

**MEETING OF CHEMICALS AND PIPELINES EMERGENCY PLANNING  
LIAISON GROUP – CAP EPLG**

**30 OCTOBER 2002, TRANSCO HINCKLEY**

**ACTION NOTE**

**Present**

Mr Kevin Allars	HSE - Chair
Mr Neil Jackson	UKOPA
Mr Mike Hindle	MOD
Mr Terry Duggan	ASA
Mr Mike Wood	BCDTA
Mr Terry Ritter	CBI
Mr Nick Berentzen	CIA
Dr Roger Pullin	National Focus
Mr Ian Shuttleworth	LGA
Mr Ken Readman	SIESO
Mr Bill Lyons	SEPA
Mr Phil Chappell	Environment Agency
Mr Don Norris	WLGA
Mr Ben Maguire	Scottish Executive
Mr Steven Thomas	CACFOA
Mr Dave Beverley	FBU/TUC
Mr Peter Metcalfe	ACPO
Mr Anton Wilson	HSE
Mrs Elizabeth Schofield	HSE
Mrs Claire Lyons	HSE
Mrs Shirley Howes	HSE - Secretariat

**Guest speaker**

Mr David Evans	LINK Associates
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**Apologies for Absence**

Ms Val Bowman	EPS
Mr Dave McIntosh	COSLA
Mr Paul Fleming	ACPO - Scotland
Mr Terry Donohoe	FSA
Mr Peter Davies	National Focus

**Chair's Introduction**

1. The Chair welcomed everyone to the meeting, and thanked Neil Jackson and Transco for their hospitality in hosting the meeting.

2. The Secretary noted the apologies for absence, and Elizabeth Schofield reported on the following changes to membership:
- Ben Maguire - Scottish Executive;
  - Terry Duggan - Ambulance Service Association;
  - Dr Roger Pullin replaces Malcolm Dubber - National Focus;
  - Inspector Paul Fleming of Central Scotland Police replaces Tom Dougan and Douglas Borthwick - ACOP/S; and
  - Terry Donohoe replaces Alan Dowding - Food Standards Agency

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HSE will send a second invitation to the National Assembly for Wales.

**ACTION: Secretariat**

### **Notes of last meeting**

3. Members agreed that the notes of the previous meeting on 20 March 2002 were accurate (CAP-EPLG/3B).

### **Matters arising - CAP-EPLG/3C**

4. Para 7 - Members were asked to comment on a template for operators on the content of off-site plans (Paper 2L now 3J) to Val Bowman and Trevor Britton. Anton Wilson reported that they had received no comments. The paper will shortly be circulated to inspectors for the attention of operators to help them prepare their off-site plans.
5. Para 10 – Dave Beverley noted that there has now been positive movement on budgets allocated to the Fire Brigade to deal with mass contamination. Peter Metcalfe added that joint training on exercises is now beginning.
6. Para 11 - Members to comment on HID checklist for COMAH Schedule 5. Anton Wilson reported back that he had received no comments. The short checklist, for ensuring compatibility with Schedule 5, would be circulated to inspectors shortly. The longer checklist (Paper 3K) will be held back pending a decision by HSE on the extent of their involvement in off-site planning.
7. Para 13 - Members were asked to comment on draft audit protocol for assessing emergency response arrangements in COMAH. Anton Wilson reported that further comments had been received following the SIESO/COMAH meeting in early October, and these have been incorporated. There is still time for members to submit additional comments to Anton, as the final deadline is the end of November.

**ACTION: ALL**

8. Para 18 – review of CIA guidance documents. Nick Berentzen thanked members for their comments but reported that the CIA has concluded that the documents will be withdrawn without replacement.
- 9 Para 21 - NEPLG paper on using a matrix approach for programmes of testing civil nuclear emergency plans. Will be addressed by Chair as main agenda item (paragraphs 21-23).
10. Para 23 – in relation to the discussion on safety reports at the last meeting, Don Norris raised two issues that have arisen in Wales (that Ian Shuttleworth added are not exclusive to Wales):
- i. where there is no indicative consultation distance from the competent authority for new sites, the LA cannot hold a public meeting in connection with the preparation of off-site plans, and
  - ii. LAs are having to work on information in draft safety reports and are concerned that they may be working on incorrect data.
11. Anton Wilson suspected that the lack of information about a consultative distance may indicate that HSE has not finished assessing the safety report. Anton asked Don to send him specific details so that he can consult colleagues and produce a position statement that will be circulated to the group via the Secretariat.

