, Mud, Marsh.	

% Cover - visual aid

Definitions - Sub-surface Oil

Tidal Zone	See definitions for surface oil
Characteristics	AP Asphalt Pavement (cohesive mixture of weathered oil & sediment below the surface) OP Oil-filled pores (pore spaces between the sediments are completely filled) PP Partially filled pores (pore spaces filled with oil but no visible oil flow if disturbed) OR/C Cover (>0.1 - 1 cm) or Coat (0.01 - <0.1cm) of oil residue. (Easily removed with fingernail) OR/S Stain (<0.01 cm). (Can not be easily removed by fingernail) TR Trace. (Discontinuous film of oil on sediments or an odour/tackiness without visible oil) NO No Oil.
Sheen	S Silver sheen, R Rainbow sheen, B Brown sheen
Substrate	See definitions for surface

Risk Assessment – Definitions of Likelihood and Severity Ratings

There is a general requirement for responsible persons to carry out risk assessments where there is significant risk of injury to any persons who may be affected by any work activity being undertaken. This includes employees, volunteers, delivery drivers, cleaners, visitors to the site and members of the public (etc).

The matrices below can be used by the responsible person to assist with the identification of 'significant risks' and to prioritise remedial actions and control measures.

Risk Definitions:

Hazard: Anything that has the potential to cause harm

Risk: How likely that a hazard will cause actual harm

By looking at each activity and associated hazards and deciding on the potential for harm (likelihood) and multiplying it by the severity of injury, a 'risk rating' can be achieved.

For example:

There are many persons working on a beach picking up contaminated birds after a major oil spill. There are large vehicles being used by contractors to scrape up oil contamination from the beach and place it into trailers driven by the local farmers. None of the vehicles have lights, reversing alarms or cameras. There is no banksman and the volunteers on the beach are not wearing high visibility clothing. There appears to be no clear segregation of pedestrians and vehicles.

The **probability** that an incident will happen is a near certainty – a score of 5 in the matrix.

The **severity** of an injury would likely be a fatality if run over by a large vehicle - a score of 5 in the matrix.

Multiplying probability rating by the severity rating gives a total of 25 (5 x 5). This is a high risk of injury activity and is unacceptable and therefore CAN NOT BE PERMITTED without further control measures being introduced:

- All plant operators working on the beach will have proof of competence for operating their vehicle;
- All plant will have lights and beacons switched on when operating;
- Reversing aids/sirens will be used by all plant operators (minimum requirement a banksman);
- All vehicle operations will remain segregated from pedestrian activities as outlined in the action plan;
- All persons working on the beach will wear high visibility clothing and other appropriate PPE at all times;
- All persons working on the beach will have received a site induction talk regarding the 'do's and 'don'ts' for work on the beach;
- Frequent rest breaks will be scheduled to prevent tiredness and potential heat stress and dehydration;

- A watching brief of the whole operation will be made by the beach master or other competent individual and any hazardous work activity stopped immediately until appropriate control measures are identified and implemented;

The **probability** now that an incident will happen is a low possibility – a score of 2 in the matrix

The **severity** of an injury would still likely be a fatality if run over by a large vehicle - a score of 5 in the matrix.

Multiplying probability rating by the severity rating gives a total of 10 (2 x 5). This is a tolerable risk of injury activity and is acceptable but the requirement to monitor and review is important. The risks can significantly change with weather and tidal conditions.

Risk Assessment Ratings

PROBABILITY		SEVERITY	
Unlikely	1	Minor injury	1
Low possibility	2	Injury requiring medical attention	2
Possible	3	Injury, off work > 3 days	3
Probable	4	Serious injury, long term sickness	4
Near certainty	5	Fatal	5

RISK RATING	RESIDUAL RISK
1 - 5	Low
6 - 10	Low/Medium
11 - 15	Medium
16 - 20	Medium/High
21 - 25	High

	Hazard					
		5	4	3	2	1
Risk	5	25	20	15	10	5
	4	20	16	12	8	4
	3	15	12	9	6	3
	2	10	8	6	4	2
	1	5	4	3	2	1

RISK LEVEL	ACTION & TIMESCALE
1 - 5 TRIVIAL	No action required. The risk assessment form should be kept, demonstrating awareness/assessment of the risk.

