

## **Looe Emergency Access Management Plan and Incident Impact Assessment for Hannaford, West Looe**

Looe Town Council has recently reviewed and adopted an emergency management plan in the event that there is a landslip that blocks the road to Hannaford. This follows Hannaford Road being blocked by a landslip in 2012 following heavy rain.

The plan was drawn up at the request of the Cornwall Councillor for Looe West Cllr Edwina Hannaford with the assistance of the Council's emergency planning officer, a senior Cornwall Council Highways manager, a senior Cormac manager and Devon and Cornwall Police.

The plan is in 2 parts. The first document lays out the feasibility of alternative routes for emergency vehicles to gain access to Hannaford and has made a recommendation that the most feasible route is from the track that leads to the reservoir and measured nautical mile landmark adjacent to Portlooe Barton Farm.

The plan also includes an 'incident impact assessment' which maps the likely impacts, required mitigations and actions from a social, technological, economic, environmental, political, legal and ethical perspective and documents who would take a lead in the event of an incident.

The document is reviewed annually and is logged with all emergency services, CORMAC and Cornwall Council and can be found on the Looe Town Council website [www.looetowncouncil.gov.uk](http://www.looetowncouncil.gov.uk) by clicking on the emergency information tab.

Sam Ibbotson



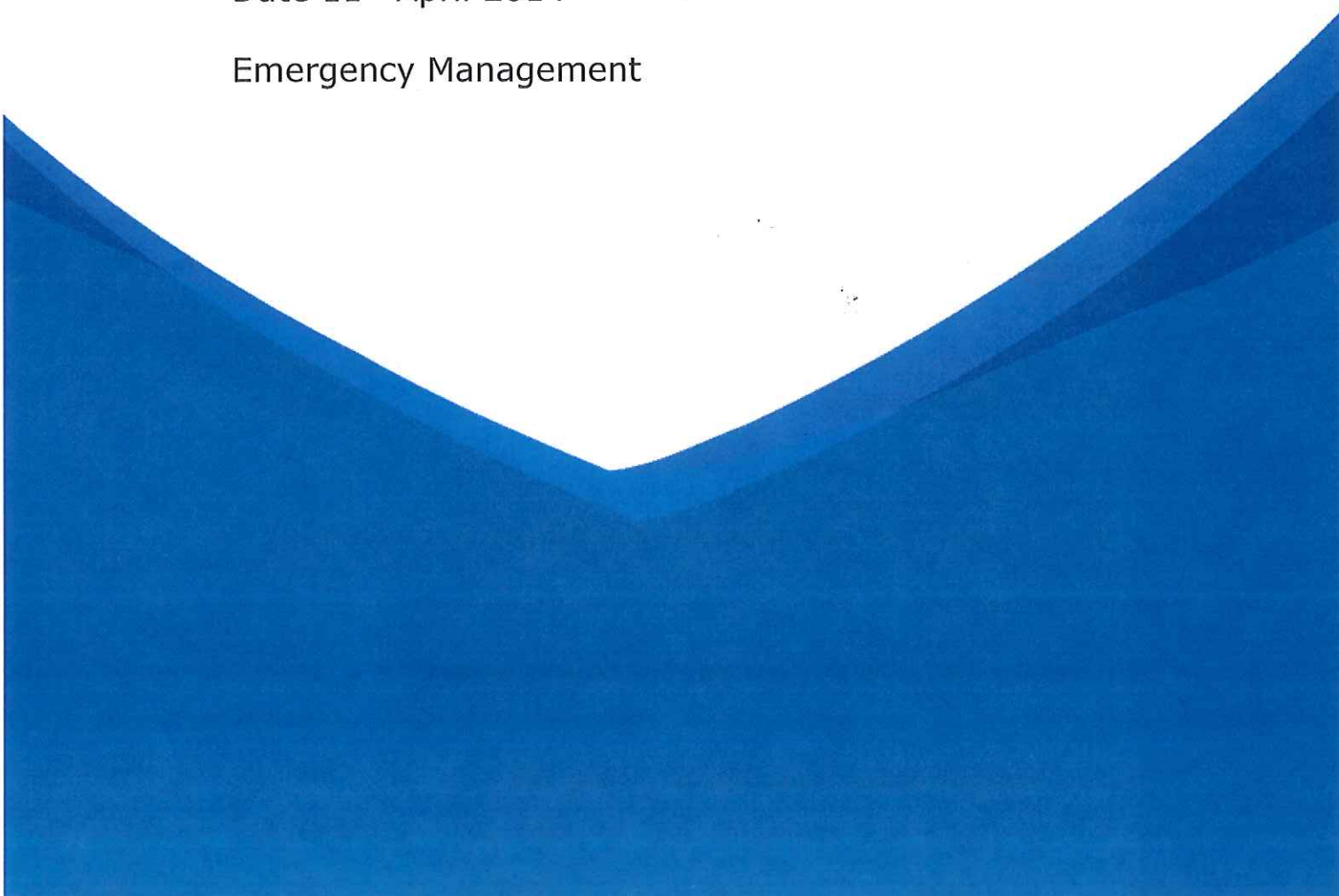
# **INCIDENT IMPACT ASSESSMENT**

**Decision making tool**

**Hannafore Road, West Looe  
Exercise Road Collapse**

Date 11<sup>th</sup> April 2014

Emergency Management



# **Incident Impact Assessment Decision Making Tool**

**Incident: Road collapse**

**Date: 11 April 2014**

**Time Impact Assessment started:  
Facilitator: EM Team Member**

**List of people involved in the completion (should be no more than 6 people)**

<b>Name</b>	<b>Service / Organisation</b>
Edwina Hannaford	Cornwall Councillor
Jeremy Edwards	Officer
Paul Allen	Officer
Caroline Wildish	Devon and Cornwall Police
Arthur Roberts EMO (Facilitator)	

**Lead Agency: Local Authority**

**Scope:**

**TCG tasks (requested of SCG; i.e. undertake the Incident Impact Assessment)**

- Identify service delivery issues
- Identify resourcing requests
- Identify any other organisations and service that need to be involved

Communications

**Strategy (Aim and Objectives for this incident)**

- Save and protect life

**Incident Impact Assessment** Decision making Tool

11 April 2014

- Maintain law and order
- Monitor the impact on service delivery
- Monitor impacts on food, fuel and utilities

## **What is known at the moment**

### **Situation Report (SITREP)**

Following a collapse beneath Rond Anneth, Hannafore Road, West Looe on 22 December 2012 and other previous landslips in the area the local Councillor expressed concerns about the possible impact a further collapse onto Hannafore Road in West Looe would have a major effect on the area.

The group are tasked by the Council to undertake an impact assessment to establish what the potential impacts are.

The purpose for undertaking this exercise is to establish what could be done to mitigate for this potential problem.

Using the impact assessment work out the impacts and come up with an action plan.

## **What other Agencies /Partners need to be involved**

Highway Authority  
 CORMAC Solutions Ltd  
 Environmental services  
 EA  
 Police  
 Fire  
 Community Manager

## The Assessment

### Social

Impacts on people (refer to Scope; e.g. communities in Cornwall, Council or organisations) including equality and diversity		
Description of the likely impacts on the staff or members of Community include existing mitigations		
<p><b>Likely impacts /areas affected</b></p> <ul style="list-style-type: none"> <li>• Potential access problems for emergency services.</li> <li>• High proportion of older people - some of which are vulnerable.</li> <li>• High number of Bed &amp; Breakfast/Guest Houses so numbers and types of residents constantly changing.</li> <li>• Lack of confidence in official message on integrity of land slip areas.</li> <li>• General perception from residents that a further landslip could occur due to the fact that it has happened at least 3 times in last 30 years.</li> <li>• Impact on the leisure sector bowling green, tennis courts cut off.</li> <li>• Off-street parking issues if road were closed – where would residents park.</li> <li>• Access to parts of the coast for rescue purposed may be affected</li> <li>• Area around the ravine (Local) name has not had any work done to it but is monitored.</li> <li>• Access to farm animals could be affected in fields above roads</li> <li>• Potential access roads to the area via farm land need to be identified</li> <li>• Key workers in NHS/care industry may be trapped</li> </ul> <p><b>Current mitigations in place</b></p> <ul style="list-style-type: none"> <li>• Area monitored by qualified engineer.</li> <li>• Previous landslips have never affected the road longer than a couple of days indicating the potential risk is lower than some think</li> <li>• Works to stabilise some of the ravinehas been undertaken but not all areas have been covered.</li> <li>• Further ground investigation studies commenced for the area below Hannaford Lane.</li> </ul>		
<b>REQUIRED ACTIONS</b>		
<b>Reference Number</b>	<b>Action</b>	<b>Responsible Officer/Organisation</b>
<b>S1</b>	Reassurance of residents needed to inform them that the area is monitored.	Councillor Hannaford
<b>S2</b>	A community plan for the area could be developed to assist any future need for the community.	<b>Steve Foster</b>

