

14 July 2015**Agenda Item: 5****REPORT OF THE SERVICE DIRECTOR FOR ACCESS AND PUBLIC
PROTECTION****UPDATE ON EMERGENCY PLANNING AND REGISTRATION SERVICES****Purpose of the Report**

1. To provide an update on recent key activities and events in the work of the Emergency Planning Team and of Registration and Celebratory Services.

Information and Advice**Emergency Planning**Changes to the regulations governing the control of major accident hazards

2. The Control of Major Accident Hazard (COMAH) regulations have been in force since 1999. Their purpose is to prevent major accidents involving dangerous substances and to limit the consequences of any accidents which do occur. The regulations define a major accident as any emission, fire or explosion leading to serious danger to human health or the environment. The regulations apply to any establishment holding dangerous substances at or above specified threshold quantities, and each will be subject to either 'lower tier' or 'upper tier' requirements under the legislation. Upper tier COMAH sites must have internal emergency plans, prepared by the company, and external plans (to deal with off-site effects) that are prepared by the local authority. For the purposes of the regulations, all internal and external emergency plans are required to have the following objectives:
 - Containing and controlling incidents so as to minimise the consequences, and to limit damage to human health, the environment and property
 - Implementing the necessary measures to protect human health and the environment from the consequences of major accidents
 - Communicating the necessary information to the public and to the services or authorities concerned in the area
 - Providing for the restoration and clean-up of the environment following a major accident.
3. Guidance accompanying the regulations specifies that 'Human health' includes the health of all those people who may be on-site at any time, such as operators, supervisors, managers, staff, contractors and visitors; and includes people off-site, working in the neighbourhood and the public. The environment includes built features as well as air, water, groundwater, soil, flora and fauna.

4. The local authority for the area where an upper tier establishment is located must prepare a suitable emergency plan for dealing with the off-site consequences of possible major accidents. There are two such sites in Nottinghamshire, the Misterton Petroleum Storage Depot (which receives, stores and distributes aviation fuel) and DHL Supply Chain in Harworth (which stores and distributes household and healthcare products).
5. From 1st June 2015, a revised version of the regulations came into force, and is known as The Control of Major Accident Hazards Regulations 2015 (Statutory Instrument 2015 No. 483). The main changes involve:
 - Emergency planning arrangements for lower tier sites;
 - A duty on designated authorities to co-operate in plan testing
 - Improved public information
 - Local authorities to give information to people concerned after an accident
 - New duties for warning and informing placed on lower tier sites.
6. The new requirement for co-operation by “designated authorities” refers to Category 1 responders, as defined in the Civil Contingencies Act 2004. This will apply to forthcoming tests of the external emergency plan for the sites in Nottinghamshire. The DHL & Misterton sites are due for their off-site emergency plans to be tested by 11 October this year to comply with the three year deadline stipulated in the regulations. However, Misterton Petroleum Storage Depot is currently in the process of transition to new site owners, and as a consequence of this, they have requested that the exercise is postponed until spring 2016 when new owners are in place. Since, for efficiency purposes, both Nottinghamshire COMAH site plans are tested on the same day, it is necessary to delay the DHL exercise also.
7. The emergency planning team have consulted the Health and Safety Executive Hazardous Installations Directorate, on this issue, and have gained consent to delay the exercises. However, both will take place before the end of the current financial year.

Progress in Business Continuity Management

8. A key role of the emergency planning team is to support and assist critical County Council services to be resilient to potential business interruptions. This includes facilitating the preparation of ‘Business Impact Analyses’ and Business Continuity Plans. This work now benefits from the introduction of a Business Continuity ‘OneSpace’ electronic document store that is accessible to all relevant managers across the authority. The site is intended to be the ‘one stop shop’ for business continuity information for the County Council, to make it easier for managers to find up-to-date information, and enable better monitoring of progress across the authority. The managers of business critical services will use the OneSpace to find corporate business continuity documents including a plan template and guidance that have been prepared by the emergency planning team. They will also upload a copy of their own service business continuity plan and business impact analyses into their own departmental document library.
9. The OneSpace includes

- Key working documents currently in development
- The NCC Corporate Business Continuity Plan
- The Corporate Business Continuity Strategy
- Critical Services list
- Business continuity plan templates and guidance
- A document library for each department,
- Other useful documents, such as slides from events

Emergency Planning Support for Schools

10. The Emergency Planning Team has long taken pride in the emergency planning guidance and support that has been offered to schools in Nottinghamshire. In previous years this work was recognised and acknowledged nationally, and the team was a major contributor to the guidance available to school across the UK. The current service offer to schools is detailed in the County Council's prospectus of services available to schools on a cost recovery basis, and the team receives occasional requests for services. Most recently, this has included support to Bispham Drive Junior School in Toton to provide support in reviewing their emergency plan, and providing feedback on the emergency plan for St Augustine's School in Worksop. Currently the team is following up with requests from two primary schools and one academy, which includes providing a review of their existing emergency plans.
11. A member of the team also attended and contributed to a workshop for independent schools on Thursday 2 July. This was one of a national series that was requested by the Independent Schools Bursars Association (ISBA). The County Council's contribution was to outline key external risks that affect schools. Schools need to consider not only what might happen within their school, such as fires in their own buildings, fallen trees, or explosions in the school chemistry laboratories, but there are numerous risks that they need to be aware of which are in their wider environment and which could affect them. Examples include: flood risk areas, industrial sites, transport routes, as well as wider risks of pandemic and severe weather. The event also provided the opportunity to highlight the national resources available for them to use, and the further services the emergency planning team has to offer.