<p style="text-align: center;">6 – 10 TOLERABLE</p>	<p>No additional controls required. Consideration may be given to a more cost effective solution or improvements which impose no additional cost burden.</p> <p>Monitoring is required to ensure current control measures are maintained.</p>
<p style="text-align: center;">11 – 15 MODERATE</p>	<p>Risk reduction measures should be implemented within a defined time limit, to reduce the risk to a tolerable level.</p> <p>Where the moderate risk is associated with major consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.</p>
<p style="text-align: center;">16 – 20 HIGH</p>	<p>Work should not commence until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk to a tolerable level.</p> <p>Where the risk involves work in progress, urgent action should be taken.</p>
<p style="text-align: center;">21 – 25 UNACCEPTABLE</p>	<p>Work should not be started/continued until the risk has been reduced.</p> <p>If it is not possible to reduce risk even with unlimited resources, work should remain prohibited.</p>

BEACH AND ESTUARIES OIL SPILL CLEAN UP Site Safety Assessment Form

Instructions for completing this form are given overleaf

Site name:				
Date:		Time:		Products:
Hazard Data Sheet Available Y/N			Consulted Y/N	
Site Type:				
Hazards				
No	Hazard Description	Occurrence Rating	Injury Severity	Risk Factor
1				
2				
3				
4				
5				
6				
7				
8				
9				
Remedial Measures				
No	Remedial Measure	Revised Occurrence Rating	Revised Injury Severity	Revised Risk Factor
Personal Protective Equipment required				
Arrangements for control of unauthorised personnel				
Support Facilities & Location				
Washing/Changing Rooms/WC				
First Aid				
Feeding				
Communications				
Muster/Pick up points				
Name of Site Supervisor			Tel No.	
Name of Site Safety Supervisor			Tel No.	
Points for safety briefing				
Briefing given by:			Date:	
Time:				
Safety Assessment prepared by: Name.....				
Signature		Date		Time

GENERAL

This form must be completed before clean up operations start. A separate form is required for each site. Forms should be completed in duplicate; one copy should be retained at the site and the other copy passed to the Health and Safety Adviser at the Shoreline Response Centre. Whenever the hazards or risk factors at a site change a new form must be completed.

SITE TYPE

Describe the nature of the site, its aspect (eg sheltered, exposed) and the material it is composed of. Options include: Sand, Shingle, Rock, pebbles, boulders, mudflats, saltmarsh, docks, wharves, jetties, estuarine, seaward facing, river. For example:

'Open beach in sheltered bay, exposed to the west. Mixed sand and shingle with rocky patches. Boulders near high water mark.'

HAZARD DESCRIPTION

All the hazards at the site should be recorded. The following are examples of hazards frequently occurring in pollution clean-up activities. This list is not exhaustive and supervisors must decide the potential risks at the site.

Traffic on site, cranes on site, machinery operation, generator operation, trips, slips and falls, helicopter operations, working near water, heat stress, cold stress, working from boats, noise, contamination with pollutant, contamination with chemicals, trenches and pits, manual handling, wildlife, ingestion of toxic substances, working alone, being cut off by tide, steam and hot water, overhead or buried utilities.

OCCURRENCE RATING, AND INJURY SEVERITY

These are evaluated by the site supervisor using the following table

PROBABILITY		SEVERITY	
Unlikely	1	Minor injury	1
Low possibility	2	Injury requiring medical attention	2
Possible	3	Injury, off work > 3 days	3
Probable	4	Serious injury, long term sickness	4
Near certainty	5	Fatal	5

RISK FACTOR

The risk factor for a hazard is: **PROBABILITY X SEVERITY**

Risk factors above 10 are not permissible for clean up operations. For each hazard that has a risk factor over 10 the remedial measures taken must be recorded on the form in the section headed 'Remedial Measures' and a revised risk factor determined.

PERSONAL PROTECTIVE EQUIPMENT

This includes: Coveralls, Impervious suits, Respirators, Hand protection, Foot protection, Eye protection, Head protection, Hand protection, Ear Defenders, Personal flotation, Lifelines

In assessing risk factors the PPE specified should be considered, provided that it has been covered at the safety briefing

SAFETY BRIEFING

A comprehensive safety briefing must be given before work starts, whenever hazards change, and periodically as a reminder of the hazards throughout the cleanup operation. If individual members of the workforce change during the operation new arrivals must be given a safety briefing and this must be recorded in the site safety log.

