

Incident Response Plan (IRP)

Project: Old Town Dock Development, Newport

Planning Ref: 20/1225

Principal Contractor: TBC

Date: 3 February 2026

Revision: A

1. Purpose

This Incident Response Plan sets out the actions to be taken in the event of an environmental incident during construction, including spills, contaminated runoff, flooding, discovery of unexpected contamination or asbestos, and pollution to drains or the nearby watercourse.

2. Key Site Risks

- Fuel, oil or chemical spills
- Silt-laden runoff entering surface drains or watercourse
- Flooding or extreme rainfall causing uncontrolled runoff
- Discovery of unexpected contamination or asbestos-containing materials
- Firewater runoff following an on-site fire
- Vehicle collision leading to loss of containment

3. Responsibilities

3.1 Site Manager

- Overall incident control, notifications, and decision-making
- Ensures containment and clean-up resources are available
- Records and reports incidents

3.2 Environmental Lead / Environmental Site Officer (if appointed)

- Advises on containment and clean-up requirements
- Liaises with specialist contractors as required
- Supports reporting and corrective actions

3.3 All Operatives and Subcontractors

- Stop work and report incidents immediately
- Follow instructions and exclusion zones
- Do not attempt clean-up beyond training/competence

4. Emergency Equipment (minimum provision)

- Spill kits (general and hydrocarbon) at fuel/storage points and in key work areas
- Drain covers / mats and silt socks
- Sandbags or absorbent booms
- Shovels and containers for contaminated absorbents

- Emergency contact list displayed in the site office and welfare area

Equipment will be inspected weekly and after use. Replacements will be ordered immediately following any deployment.

5. Immediate Response Actions (all incidents)

1. Stop work immediately.
2. Make the area safe (stop plant/ignition sources, keep people away).
3. Raise the alarm to the Site Manager.
4. Contain the source if safe to do so (upright container, close valve, isolate plant).
5. Protect drains and watercourses immediately (drain mats, booms, sandbags).
6. Prevent spread (bundling, absorbents, silt control).
7. Record the incident (time, location, weather, material, volume, photos).
8. Do not restart works until the Site Manager confirms it is safe and controls are in place.

6. Specific Incident Procedures

6.1 Fuel / Oil / Chemical Spill

- Stop the leak at source if safe.
- Use absorbents and booms to contain.
- Protect drains immediately.
- Bag and label used absorbents as waste and store securely for collection.
- If spill enters drainage system or cannot be contained, escalate to external notifications.

6.2 Silt / Concrete Washout / Contaminated Runoff

- Stop the activity causing discharge.
- Block/cover drains and deploy silt controls.
- Pump/collect water for appropriate disposal where needed.
- Reinstate controls before restarting works.

6.3 Flooding / Extreme Rainfall

- Cease works in affected areas.
- Move plant/materials/hazardous substances to safe areas away from drains/watercourse.
- Check temporary drainage and silt controls; reinforce as needed.
- Resume when conditions stabilise and controls remain effective.

6.4 Discovery of Unexpected Contamination or Asbestos

- Stop work immediately and cordon off the area.
- Prevent dust generation (do not disturb).
- Inform Site Manager and request specialist advice.
- Implement wet suppression if necessary to prevent airborne dust/fibres.
- Works only resume once assessed and an agreed method statement is in place.

7. Notifications and Escalation

The Site Manager will determine if external notification is required. Notification will be made where:

- Pollution reaches or is likely to reach drains or watercourse
- A significant spill occurs
- An asbestos-related event occurs requiring specialist response
- There is any event likely to attract public concern or regulatory action

Emergency Contacts (to be completed prior to start):

- Site Manager: [Name] / [Phone]
- Environmental Lead: [Name] / [Phone]
- Spill Response Contractor: [Company] / [Phone]
- Natural Resources Wales (24hr Incident Line): **0300 065 3000**
- Newport City Council (Environmental Health / Planning): **01633 656656**
- Emergency Services: 999 (life-threatening emergencies)

8. Recording, Investigation and Close-Out

- All incidents and near misses will be recorded in the site log.
- Photos will be taken where safe.
- Root cause will be reviewed and corrective actions implemented.
- Any waste generated will be documented and removed via licensed carriers.
- A brief close-out note will be retained in the project file.

9. Training and Briefings

- Toolbox talk on spill response and drainage protection before relevant works start.
- Inductions to include location of spill kits, drain protection, and reporting route.
- Refresher briefings after any incident.