S3	Consideration needed to identify possible temporary access routes should road be compromised. Particularly across farm land above area on tracks.	JE met with Paul Allen on 19/11/2014 to review land ownership and investigate potential routes. Sam Ibbotson to walk route and consider suitability.		
S4	Await outcome of investigation into land below Hannafore Lane	Land ownership established from land reg for section between the Round house and the Gulls Hotel		
<b>I=Impact L=Likelihood</b>		<b>I</b>	<b>L</b>	<b>Total</b>
<b>Residual Risk factor score (Amber)</b>		<b>4</b>	<b>3</b>	<b>12</b>

## Technological

Impacts on Premises, Transport, Power, Communications, Computing or other technology affecting Service or Community				
Description of impacts from the loss of this infrastructure include existing mitigations				
<b>Likely impacts /areas affected</b>				
<ul style="list-style-type: none"> <li>• BT cables telephony and broadband could be severed</li> <li>• Water pipes have combined waste could be broken should road move.</li> <li>• Drinking water could be impacted.</li> <li>• Mobile phone coverage to area is very poor –Orange/EE appears to be the only effective network.</li> <li>• Several Sewage storage tanks exist that need to be emptied (toilet Block and a Storage tank system).</li> <li>• Gas Main runs along road it is felt.</li> <li>• Cars could be trapped in the area if the road collapsed.</li> <li>• Electricity supply could be interrupted</li> </ul>				
<b>Current mitigations in place</b>				
<ul style="list-style-type: none"> <li>• Public utility services in area will be on plans so the effects of a landslip could be assessed but these are not well known to all parties.</li> <li>• Communications for emergency services in the form of Airwave exist but it is not known how good the service in this area will be.</li> </ul>				
REQUIRED ACTIONS				
Reference Nbr	Action	Responsible Officer/Organisation		
T1	Public utility services to be produced to show services which may be affected by any issue with the road.	JE/PA Utilities identified and mapped 13/11/2014		
T2	Check mobile network coverage	ARR checked coverage on all networks (mobile Phone) O2 and Vodaphone patchy on others		
T3	Check Airwave coverage	Police		
T4	Sewage tank emptying check alternative routes to site access	Majority properties on mains sewerage.		
<b>I=Impact L=Likelihood</b>		I	L	Total
<b>Residual Risk factor score</b>		<b>3</b>	<b>3</b>	<b>9</b>

## Economic

Impacts on Business, Commerce, Tourism or any other related activity				
Description of all impacts that affect the local economy include existing mitigations				
<p><b>Likely impacts /areas affected</b></p> <ul style="list-style-type: none"> <li>Hotels, Bed &amp; Breakfast, guest houses affected could close some for months.</li> <li>Employment badly hit servicing leisure industry</li> <li>Negative effects on coastal path and surrounding area</li> <li>Reputational damage to area</li> <li>Home working could even be affected if broadband /telephony damaged.</li> <li>Parking issues on area could impact income on town's car parking if residents had to be accommodated in town car parks.</li> <li>Cafes and restaurants would be hit badly</li> <li>Farming in area could be disrupted if alternative access had to be provided via farm land.</li> </ul> <p><b>Current mitigations in place</b></p> <ul style="list-style-type: none"> <li>There is a study available (from Steve Horscroft) apparently showing the economic effects on the area a copy of this should be obtained and studied.</li> <li>Previous landslips have never affected the road longer than a couple of days indicating the potential risk is lower than some think</li> <li></li> </ul>				
<b>REQUIRED ACTIONS</b>				
<b>Reference Nbr</b>	<b>Action</b>	<b>Responsible Officer/Organisation</b>		
E1	Obtain copy of the study and check its conclusions with the potential for an issue.	ARR ..awaiting		
<b>I=Impact L=Likelihood</b>		<b>I</b>	<b>L</b>	<b>Total</b>
<b>Residual Risk factor score (Short Term)</b>		<b>5</b>	<b>3</b>	<b>15</b>
<b>(Longer Term)</b>		<b>2</b>	<b>3</b>	<b>6</b>

3



## Environmental

Impacts on the environment in any form. Eg pollution, waste collection or building collapse				
Description of impacts on the local environment that will be detrimental to wildlife or the enjoyment of the outdoors, include existing mitigations				
<b>Likely impacts /areas affected</b>				
<ul style="list-style-type: none"> <li>• Potential pollution caused if utilities services are affected, especially if there is a broken sewerage pipe.</li> <li>• Overflows from sewage storage tanks septic tanks (toilets)</li> <li>• Medical waste could be an issue if collection not possible</li> <li>• Domestic waste collections could be at risk to some properties</li> <li>• Beaches could be polluted with the associated bad publicity</li> </ul>				
<b>Current mitigations in place</b>				
<ul style="list-style-type: none"> <li>• Contractors for domestic waste would need to arrange alternative collections. This could involve some form of centralised collection area being designated. and possibly by farm land or via sea.</li> </ul>				
REQUIRED ACTIONS				
Reference Nbr	Action	Responsible Officer/Organisation		
E1	Speak with waste contractors to have a system in draft should it be needed	AR/M Beckett		
<b>I=Impact L=Likelihood</b>		<b>I</b>	<b>L</b>	<b>Total</b>
<b>Residual Risk factor score</b>		<b>2</b>	<b>3</b>	<b>6</b>

## Political

Impacts on elected members or other outside agencies/partners						
Description of impacts on all forms of political matters for all affected include existing mitigations						
<p><b>Likely impacts /areas affected</b></p> <ul style="list-style-type: none"> <li>• Could have a negative impact on the local Councillors if they appear to not fully engage with the local community to resolve issues.</li> <li>• Reputational damage for Council.</li> <li>• Financial pressures could result in this issue not being high up the list of items to sort out.</li> </ul> <p><b>Current mitigations in place</b></p> <ul style="list-style-type: none"> <li>• Local Councillors have assisted previously with communicating with residents when issues of this type have occurred elsewhere in Looe.</li> <li>• Local Councillors have good contacts in the area to assist in the resolution of problems</li> </ul>						
<b>REQUIRED ACTIONS</b>						
<b>Reference Nor</b>	<b>Action</b>			<b>Responsible Officer/Organisation</b>		
P1	Maintain good local contacts			Councillor Hannaford		
<b>I=Impact L=Likelihood</b>				<b>I</b>	<b>L</b>	<b>Total</b>
<b>Residual Risk factor score</b>				<b>2</b>	<b>3</b>	<b>6</b>

## Legal

Impacts on any council run service, member of staff or elected member.				
Description of impacts that could expose the Council to legal issues and challenges include existing mitigations				
<b>Likely impacts /areas affected</b>				
<ul style="list-style-type: none"> <li>• The stability of the area is based on sound engineering knowledge however, there are always a number of variables when dealing with geological conditions and other factors such as weather and drainage can have a significant impact on ground conditions...</li> <li>• The Council could be subject to investigation by Police/HSE and further legal action to determine causation should there be a landslip.</li> <li>• Should someone be killed then there is potential for a Corporate Manslaughter charge.</li> <li>• Civil claims for loss could be filed.</li> <li>• FOI requests and complaints could be raised which could add a work /time financial pressure</li> <li>• Legal actions to reduce Council Tax etc. could be raised</li> </ul>				
<b>Current mitigations in place</b>				
<ul style="list-style-type: none"> <li>• Identify land ownership</li> <li>• Not all issues sorted so this is a priority to sort</li> </ul>				
<b>REQUIRED ACTIONS</b>				
<b>Reference Nbr</b>	<b>Action</b>	<b>Responsible Officer/Organisation</b>		
L1	Finish off exercise to establish ownership of affected areas	Identified land ownership between Round House and Gulls Hotel		
L2	Establish legal position with regards claims from businesses from lack of access	V Davis To be contacted		
<b>I=Impact L=Likelihood</b>		<b>I</b>	<b>L</b>	<b>Total</b>
<b>Residual Risk factor score</b>		<b>4</b>	<b>3</b>	<b>12</b>