**Cornwall Council
Coastal Counter-Pollution Plan**

Annex G

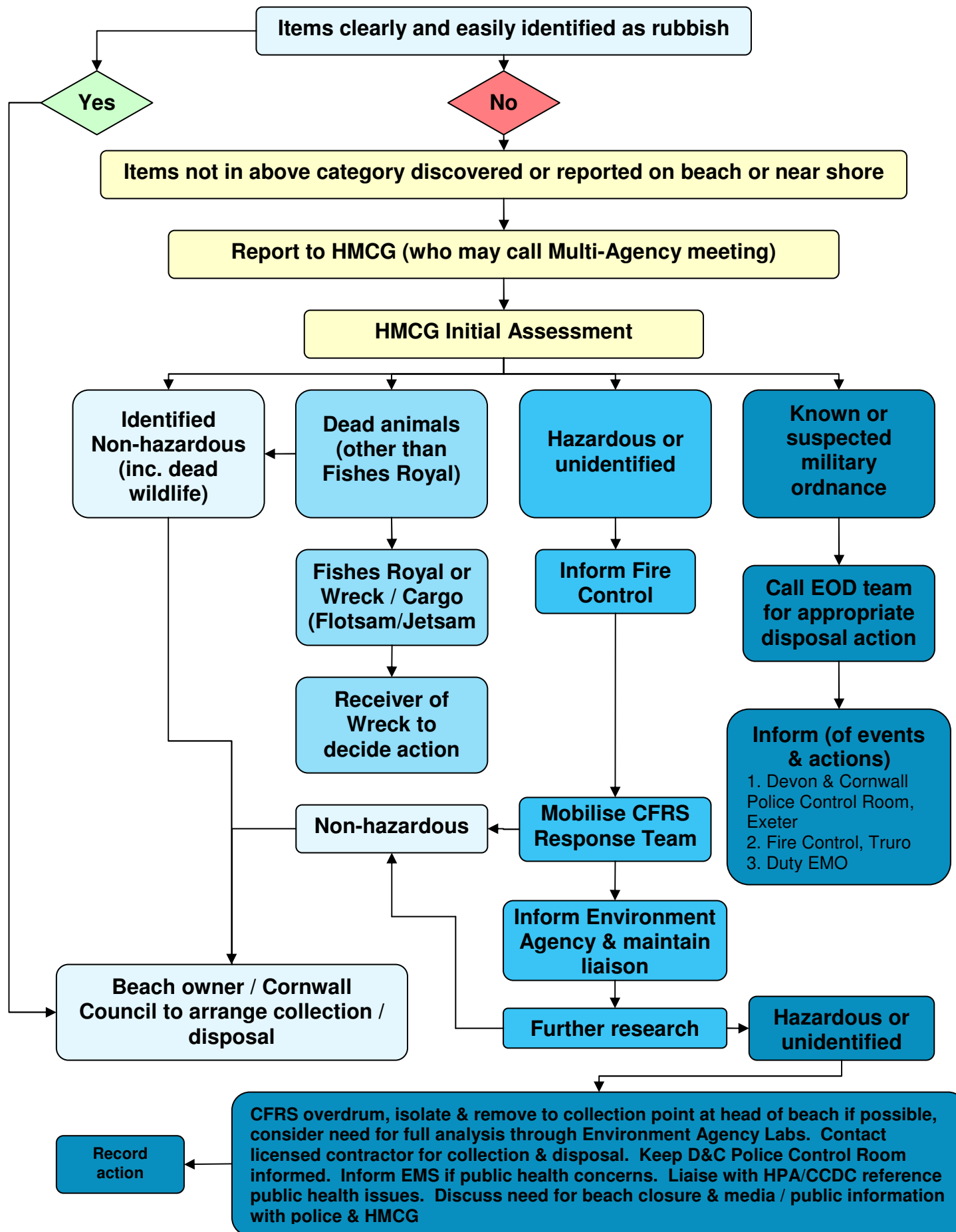
**Items on Beaches –
Notification & Removal Policy**

ITEMS ON BEACHES

In terms of frequency much of the beach pollution in Cornwall arises out of rubbish finding its way to the strand-line. Rarely this material, though small in quantity, can be directly harmful to health. The following flow chart and accompanying forms have been designed to put a system in place so that only trained personnel with appropriate support make judgements where there is a chance that an object or substance may be harmful.