**Action: Don Norris and Anton Wilson**

12. Para 25 - Secretariat to look into future agenda item on training issues - will be covered as main agenda item (paragraphs 24-26).
13. Para 27 - membership issues covered in introduction (paragraphs 1-2).
14. Para 28 - HSE to keep the group informed of any changes to government advice on security issues at COMAH sites. Kevin Allars gave a verbal update on discussions taking place to decide whether any information can be put back into the public domain since safety reports were removed from the public register. In the meanwhile, the Direction from the Secretary of State remains in force. Kevin added that:
- The Security Services have been visiting top tier COMAH sites to give advice on security issues; these sites should all have been visited by December 02;
  - The new Civil Contingencies Bill will help to formalise requirements (the Cabinet Office is leading this work). LAs and emergency services are unhappy that this was being done without new resources. The Bill is moving along rapidly with most of the CAP-EPLG member organisations involved, and HSE will keep members informed of progress. The Chair will update members as part of his introduction at future meetings; and
  - Scotland will have its own Contingencies Bill - nothing is likely to happen until after the election.

15. Para 32 - UKOPA were asked to give further thought to a draft pipeline emergency definitions template. Neil Jackson presented paper **CAP-EPLG/3C**, thanked Members for their previous comments, and explained UKOPA's continuing desire for a common set of definitions. During discussion it became clear that the template would not assist the emergency services or LAs in responding to pipeline incidents, and the Chair suggested that it may be more appropriate for UKOPA to discuss the issue at the Pipelines Working Group.

16. Para 38 – Paper on pipeline issues. See paragraph 27.

17. Para 40 - HSE to update group on potential problem with pipeline map accuracy. Anton Wilson reported that HSE does not have a geographical information system and noted that this can create difficulties, although these are likely to be for land use planning rather than emergency planning.

18. Para 41 - HSE sought members' comments on a revision to the OECD's *Guiding Principles for Chemical Accidents, Prevention, Preparedness and Response*. Elizabeth Schofield thanked everyone for sending their comments, which were collated and submitted in June and were very useful in influencing the final draft of the guidance. The document has been updated with discrete sections targeting industry, employees, local and national governments and local communities and it will be going to print towards the end of this year. Elizabeth hopes to receive a number of free copies for the UK and will ensure some are distributed to CAP-EPLG members as representatives of emergency planning stakeholders.

19 Elizabeth also reported that there will be a related publication on *Safety Performance Indicators*, which will help those using the *Guiding Principles* to assess the effectiveness of the measures they take to reduce risks. The SPI guidance will be produced shortly after the *Guiding Principles*, and Elizabeth will again try to obtain copies for CAP-EPLG members.

20 Within the next few weeks Elizabeth will be contacting CAP-EPLG members for their views on the UN's APELL system – a programme/process on *Awareness and Preparation for Emergencies at Local Level* designed to achieve a better level of preparedness by local emergency services and an understanding by local people of how to react in an emergency. The UN gave a presentation on APELL to the recent COMAH CA meeting in Denmark and Member States agreed to seek views on the usefulness of the approach and the extent to which the principles are already being applied. Elizabeth will eMail it to members for their comments.

**ACTION: Elizabeth Schofield and ALL**

**NEPLG paper on using a matrix approach for programmes of testing  
emergency plans - CAP-EPLG/3D**

21. Kevin Allars presented a paper for information that NEPLG has developed (note it is still in draft) that provides a 3-year framework for testing elements of civil nuclear emergency plans. Members considered the approach useful and Ian Shuttleworth said that he would forward the paper to the Emergency Planning Society to see if it will be useful for chemical major hazards plans as well.

**ACTION: Ian Shuttleworth**

22. Peter Metcalfe brought members' attention to a Cleveland guidance document that structures exercises across the various multi-agencies. The guidance will be introduced next year and every company will be sent a copy. Peter will send this document to the Secretariat to distribute to all members for information.

**ACTION: Peter Metcalfe and Secretariat**

23. On the practicalities of testing plans, Terry Duggan suggested that LAs/emergency services with not many COMAH sites within their boundary could always attend an exercise in an area with a large concentration of sites. In an emergency situation resources may be drawn from other regions, so previous training/experience would be useful.