## Ethical

Impacts on the open and transparent way the Council is run by its staff or members.				
Description of matters that could cause an ethical dilemma for the Council include existing mitigations				
<b>Likely impacts /areas affected</b>				
<ul style="list-style-type: none"> <li>Unlikely to be any major issues providing offers of assistance are channelled to the correct people</li> </ul>				
<b>Current mitigations in place</b>				
<ul style="list-style-type: none"> <li>Open and transparent program of works elsewhere in Looe at present. Any future engagement with local people must be on the basis of full disclosure of any known facts.</li> <li>.</li> </ul>				
REQUIRED ACTIONS				
Reference Nbr	Action	Responsible Officer/Organisation		
ETH1	Offers of help to be given to the correct people dealing with the area	EM staff to coordinate during an incident		
ETH 2	A clear and concise communication strategy to give the facts to local people needs to be put in place so that expert opinion is given in a way that is understood allows debate and answers.	Communications team		
<b>I=Impact L=Likelihood</b>		<b>I</b>	<b>L</b>	<b>Total</b>
<b>Residual Risk factor score</b>		<b>1</b>	<b>3</b>	<b>3</b>



## Combined Residual Risk Table

Scores of key factors			
Highlight here any scores that are over 8 and make recommendations on ways to reduce score downward	I	L	Total
<b>Social</b>	4	3	<b>12</b>
<b>Technological</b>	3	3	<b>9</b>
<b>Economic</b>	5	3	<b>15</b>
<b>Environmental</b>	2	3	<b>6</b>
<b>Political</b>	2	3	<b>6</b>
<b>Legal</b>	4	3	<b>12</b>
<b>Ethical</b>	1	3	<b>3</b>

## Emergency Action Plan

Should the Red and Amber factors above still remain Red and Amber after their mitigations and actions have been considered then document in the table below the emergency action plan to manage the situation should it occur.

Emergency Planning Actions required				New Assessment Scores		
Factor (e.g. Social)	Emergency Actions	Responsible Officer	Deadline	I	L	Total





**Agreement**

**Date**

**Signed**

**Position**

**Committee approval required yes / No**

**If Yes which Committee:**

If you would like this information in another format please contact:

**Cornwall Council  
County Hall  
Treyew Road  
Truro TR1 3AY**

Telephone: **0300 1234 100**

Email: [enquiries@cornwall.gov.uk](mailto:enquiries@cornwall.gov.uk)

[www.cornwall.gov.uk](http://www.cornwall.gov.uk)

**Prepared by:**

**Incident Impact Assessment** Decision making Tool  
11 April 2014

# Water Colour Codes and Abbreviations

Examples of the abbreviation details above a Water Pipe  
(details will be in the same colour as the pipe itself):

Distribution Main   
Trunk Main   
Communication Pipe 



























A B  
3 in CI

A: Size  
B: Material Abbreviation









Untreated Main   
Private Pipe   
Abandoned Main 

Cast Iron	CI	Spun Iron	SI	Ductile Iron	DI	Steel	ST
Asbestos Cement	AC	Plastic	UPVC	High Density/ Medium Density Polyethylene	HDPE MDPE	High Pressure Polyethylene	HPPE

## Water Features (shown in common colours)

Washout 	Hydrant 	Hatchbox 	Washout Hydrant 
Air Valve (Single) 	Air Valve (Double) 	Closed Valve Closing Direction: Anti-Clockwise 	Closed Valve Closing Direction: Clockwise 
Pump 	Pumping Station Number of Pumps as indicated 	Open Valve Opening Direction: Anti-Clockwise 	Open Valve Opening Direction: Clockwise 
Customer Meter 	EBCO M optional if meter fitted 	Non-Return Valve /Reflux 	Stoptap 
Mains Meter M=Normal DMA/WIS B=Boundary Meter 	Optional Readout if location is different from the meter 	Relief Valve 	End Cap 
Pressure Reducing Valve 	Pressure Sustaining Valve 	Inlet / Outlet 	Pipe Reducer 
Abstraction Point 	Bore Hole 		

## Water Pipe Furniture

Anode 	Calgon / Aquarite 	Chlorination Point 	Flushing on a Sluice Valve 
Insert Flow Meter 	Excavation Location 	Strainer 	Ferrule 

# Sewerage Pipe Details

Examples of the abbreviation details above a Sewer Pipe (details will be in the same colour as the pipe itself):

A B C D  
 Cir / 225 / VC / 82

A: Shape  
 B: Diameter (replaced by width & length on non-circular pipes)  
 C: Material  
 D: Gradient (1: number shown)
















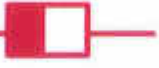





## Shapes

Circular	<b>Cir</b>	Rectangular	<b>Rec</b>	Barrel	<b>Brl</b>	Trapezoidal	<b>Trpz</b>
U Shaped	<b>UShp</b>	Horseshoe	<b>Hsho</b>				

## Materials

Vitrified Clay	<b>VC</b>	Clay (Salt Glaze)	<b>SG</b>	Pre-cast Concrete	<b>PCO</b>	Concrete	<b>CO</b>
Asbestos Cement	<b>AC</b>	Brick	<b>BR</b>	Stone (Masonry)	<b>MAC</b>	Alkathene	<b>AK</b>
Steel	<b>ST</b>	Concrete Box	<b>CB</b>	Glass Reinforced Plastic	<b>GRP</b>	Plastic	<b>PL</b>
Polypropylene	<b>PP</b>	Unplasticised Polyvinylchloride	<b>UPVC</b>	Polyethylene	<b>PE</b>	Polyvinylchloride	<b>PVC</b>
Concrete Segments Bolted	<b>CSB</b>	Pitch Fibre	<b>PF</b>	Concrete Segments Unbolted	<b>CSU</b>	Medium Density Polyethylene	<b>MDPE</b>
Not Known	<b>NK</b>						

## Sewerage Structures (shown in common colours)

Manhole Foul / Trade		Manhole Surface		Manhole Private		Manhole Combined			
Soakaway	SK	Washout	WO	Catchpit	CP	Hatchbox	HB		
Flushing	FC	Lamphole		LH	Tank Online		TN	Tank Offline	TO
Septic Tank	 S	Cesspit	C	Header	 E	Drain		LD	
Reflux Valve	 RV	Sluice Valve		Air Valve	 AV	Venting Pole	VP		
Storm Overflow			Undefined Connection			Side Entry			
Outfall			Backdrop						

## Sewerage Installations

Pumping Station		Treatment Works	 WWTW
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## Details on Covers

Lockable	k	Gas / Water Tight	t	Bolted	b
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## Location

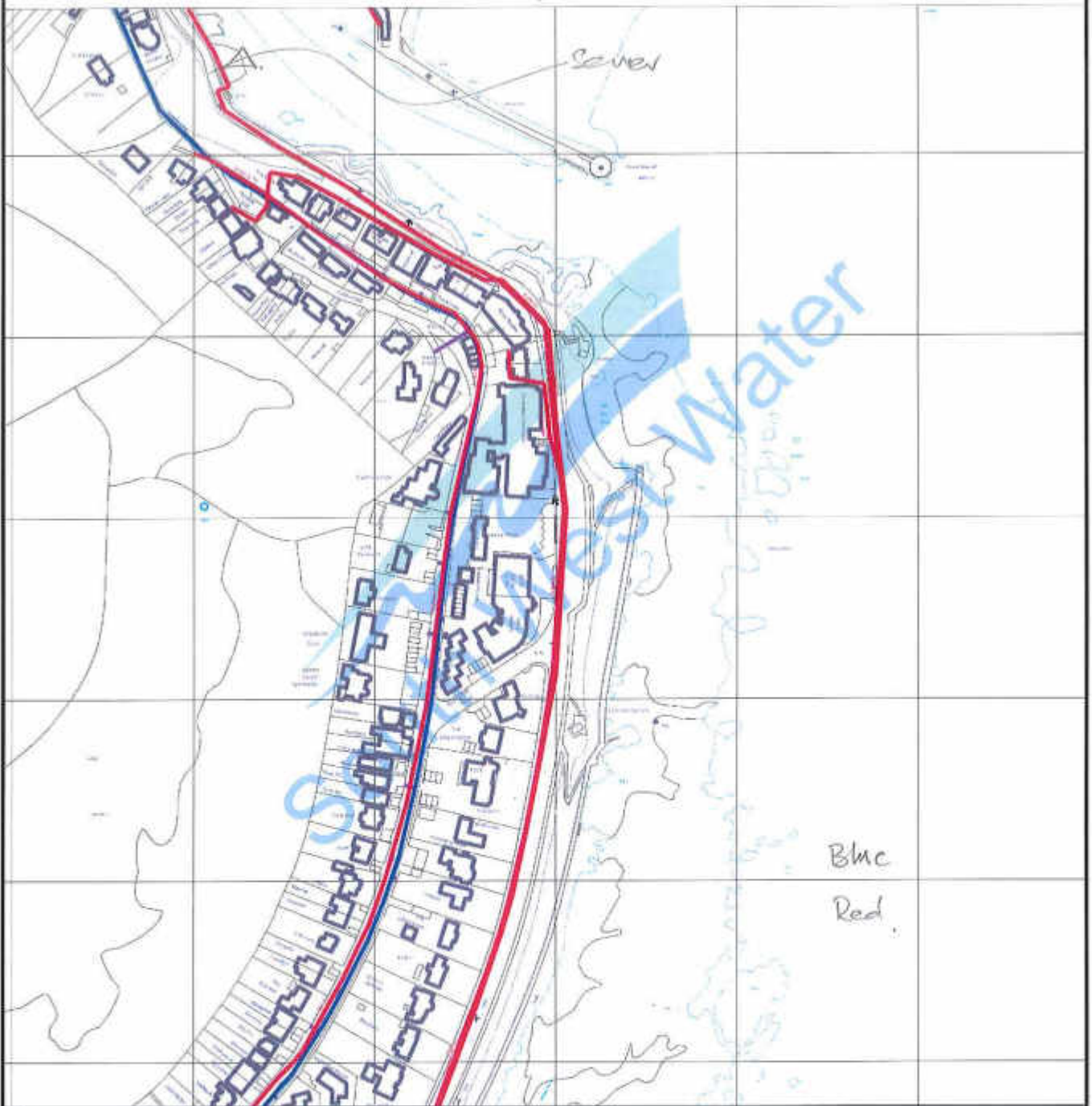
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## Terrier Mapsheet Information