This system does not prevent individual action nor attempt to take over from common-sense; where the item is old rope, netting, a soft drink bottle etc. or a container obviously wide open to the sea and as a result is full, or partially so, of sea water, then it can be safely handled as simple rubbish and disposed of accordingly.

This 'beach tidiness' is a matter for the owner/lessee of the shoreline.



REQUEST FOR BEACH RECOVERY		
REQUEST BY	DATE	TIME
LOCATION OF BEACH - ADDRESS		
OS MAP REF		
LOCATION OF ITEMS		
DESCRIPTION OF ITEMS: PACKAGE TYPE (Drum, Case etc) NO OF PACKAGES COLOUR LABELLING DIMENSIONS / WEIGHT CONDITION (DENTED / RUSTY / FUMING / BULGING / LEAKING) POSSIBLE CONTENTS : (Unconfirmed)		
BEACH ACCESS		
HIGH TIDE (TIME)		
ANY OTHER INFORMATION		
TIME AND DATE OF DISCOVERY		
REPORTED BY		
CONTACT NAME / NUMBER		

TO BE COMPLETED BY CONTRACTOR AND RETURN TO:

**Cornwall Council, Emergency Management
Emergency Management
Room 714. Old County Hall. Truro TR1 3AY**

1. TIME COLLECTED	
2. LOCATION OF PACKAGE / DRUM	
3. CONDITION	
4. SECURITY	
5. ESTIMATED QUANTITY	CONFIRMED QUANTITY
6. DETAILS OF CONTENTS (IF KNOWN)	
7. NAME OF OPERATIVE(S)	
8. OVERDRUM USED Y / N	
9. TEMPORARY STORAGE SITE (IF USED)	
10. DISPOSAL SITE	
11. DATE OF DISPOSAL	
12. WERE ANY UNSAFE PRACTICES OBSERVED / DID ANY ACCIDENTS / REPORTABLE INJURIES OCCUR?	
13. WAS ANY INCIDENT RECORDED UNDER RIDDOR?	
IF THE ANSWER TO 12 / 13 WAS YES PLEASE PROVIDE DETAILS BELOW	
COMPANY (SIGNATURE)	
DATE	

FORM D3

NON HAZARDOUS ITEMS ON BEACHES

To: Cornwall Council

The container(s)

- Location -----
- O/S Map Ref -----
- Time & date inspected -----

Description of item (drum, case, etc.) -----

1. No. of : -----

2. Colour : -----

3. Labelling / markings -----

4. Size : -----

5. Condition : -----

6. Contents (if known)-----

Any other information (access, handling difficulties, etc.)

----- has carried out a visual inspection of the container(s) and request that Cornwall Council arranges for collection and transportation to a WDA authorised disposal site.

The item is classed as **'SAFE TO HANDLE'**

7. From : ----- (Agency)
----- Contact Name
----- Telephone No.

**Cornwall Council
Coastal Counter Pollution Plan**

Annex H

Waste Storage Guidance and Criteria

Guidance on Temporary Site Infrastructure Requirements
 Provided by Stuart Gee – Environment Agency
 27 November 2009

This document sets out some of the considerations that the Authority should consider when identifying temporary waste sites under the Local Plan. The requirements to store wastes of different types are set out as some sites may be suitable for storing only more benign types of waste.

Inert Waste

Inert wastes are defined as waste that does not undergo any significant physical, chemical or biological transformations. Inert waste will not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter which it comes into contact with. Examples of inert waste may include uncontaminated concrete, bricks and tiles, soil and stones, glass and so forth. This waste is considered to have the lowest potential for polluting the environment. However, it is considered unlikely that there will be many scenarios in which waste produced in an emergency situation will be known to fully inert and uncontaminated, particularly in the initial stages of a response.

Where only inert waste is stored at the temporary site then the following conditions will apply:

Security. The temporary site should be capable of being made secure, such that unauthorised persons can not access the waste.