**Training Issues - CAP-EPLG/3E and CAP-EPLG/3F**

24. Presenting paper 3/E Elizabeth Schofield summarised discussion from the March 02 CAP-EPLG meeting on the importance of training and competence in emergency planning. Elizabeth suggested areas where further work could be targeted, such as production of a general policy statement, or accreditation. She observed that this is a wide-ranging issue that could warrant a separate meeting if CAP-EPLG decide to look into it further. Elizabeth also noted that HSE is working with the CCS Bill team that is drawing up new emergency planning legislation and could forward any points from CAP-EPLG on training/standards/competence for the team to consider.

25. Still on the training theme, Ken Readman presented paper 3/F and explained the background to an approach to SIESO from AVS to make a video/CD-ROM as a training aid. The following points emerged from a general discussion on both papers:

- producing a video is a major task and Members were aware of attempts by others that had failed. There was general concern that AVS may have under-estimated the amount of time/work involved;
- there are other similar training aids in existence e.g. the DERA package, an IChemE interactive video and the police MINERVA system, and AVS may be duplicating what already exists;

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- Peter Metcalfe referred to a Chem-Safe initiative that had tried to use a multi-agency approach but found that all agencies wanted different outcomes;
- on the question of general training and competency, Neil Jackson considered there was no need for formal accreditation and that it would be better to produce a framework for competency management that could be used to identify gaps in knowledge and training needs. However, Bill Lyons said that the recent SIESO meeting had seen a need for accreditation in some areas;
- Don Norris noted that the new emergency planning legislation would be an enabling Bill and that the supporting guidance from the Cabinet Office (CO) would be more useful in pointing the way forward on training matters. Kevin Allars agreed that it is what stems from the Bill that will be important;
- the Emergency Planning College at Easingwold is a useful centre of expertise and could be useful in taking work forward. Kevin Allars said that a new College Director is being appointed and he will invite them to a future CAP-EPLG meeting.

26. To summarise, the Chair agreed that:

- i. what follows the new emergency planning legislation will be more relevant to CAP-EPLG than the content of the Act itself. CAP-EPLG should therefore wait until more is known;
- ii. SIESO may wish to follow a similar line with AVS;
- iii. the new Director of the Emergency Planning College should be invited to a future meeting; and
- iv. the Secretariat will make renewed attempts for the Cabinet Office to attend the next CAP-EPLG meeting.

**ACTION: Secretariat**

**Guidance to support proposed amendments to the Pipelines Safety Regulations - CAP-EPLG/3G and CAP-EPLG/3H**

27 Neil Jackson gave a comprehensive presentation on the contents of proposed guidance that has been prepared jointly by UKOPA and Local Authorities. A final draft will be ready for the next meeting. Members to pass comments to Neil Jackson, copied to the Secretariat, by 29 November.

**ACTION: ALL**

28. Dave Beverley asked HSE to ensure that TUC/health and safety representatives are included as consultees in the planning process and during testing.

**ACTION: Claire Lyons**



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<b>Action</b>	<b>Summary</b>	<b>Para</b>	<b>Who to carry out</b>
1	Further invitation to join CAP-EPLG to be sent to the National Assembly for Wales	2	Secretariat
2	Members to provide final comments to HSE (Anton Wilson) by the end of November on the draft audit protocol for assessing emergency response arrangements in COMAH	7	All members
3	WLGA information to be sent to HSE about consultation distances and draft safety reports. Anton to consult colleagues and produce a position statement that will be circulated to the group.	11	Don Norris Anton Wilson
4	HSE to eMail members with information about the UN Awareness and Preparation for Emergencies at Local Level and members to provide comments.	20	Elizabeth Schofield All members
5	LGA to forward NEPLG matrix paper to EPS for it to consider its use in relation to COMAH plans	21	Ian Shuttleworth
6	ACPO to send the Cleveland Guidance document to Secretariat to distribute to all members for information.	22	Peter Metcalfe and Secretariat
7	(i) Invite new director of Emergency Planning College to future CAP-EPLG meeting. (ii) Renew attempts to get Cabinet Office representation at next meeting	26	Secretariat
8	Members to pass comments on guidance to support pipeline safety regulations to Neil Jackson, copied to the Secretariat, by 29 November.	27	All members
9	HSE to include TUC, and health and safety representatives, in pipeline guidance consultation.	28	Claire Lyons
10	Regulatory Reform Order on fire safety - Members to comment on the CD by 22 November.	32	All members
11	Venue to be arranged for 3 April 2003 meeting	34	Secretariat