Terrier plans detail South West Waters' land holdings in the region, and areas over which it has some explicit rights. The maps are physically held in a Deed Store near to the GIS Office, are coloured up by hand and then digitally scanned and placed on the system.

Parcels of land or sites are coloured up according to their status:

Sites owned by South West Water are coloured pink:	
Sites which used to be owned by South West Water, but have since been sold are coloured green:	
Areas of land belonging to other parties over which South West Water has some explicit right (Deed of Grant, Easement, Rental Agreement etc) but which is not owned outright by the Company are coloured yellow:	
Areas of land covered by a Valuation Report, where procedures are in place for the acquisition of land or rights at a particular site but have not necessarily been completed, are shown as hatched areas. Once completed the land will subsequently be coloured up.	



[www.ordnancesurvey.co.uk](http://www.ordnancesurvey.co.uk)

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**THE INFORMATION CONTAINED WITHIN THIS MAP SHOULD NOT BE USED FOR ANY PURPOSE OTHER THAN AS A GENERAL GUIDE TO THE LOCATION OF EXISTING SERVICES.**

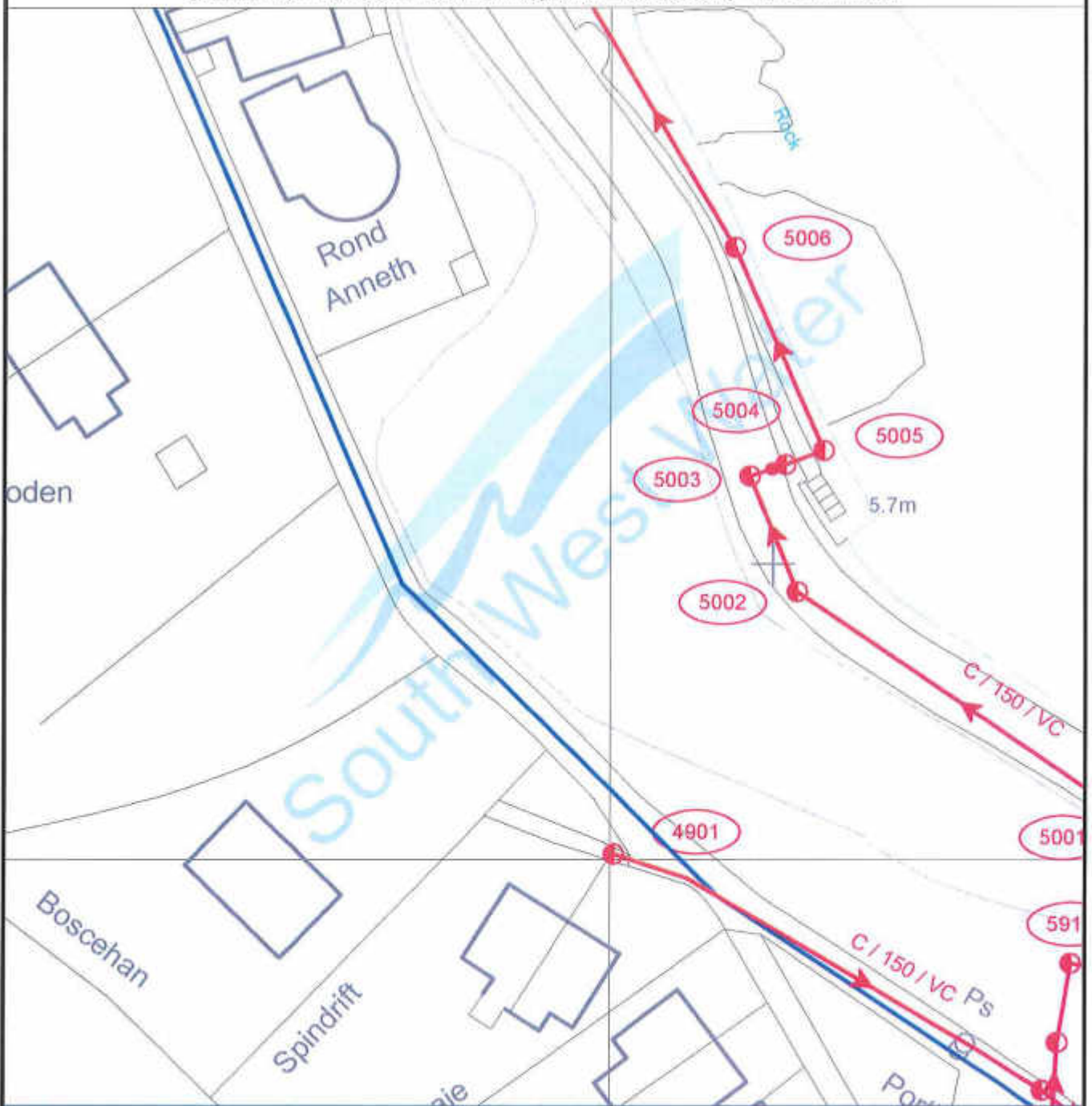
PLEASE REFER TO WATER AND SEWER LEGENDS FOR CONFIRMATION OF ASSET DETAILS.

**THIS PLAN MUST NOT BE USED AS PART OF A CONVEYANCING DOCUMENT FOR PROPERTY PURCHASES.**

The position & depth of apparatus and other information indicated on this map is provided as a general guide only and no assurance or warranty as to its correctness or accuracy is given or should be inferred.

Exact positions & depths should be obtained by excavation trial holes and the map must not be relied on in the event of excavation or other works undertaken or planned in the vicinity of the Company's apparatus.

Please note that not all mains, service pipes and other apparatus of the Company in the area of the plan are shown.