Site Drainage. There is no requirement for sites to have an impermeable surface and sealed drainage where they are only dealing with wastes which are known to be fully inert. However, there should be no run-off from the site directly to surface waters as this could become contaminated by the waste.

Nuisance. Management mechanisms for the controlling the risk of dust, noise and litter arising from the activity causing nuisance or pollution will be required.

Flooding. Sites on land at risk of flooding should not be selected.

Vehicles. All vehicles used to transport waste must do so in a manner that prevents any of that waste from escaping the control of the carrier.

Records. All duty of care records are required to be kept throughout the process. A management system for ensuring that all records are kept correctly will be required.

Sensitive Receptors. The temporary site should not be within 200 metres of a European site, Ramsar site or Site of Special Scientific Interest (SSSI).

Non-Hazardous Waste

Where the waste produced by the emergency event is considered to be non-hazardous but not inert, the following conditions will apply to temporary site. If the waste cannot be identified as non-hazardous then it should be assumed to be hazardous until it can be demonstrated to be otherwise.

Security. The temporary site should be capable of being made secure, such that unauthorised persons can not access the waste.

Waste Storage. The wastes should be covered or stored within a building where possible.

Site Drainage. The waste should only be stored on an area of impermeable surface which has a sealed drainage system. This means drainage system with impermeable components which does not leak and which will ensure that:

- (a) no liquid will run off the surface otherwise than via the system;
- (b) except where they may lawfully be discharged, all liquids entering the system are collected in a sealed sump.

Nuisance. Management mechanisms for the controlling the risk of dust, noise, odour, vermin, birds, insects and litter arising from the activity causing nuisance or pollution will be required.

Fire. The site will require a fire prevention plan.

Flooding. Sites on land at risk of flooding should not be selected.

Vehicles. All vehicles used to transport waste must do so in a manner that prevents any of that waste from escaping the control of the carrier.

Records. All duty of care records are required to be kept throughout the process. A management system for ensuring that all records are kept correctly will be required.

Sensitive Receptors. The temporary site should not be within 200 metres of a European site, Ramsar site or Site of Special Scientific Interest (SSSI).

Hazardous Waste

Where the temporary site is expected to store hazardous waste the following conditions will apply:

Security. The temporary site should be capable of being made secure, such that unauthorised persons can not access the site or the waste.

Waste Storage. The wastes should be covered or stored within a building.

Site Drainage. The waste should only be stored on an area of impermeable surface which has a sealed drainage system. This means drainage system with impermeable components which does not leak and which will ensure that:

- (a) no liquid will run off the surface otherwise than via the system;
- (b) except where they may lawfully be discharged, all liquids entering the system are collected in a sealed sump.

Nuisance. Management mechanisms for the controlling the risk of dust, noise, odour, vermin, birds, insects and litter arising from the activity causing nuisance or pollution will be required.

Fire. The site will require a fire prevention plan.

Flooding. Sites on land at risk of flooding should not be selected.

Vehicles. All vehicles used to transport waste must be leak proof and fully contained. Leak/spillage procedures should be produced in the event of accidental release.

Records. All duty of care records are required to be kept throughout the process. A management system for ensuring that all records are kept correctly will be required.

Sensitive Receptors. The temporary site should not be within 2 kilometres of a European site, Ramsar site or Site of Special Scientific Interest (SSSI). The site should be as far away from occupied premises as is possible.

CBRN related Waste

Where a suspected CBRN event has occurred the following conditions should apply to temporary sites used to store wastes:

Security. The temporary site should be capable of being made secure, such that unauthorised persons can not access the site or the waste.

Waste Storage. The wastes should be stored within a covered building which include facilities for containing aerial emissions and incorporate water spraying/misting equipment to suppress dust.

Site Drainage. The waste should only be stored on an area of impermeable surface which has a sealed drainage system. This means drainage system with impermeable components which does not leak and which will ensure that all liquids entering the system are collected in a sealed sump. Monitoring points will need to be installed to assess the risk any fluids arising from the waste pose.

Nuisance. Management mechanisms for the controlling the risk of dust, noise, odour, vermin, birds, insects and litter arising from the activity causing nuisance or pollution will be required.