Emergency temporary mortuaries training and exercises

12. A training event for Mass Fatalities Forward Liaison team training was held at Kelham Hall, Newark on 18 June. The training was for local authority staff from the two District Council areas that have emergency temporary mortuary sites. These staff would be involved in the construction of an emergency mortuary within a 72 hour time frame. The training focussed on the Site Specific Implementation section of the Local Resilience Forum (LRF) Mass Fatalities emergency plan. This was the first time this training had been run and the focus was on understanding the complex detail of the plan and on participants being able to contribute to review the existing material in the plan so that it works for them on the ground should they ever find themselves at an emergency mortuary.
13. The event took the form of presentations with two-way discussions followed by a scenario exercise based on a supposed incident at a football ground. The trainers were the four local authority representatives from the LRF Mass Fatalities group

(Nottinghamshire County Council, Nottingham City Council, Newark and Sherwood District Council, Ashfield District Council), joined by a representative of Nottinghamshire Police. Members of the emergency mortuary forward liaison team were approached based on the skills required of the team and on transferrable skills from their normal work in fields such as community development, community protection and environmental health. Ten people attended the training and all were given the option to reflect on the training and decided if they still felt they wanted to be part of the team.

Safety at Sports Grounds

14. Pre-match and during-performance safety inspections highlighted no concerns of significance for spectators attending the One-Day International cricket match between England and New Zealand that took place at Trent Bridge Cricket Ground on 17 June. Attention has turned now to the Ashes Test Match against Australia, which takes place at the ground from 6 to 10 August.
15. A Special Safety Certificate was issued for a Film Festival event held at the Cricket Ground on 21 June. The club provided fully satisfactory plans for the event, which involved admission by pre-purchased ticket or cash sales on the day, with the audience accommodated in three stands plus a designated grass area.
16. The emergency planning team has noted the recent announcement that Glasgow Celtic Football Club has gained approval from Glasgow City Council to trial a safe standing area at their ground during the 2016-17 season. Ground adaptations to accommodate 2,600 standing spectators will include the introduction of new crowd barriers and widened gangways, along with the type of rail seating found at grounds elsewhere in Europe. The initiative will be monitored closely by football clubs and supporters throughout the UK, many of whom have expressed an interest in a move away from fully all-seater stadia. Terraces were prohibited following the Hillsborough disaster in 1989 and all-seater grounds became compulsory in England in 1994.

Mansfield Town Football Club – Exercise ‘Oklahoma’

17. On 29 June, the emergency planning team facilitated an exercise of the Major Incident Plan for Mansfield Town Football Club. The small scale, table top exercise at the One Call Stadium, was called ‘Exercise Oklahoma’. The aim of the exercise was to validate the Plan, and provide an opportunity for the club to exercise some of their own contingency plans.
18. The exercise focussed on the initial response at the stadium to a series of incidents on a match day, culminating in a serious major incident requiring multi-agency response. Participants were drawn mostly from Mansfield Town Football Club and Protouch UK (as the provider of stewarding and security staff at the club), plus representatives from the Emergency Services. Participants were given a match day briefing document on arrival at the event, setting out the background to the scenario. They were then guided through the various stages of the incidents, and asked at each point to discuss their response and decision making with others on the table. The exercise was designed to explore the issues arising from a major incident at the ground, in order to determine whether any changes need to be made to the Major Incident Plan. It provided a good opportunity for participants to increase familiarity with the roles that they have in an emergency, and to

discuss these with colleagues. A post-exercise report will be produced, identifying learning points and improvements which can be made to the Major Incident Plan when it is next reviewed.

Registration and Celebratory Services

Annual Assurance Statement to the General Register Office

19. Each year The County Council's Registration Service is required to provide an Annual Performance Report to the General Register Office (GRO), regarding achievements in the previous financial year, plus a Service Delivery Plan for the year ahead. Feedback from the GRO Account Manager this year noted that although it had been a challenging year for the service, with office moves, IT system issues and turnover of staff impacting on service delivery, it was worthy of note that the service achieved high customer satisfaction ratings. He also welcomed attainment against the majority of statutory and operational standards.
20. He noted the issues we had raised around the timely registration of deaths, including delays that are outside the control of the County Council, that have impacted on these standards. He also noted the improvements made to customer access, both in terms of appointment booking and availability but also in choice of location, including the continued success of your partnership working with Nottingham City, which again serves to increase customer options and improve their experience of the service. Looking ahead, he noted our focus on improving the customer experience, developing staff, greater use of IT and enhancing communication and marketing of the service. In closing he expressed congratulations on service performance and achievements in 2014-15.

Other Options Considered

21. None.

Reason/s for Recommendation/s

22. To update the Committee on this area of work contained within its remit.

Statutory and Policy Implications

23. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

- 1) It is recommended that the Committee notes the update on recent key activities and events in the work of the Emergency Planning Team and of Registration and Celebratory Services.

PAUL MCKAY
Service Director, Access and Public Protection

For any enquiries about this report please contact:

Robert Fisher, Group Manager, Emergency Planning and Registration
Tel: 0115 977 3681, Email: robert.fisher@nottsc.gov.uk

Constitutional Comments

24. As this report is for noting only, no Constitutional Comments are required.

Financial Comments

25. There are no financial implications

Background Papers and Published Documents

- None

Electoral Division(s) and Member(s) Affected

- All