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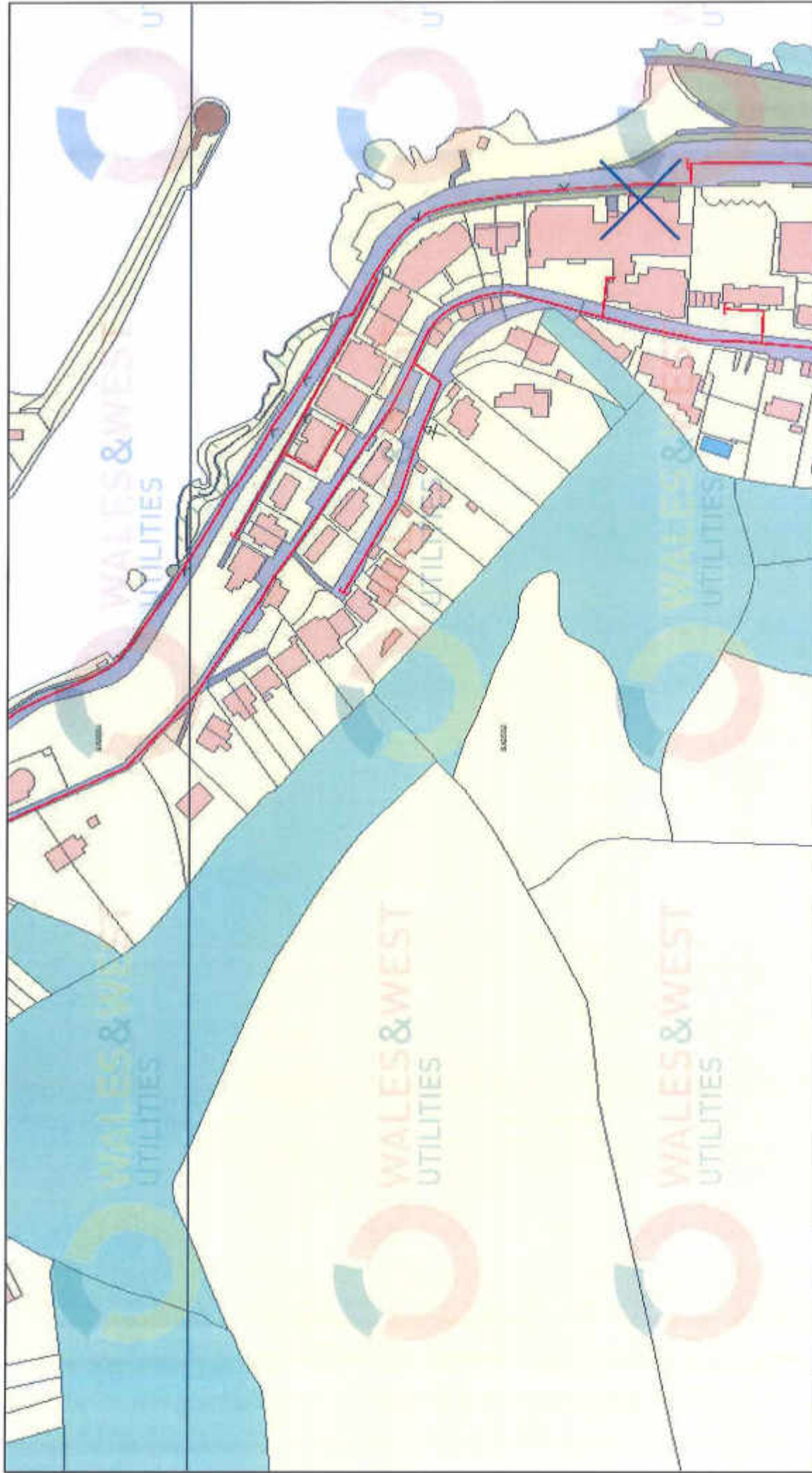
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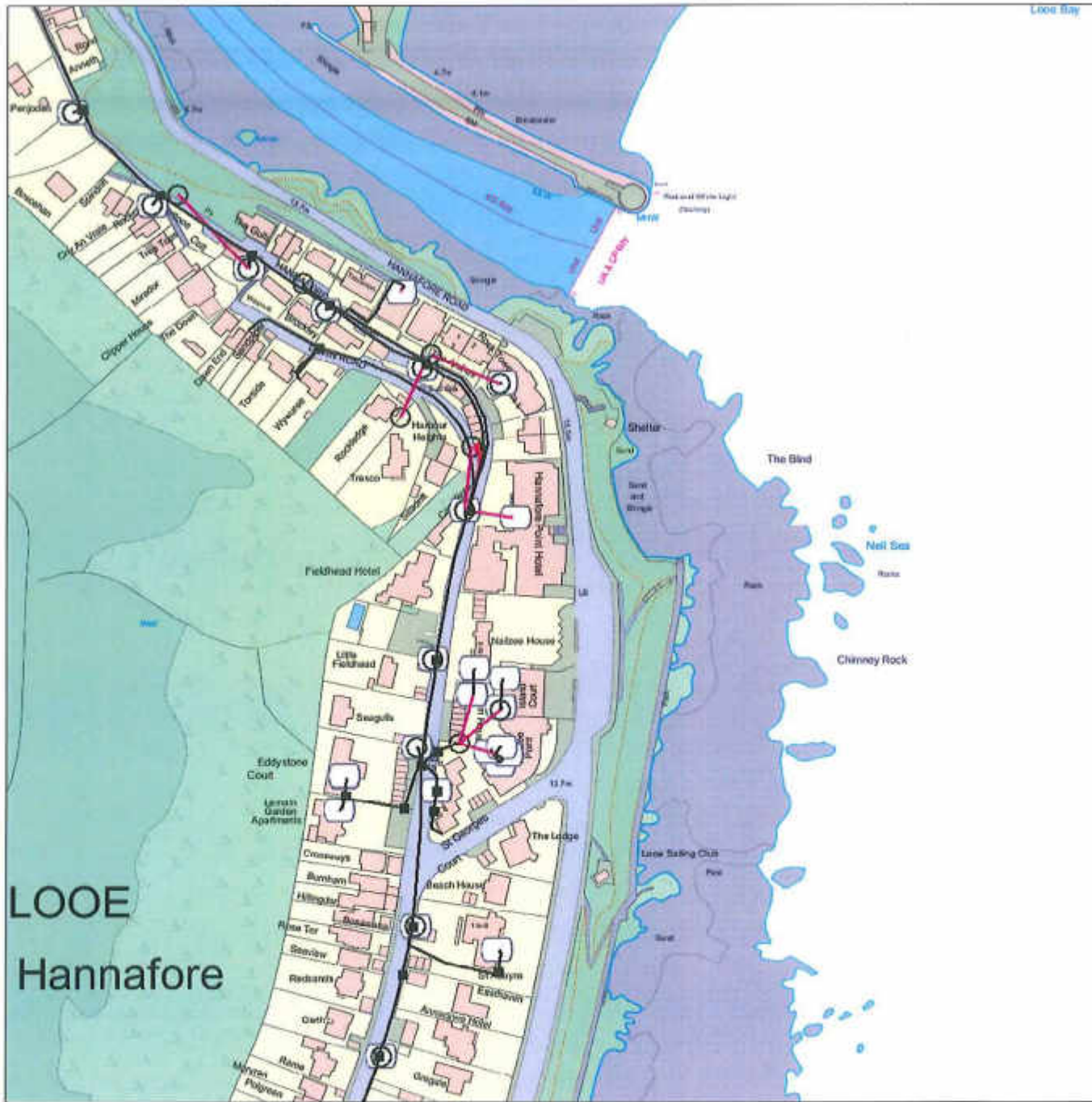


Scale	1 : 2000@A4	<p><b>WALES &amp; WEST UTILITIES</b></p> <p>WALES &amp; WEST UTILITIES</p> <p>WALES &amp; WEST UTILITIES</p> <p>WALES &amp; WEST UTILITIES</p>
User ID	h.r.rolf@comcast	
Date	13/11/2014	
Grid Ref.	Eastings: 225492 Northings: 52916	
<b>Internal Use Only</b>		
<p><b>TITLE:</b></p> <p>The plan shows those pipes owned by Wales &amp; West Utilities (WVU) in its role as a Licensed Gas Transporter (LGT). The information shown on this plan is derived from its basic information and may have involved re-reading plans, and the accuracy of it cannot be guaranteed. Service pipes, valves, appurtenances, connections, etc. may not be shown but their presence should be anticipated. No warranties are therefore given in respect of it. WVU, its employees and contractors do not accept any liability for any inaccuracy or incompleteness in it.</p> <p>You must use a safe digging practice, in accordance with HSE (G47) to establish the actual position of mains, pipes, services and other apparatus on site before any mechanical plant is used. It is your responsibility to ensure that this information is provided to all persons (including labour and contractors) working for you or on your job apparatus. The information shown on this plan should not be used by and 20 days from the date of issue of this plan as it is subject to change.</p> <p>The plan also provides indications of gas pipes served by other LGTs, or otherwise privately served, which may be present in the area. This information is not for the use of WVU and WVU is unable to verify this information or to confirm whether it is accurate or complete. It is your responsibility to investigate in determining whether to make contact with other LGTs or others. The user must obtain such information from the other LGT in person concerned. WVU, its employees and contractors do not accept any liability for this information or any (inaccuracy or incompleteness in it.</p>		
<p><b>WALES &amp; WEST UTILITIES</b></p> <p>WALES &amp; WEST UTILITIES</p> <p>WALES &amp; WEST UTILITIES</p> <p>WALES &amp; WEST UTILITIES</p>		

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# Maps by email Plant Information Reply



## IMPORTANT WARNING

Information regarding the location of BT apparatus is given for your assistance and is intended for general guidance only. No guarantee is given of its accuracy.

It should not be relied upon in the event of excavations or other works being made near to BT apparatus which may exist at various depths and may deviate from the marked route.