Fire. The site will require a fire prevention plan. Full containment of fire-fighting run-off will be required.

Flooding. Sites on land at risk of flooding should not be selected.

Vehicles. All vehicles used to transport waste must be leak proof and fully contained. Leak/spillage procedures should be produced in the event of accidental release.

Records. All duty of care records are required to be kept throughout the process. A management system for ensuring that all records are kept correctly will be required.

Sensitive Receptors. The temporary site should not be within 2 kilometres of a European site, Ramsar site or Site of Special Scientific Interest (SSSI). The site should be as far away from occupied premises as is possible.

Waste Storage Site Identification Scorecard



Site name: _____ Site Grid Reference: _____
 Date: / / Assessor(s): _____

Criteria	Site description						Pts
	A	B	C	D	E	F	
Pollution Prevention Infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>/10
Site Ownership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>/10
Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>/10
Transport Links/ Access to Beach Cells	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>/8
Site security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>/5
Proximity of Human Receptors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>/5
Proximity of Environmental Receptors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>/5
							Site Score/53
Business Interruption (to be assessed by landowner)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		x
							Final Site Score/53

Refer to the scoring methodology overleaf when completing this form. Tick box that matches the condition of the site most closely.

Note when calculating points that each tick box will carry a different number of points depending on the criteria, as some are given more significance than others. Check that the correct points are being assigned.

Site observations (cells for which this site could be appropriate, observations of ground conditions, further information on the above criteria etc):

Created by Craig Wood, Environment Agency (Yorkshire Area)

Guidance for assessing criteria on the Waste Storage Site Identification Scorecard

Criterion	Relevant Description tick box	Points
Pollution Prevention Infrastructure	A Consistent with a permitted hazardous waste storage facility	10
	B Consistent with a permitted non-hazardous waste storage facility	8
	C Site could easily be made consistent with a permitted waste storage facility	6
	D Site has a tarmac pad but limited or no containment infrastructure	4
	E Site has basic hardstanding area with limited or no containment infrastructure	2
	F Site currently has no infrastructure for containing contaminated wastes or runoff	0
Site Ownership	A Site is owned by the local authority that would be managing the pollution response	10
	B Site is owned by a local authority, but not the one managing the pollution response	8
	C Site is owned by a public body or agency	4
	D Site is owned by a utility company	2
	E Site is owned by a member of the public or private limited company	0
Health & Safety	A Site already possesses welfare and toilet facilities for staff	10
	B Site could easily be upgraded to accommodate such facilities	6
	C Site could be upgraded to accommodate some facilities, but not all	3
	D Site does not have the capacity to accommodate welfare facilities	0
Transport Links/ Accessibility to Beach Cells	A Site is next to a main road and accessible within 10 min. drive of the beach cells	8
	B Site is not on a main road, but is accessible within 10 minutes drive of the beach cells	6
	C Site is next to a main road and within 25 minutes drive of the beach cells	4
	D Site is off the main routes, and within 25 minutes of the cells	2
	E Site is further than 25 minutes drive from the beach cells	0
Site security	A Site is not obvious in the surrounding area, and is already secured from trespass	5
	B Site is visible to the surrounding area, but is secured from trespass	4
	C Site could easily be secured through minor alterations	3
	D Site could be secured, but not easily	1
	E It is impossible to properly secure the site	0
Proximity of Human Receptors	A Site > 200m from nearest human habitation and site operations would be out of view	5
	B Site > 200m from nearest human habitation but in view	4
	C Site 100 - 200m from nearest human habitation	3
	D Site < 100m from nearest human habitation	2
	E Site < 50m from nearest human habitation	1
	F Site is next door to a housing development or other form of human habitation	0
Proximity of Environmental Receptors	A Site > 50m from inland fresh water course	5
	B Site > 10m but <50m from inland fresh water course	3
	C Site < 10m from controlled inland fresh course	0
Business Interruption	A Business can be interrupted at this location with a limited impact on the landowner's core or essential services	x 1
	B Business interruption at this location would cause some disruption but could be worked around for a few months	x 0.75
	C Business interruption at this location would cause significant disruption but could be worked around for a few weeks	x 0.5
	D Business interruption at this facility would cause cessation of the landowner's core or essential services	x 0.1

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