## DIAL BEFORE YOU DIG

FOR PROFESSIONAL ON SITE ASSISTANCE PRIOR TO COMMENCEMENT OF EXCAVATION WORKS

ADVANCE NOTICE REQUIRED  
(Office hours: Monday-Friday 08.00 to 17.00)

Tel: 0800 9173993  
E-mail: [dbyd@openreach.co.uk](mailto:dbyd@openreach.co.uk)  
Website: [www.dialbeforeyoudig.com](http://www.dialbeforeyoudig.com)

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## KEY TO BT SYMBOLS

	UNDERGROUND PLANT		POLE
	OVERHEAD PLANT		CABINET
	JOINT BOX		BURIED JOINT
	DISTRIBUTION POINT		JOINTING POST
	MANHOLE		PROPOSED U/G
	DP BOUNDARY		PROPOSED O/H
	OTHER BT BOUNDARY		PROPOSED BOX

Other proposed plant is shown using dashed lines. BT symbols not listed above may be disregarded. Existing BT plant may not be recorded. Information valid at the time of preparation.

**openreach**  
a BT Group business

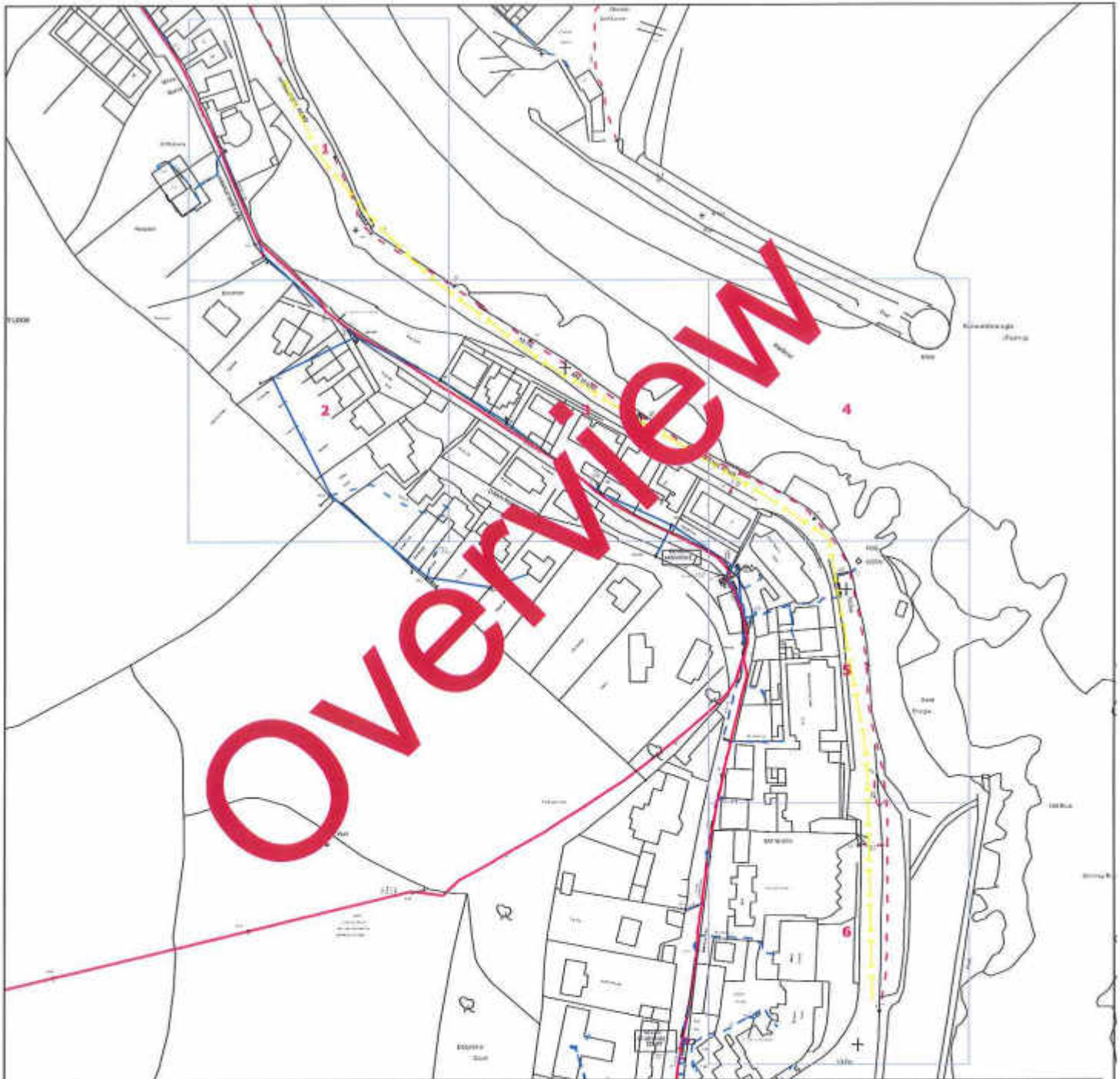
BT Ref : YQM03092P

Map Reference : (centre) SX2569452831

Easting/Northing : (centre) 225694,52831

Issued : 13/11/2014 15:09:29

**FOOTNOTE: WARNING IT IS ESSENTIAL THAT YOU CONTACT NATIONAL NETWORK HANDLING CENTRE BY EMAIL [nnhc@openreach.co.uk](mailto:nnhc@openreach.co.uk) BEFORE PROCEEDING WITH ANY WORK IN THE HATCHED AREA**



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**WESTERN POWER DISTRIBUTION**

*Serving the Midlands, South West and Wales*

**Contact Us**

**Mapping Enquiries:**

All areas 0121 623 9780

**General Enquiries:**

Midlands 0845 724 0240

South Wales 0845 601 3341

South West 0845 601 2989

Date Requested: 13/11/2014

Job Reference: 1265444

Site Location: 225596 52914

Requested by:

MRS Lesley Harrold

Your Scheme/Reference:

Hannafore Road

Link Box	Overhead Line	Underground Cable	SURF Telecoms	Pilot Cables
	<ul style="list-style-type: none"> <li>PL Service</li> <li>LV</li> <li>HV (11kV)</li> <li>HV (33kV)</li> <li>HV (66kV)</li> <li>HV (132kV)</li> </ul>		<ul style="list-style-type: none"> <li>PME Earth</li> <li>Underground Earth</li> </ul>	<ul style="list-style-type: none"> <li>Pole Mounted Transformer</li> <li>Ground Mounted Transformer</li> </ul>

\* Advice should be sought from the Western Power Distribution General Enquiries team for any work that is to take place in proximity to 132kV underground cables and 132kV overhead lines

**IMPORTANT NOTICES**

- These plans are provided as a general guide only. Services or recent additions to the network may not be shown.
- Cables, overhead lines & substations owned by other electricity network owners or private companies may be present but will not be shown.
- You should always verify exact locations of cables using a cable locator and by careful use of hand tools in accordance with HSE guidance note HSG47.
- When working within 10m of any overhead electric line you should follow the requirements of HSE Guidance Note GS6.
- For further advice on working near our electricity cables or lines, call our General Enquiries number.

**Report damage immediately – KEEP EVERYONE AWAY FROM THE AREA**  
**0800 6783 105**

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 MRS Lesley Harrold  
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 Hannafore Road

Approx. Scales:  
 1:1250 Area or Circle dig site  
 1:500 Line dig site

Link Box	Overhead Line	Underground Cable	SURF Telecoms	Pilot Cables
<b>Site Location</b> <b>Line/Area</b>				

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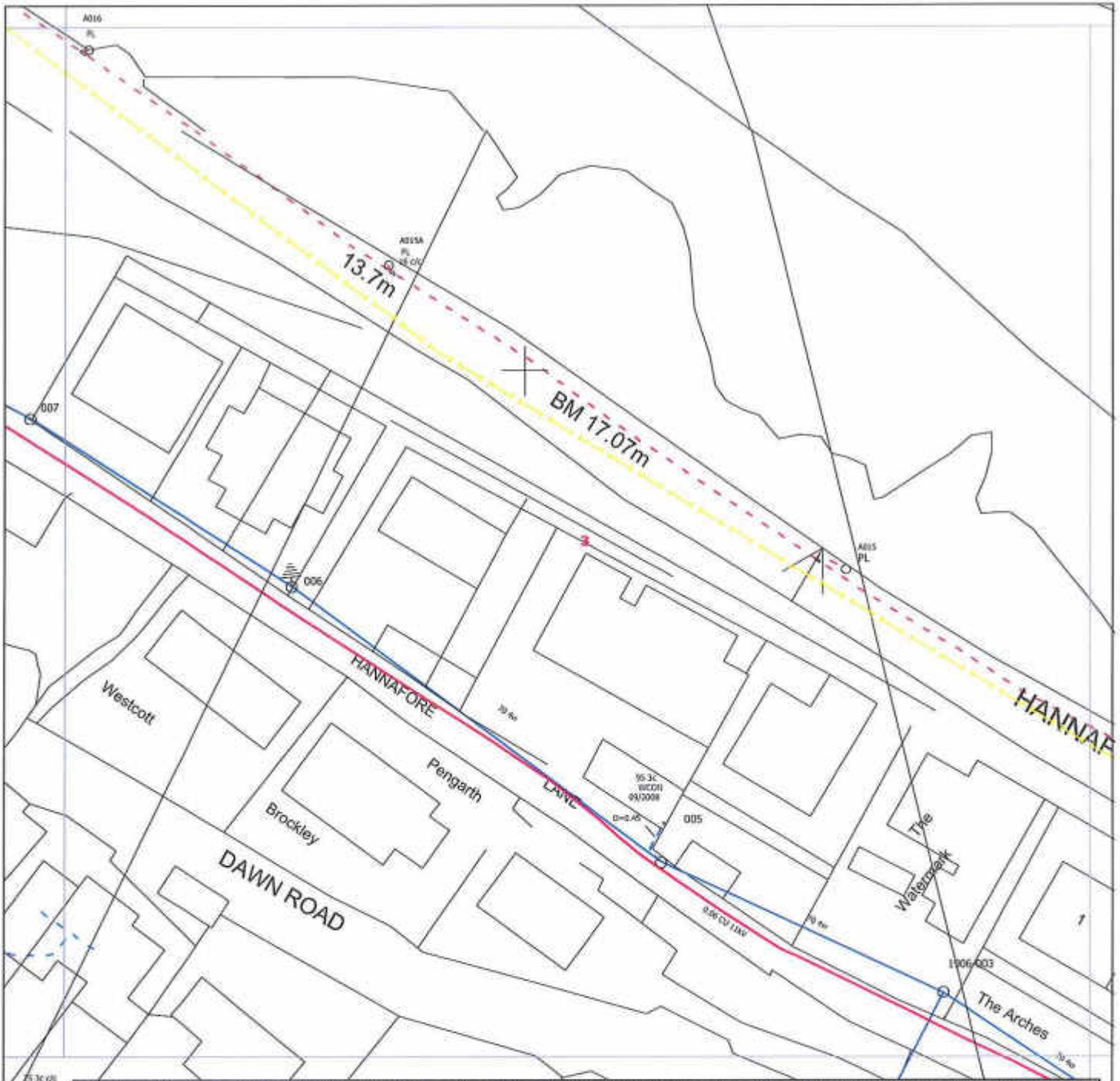
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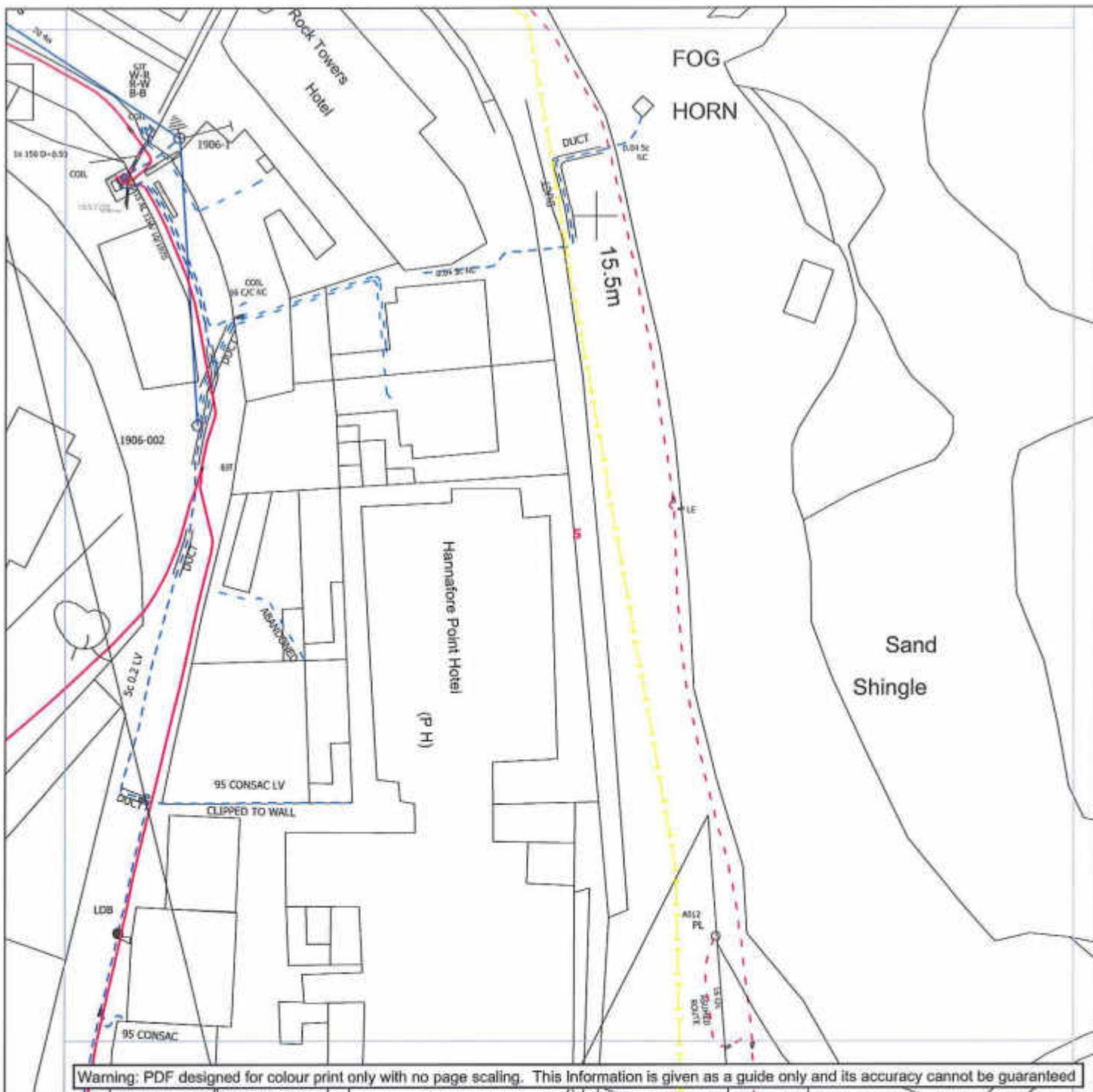
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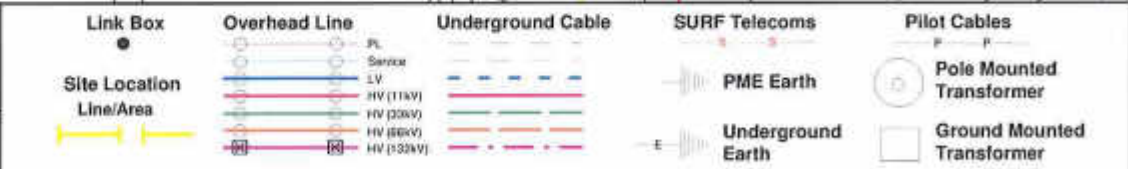


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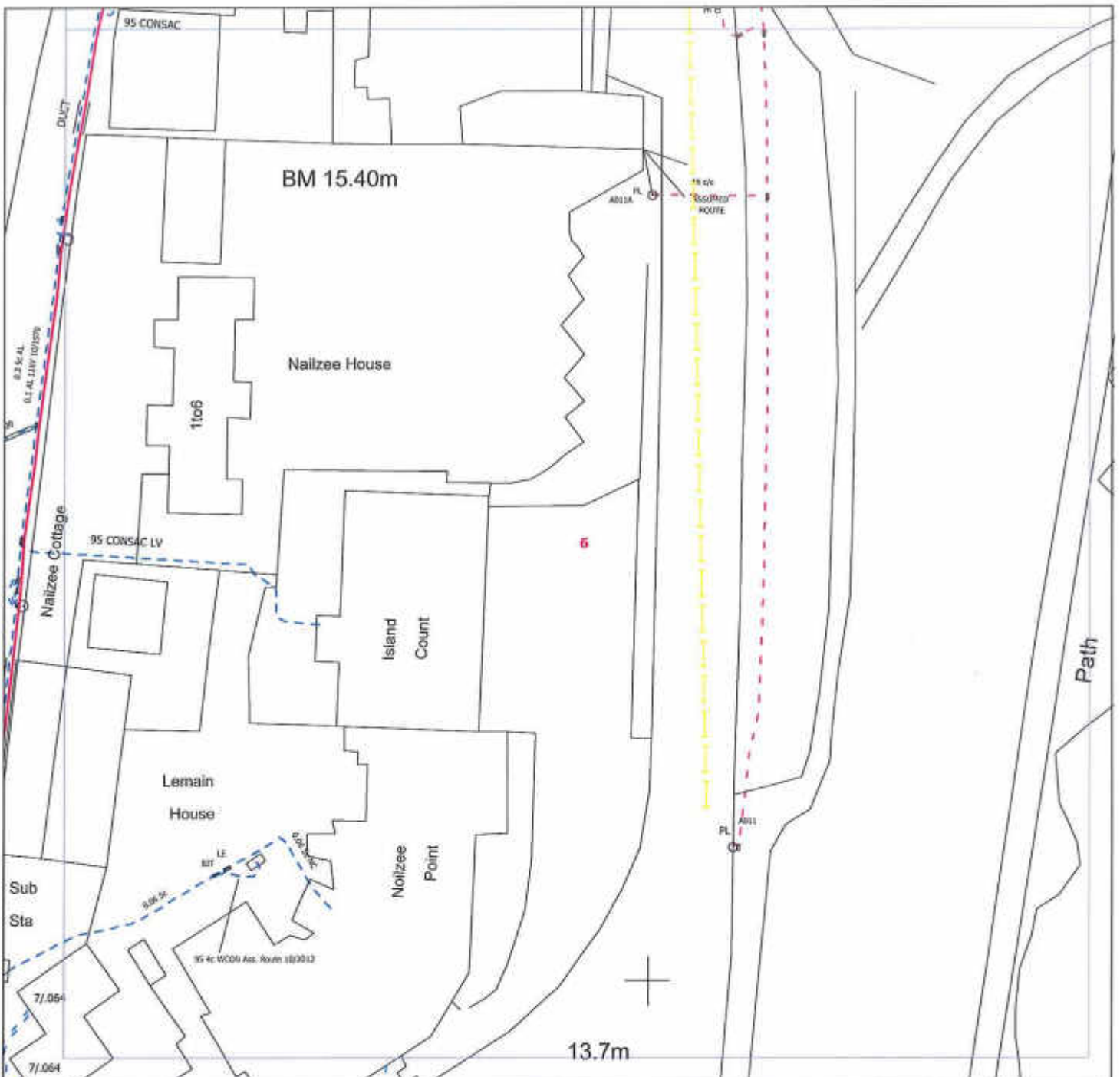
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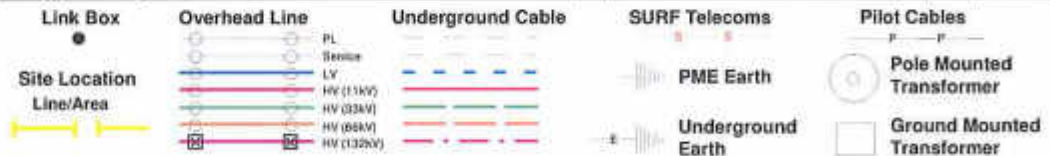
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Our Ref: 1265444      Your Ref: Hannafore Road

Thursday, 13 November 2014

Lesley Harrold  
Castle Canyke Road  
Bodmin  
Cornwall and Isles of Scilly  
PL31 1DZ

**Western Power Distribution,**  
Mapping Centre  
Toll End Road  
Tipton  
West Midlands  
United Kingdom  
DY4 0HH  
www.westernpower.co.uk

Dear Lesley Harrold

Thank you for your enquiry dated Thursday, 13 November 2014

I now enclose a copy of our plan showing existing Western Power Distribution (WPD) Electricity / WPD Surf Telecom apparatus in the vicinity of your proposed works. This information is given as a general guide only and its accuracy cannot be guaranteed. Please note that all WPD equipment on site should be assumed to be LIVE until WPD prove otherwise and provide you with confirmation to this effect in writing. Recent additions to our network, or service connections between the main cable and a building or street lamp may not be shown.

Map Response  
T 0121 623 9780  
F 0121 623 9223  
WPDMapResponse  
@westernpower.co.uk

Damage to underground cables and contact with overhead lines can cause severe injury or may prove fatal. If you are excavating on site in the vicinity of either WPD Electrical apparatus or WPD Surf Telecom apparatus you must comply with the requirements of the following:-

Health & Safety Executive guidance HS(G)47, Avoiding Danger from underground services.

Work taking place in the vicinity of our plant is also regulated under the:-

Electricity at Work Regulations 1989, Health and Safety Act 1974, CDM Regulations 2007.

Safe working procedures should be defined and practiced

Please ensure that the use of mechanical excavators in the vicinity of our plant is kept to a minimum. WPD Surf Telecom ducts contain fibre cables, which are expensive to repair. Therefore, extreme care must be taken whilst working in the vicinity of these ducts, hand digging methods being used to determine their precise position.

If there are overhead lines crossing your site and your proposal involves building works which may infringe the clearance to our overhead system then you should call the relevant general enquiries number (see page 2 of this letter) for advice. Where overhead lines cross your site you must comply with the requirements of Health & Safety Executive guidance as laid down in GS6, Avoidance of Danger from Overhead Electric Lines.

Western Power Distribution PLC  
South West - 02366894  
South Wales - 02366985  
East Midlands - 02366923  
West Midlands - 03600574

Where diversions to WPD apparatus are needed to allow change to occur on site, the cost of these alterations may be charged to the persons responsible for the works.

If you require advice in connection with your proposals please contact the relevant general enquiries number (see page 2 of this letter)

Registered in  
England and Wales

Following consultation the local Western Power Distribution team will where necessary prepare detailed proposals and provide a quotation for any necessary alterations and/or development of our equipment on the site.

Registered Office:  
Avonbank  
Feeder Road  
Bristol  
BS2 0TB

Yours sincerely  
WPD Map Response Team

### Contact Us

You can contact us 24 hours a day, 7 days a week, 365 days a year with any power supply issues on **0800 6783 105**

	Mobile user*
East Midlands	0330 123 5009
West Midlands	0330 123 5008
South Wales	0330 123 5002
South West	0330 123 5001

\*calls to 0330 numbers will cost no more than a local rate number from a landline or mobile. If you get inclusive minutes in your mobile phone package, calls to 0330 numbers are included

### Mapping Enquiries

If you have an enquiry relating to this letter or the attached map plan, please contact us using the following information:

Telephone	0121 623 9780
Fax	0121 623 9223
Email	WPDMapResponse@westernpower.co.uk

### General Enquiries

If you have a general enquiry, please call us on the following telephone numbers:

Midlands	0845 724 0240
South Wales	0845 601 3341
South West	0845 601 2989

## Steps to help keep you safe

- **If you are working within 10 metres of our 33kV, 66kV, 132kV underground electricity cables or within 10 metres of an overhead electricity line you should call the relevant General Enquiries for free safety advice.**

**Safety Documents** – please download our informative safety documents to help ensure that you, your staff and the public are kept safe whilst working in the vicinity of electricity.

<http://www.westernpower.co.uk/Health-and-Safety/Public-Safety>

- **Make sure you have up to date plans** - remember that recent additions to our network or service connections between the main cable and a building or street lamp may not be shown.
- **Look for signs of service cables** - an electricity meter box or nearby streetlamp may give you an indication that service cables are present in your area of work.
- **Non WPD Network** - electricity cables, lines and equipment owned by others may also be present in addition to WPD network. They are unlikely to be shown on our plans.
- **Use a cable locator** - trace electricity cables and mark the position of them using paint or other waterproof marking on the ground.
- **Hand dig trial holes** - to confirm the position of cables in close proximity to your area of your work and use spades and shovels rather than picks, pins or forks.
- **Have an emergency plan** - so that everyone working on site understands what to do in the event of an underground electricity cable being damaged or contact being made with an overhead electricity line.
- **If you are working within 10 metres of an overhead electricity line** then it may be necessary for you to erect warning signs and markers, or height restriction goal posts. Ensure that you comply with the requirements of Health & Safety Executive guidance laid down in GS6, Avoidance of Danger from Overhead Electric Lines.
- **If you are erecting a structure** that could allow anyone standing on it, or its access device (ladder, scaffold, MEWP), to come within 3m of any overhead electric line then **you must inform us**. This is your duty and a legal requirement under the Electricity Safety, Quality & Continuity Regulations 2002.
- **If you cannot work safely** around the underground electricity cable or overhead electricity line, then you may need to get it moved to allow your works to go ahead. Call the general enquiry numbers above for guidance.
- **It is possible that cables or pipes may be embedded in concrete** - electricity cables embedded in concrete **MUST** be made 'dead' by Western Power Distribution or the cable owner before the concrete is broken out. Alternatively, another safe way of working should be agreed.

**Cables are sometimes covered by tiles or a marker tape** - these can be concrete, polythene or earthenware and are a useful early warning of the presence of cables; you should avoid disturbing any tiles or tape to expose the cable. Not all cables have these warning indicators.