








PO Box A38, Leeds Road
Huddersfield, HD2 1FF

May 2016

You can contact us by any of the following methods;

-  **Phone:** 01484 537456, ask for Carl Sykes or Diane Schalge
-  **Email:** contact.huddersfield@syngenta.com
-  **Website:** www.syngenta.co.uk/publicinformationzone
-  **Facebook:** Syngenta Huddersfield Manufacturing Centre
-  **Twitter:** @SyngentaHD2

THE COMMUNITY SAFETY PLAN

Dear Business Manager,

We are writing to advise you of our forthcoming siren test.

The Syngenta site in Huddersfield has operated as a chemical manufacturing site for 100 years and manufactures a range of premium brand crop protection products, used by farmers to protect crops from pests, disease and weeds. Products made in Huddersfield help farmers get higher yields from their crops, providing better quality food and lower costs for consumers. The Huddersfield site has an important part to play in helping to feed a growing world population and makes a significant contribution to the local economy by way of jobs, apprenticeships and trade.

To meet the requirements of our enclosed Community Safety Plan, we have installed three very distinct, very loud public warning sirens, which will ensure that people nearby are alerted to any incident that may affect them and are able to take the appropriate action. This is a precautionary measure and it is highly unlikely that an incident would occur, affecting people beyond our site boundary. We regularly test our sirens on low volume (so as not to inconvenience people) and on full volume, once every year, this year in June.

Safety information is printed on the enclosed card. Please hang this card in a place where you can read it in an emergency. Remember the key message is:

GO IN – STAY IN – TUNE IN

Please note that our emergency telephone number is 01484 554171.

In 2016, the annual test is scheduled for Thursday 9th June between 10.00am and 12.00pm.

The test will last for about 5 minutes on each occasion. This will be a TEST ONLY. You do not need to take any action during these tests.

A template for communicating this advice to your employees can be found at www.syngenta.co.uk/publicinformationzone.

I am also very pleased to share with you details of our forthcoming Open Day on 17th September, to which you and your staff are most welcome to attend. Please read the enclosed newsletter for further details or visit the following website www.syngenta.co.uk/celebrate100.

Yours faithfully

Carl Sykes
Business Relations Manager



Date: May 2016 Our Ref: 2016 COMAH Regs

If calling please ask for: Sean Westerby Tel: 01484 226414

The occupiers of premises in the vicinity of Syngenta Ltd, Leeds Road, Huddersfield

CONTROL OF MAJOR ACCIDENT HAZARDS (COMAH) REGULATIONS 1999

This letter is being sent to you along with information on what to do in an emergency.

Health and Safety Regulations require companies to supply all employers and householders resident within the public information zone of the safety measures to be taken in the event of a major accident at the Huddersfield Manufacturing Site. Please ensure that all members of your household, or all your business employees, are made aware of the information.

Many occupiers will have received similar information in the past, however, for a few people, this will be the first occasion that you will have been notified.

The Council is committed to ensuring that employers and members of the public are informed about risks and more importantly what to do in the event of an emergency.

It should be noted that the Council views public safety issues very seriously and is liaising closely with chemical industries within the Leeds Road corridor of Huddersfield on measures at their plants to reduce off-site risks as far as possible. Safety at the chemical plants is already very high and has improved over the years. The consultation zones are based on regulations which take account of chemicals that have long been in use by the companies.

If you have any queries regarding this letter, please contact Syngenta in the first instance on 01484 537456, or myself on the number above.

Yours faithfully



Sean Westerby
Emergency Planning and Business Continuity Manager

Enc

The Community Safety Plan

For Residents and Businesses in the Public Information Zone

The Syngenta site in Huddersfield has operated as a chemical manufacturing site for 100 years and manufactures a range of premium brand crop protection products, used by farmers to protect crops from pests, disease and weeds. Products made in Huddersfield help farmers get higher yields from their crops, providing better quality food and lower costs for consumers. The Huddersfield site has an important part to play in helping to feed a growing world population and makes a significant contribution to the local economy by way of jobs, apprenticeships and trade.

To meet the requirements of our Community Safety Plan, we have installed three very distinct, very loud public warning sirens, which will ensure that people nearby are alerted to any incident that may affect them and are able to take the appropriate action.

This is a precautionary measure and it is highly unlikely that an incident would occur, affecting people nearby. We regularly test our sirens on low volume (so as not to inconvenience people) and on full volume, once every year.

Q. Why is this information published?

We make chemical products and, as someone who occupies property close to our Manufacturing Centre, under the COMAH Regulations, we have a responsibility to tell you about the Community Safety Plan for this site.

Q. What will this information tell me?

The Community Safety Plan lays down what precautions you should take if an incident occurred which was likely to affect people off site and accordingly, the public warning sirens were sounding.

Q. Are there any particular hazardous substances that I should be aware of?

The COMAH Regulations require companies who handle more than a specified amount of certain chemical substances to tell their neighbours about them. A safety report has been submitted to the Health and Safety Executive and Environment Agency with regard to these matters. You need to be aware that we handle chemical substances which are classified under the regulations as toxic, very toxic, oxidising and flammable. These terms are used widely in industry to describe hazardous substances and can also be found on the labels of many domestic products such as bleach, paints and glue.

Q. What kind of incident could occur?

There are many, many controls in place to prevent incidents from occurring and these controls are regularly audited by both Syngenta and the Regulatory Authorities. This Community Safety Plan itself is in fact, a further control to mitigate impact on people. In the unlikely event of these substances being released in an uncontrolled manner (or affected by fire), there could be an affect on people, if they were to come into direct contact with the resulting fumes or smoke.

People having direct contact with such fumes or smoke may suffer breathing difficulties, watering eyes or skin irritation.

Q. How would I know an incident has occurred?

If nearby residents were at risk, Syngenta would sound its Public warning sirens and residents must follow the advice contained on this card to avoid contact with the fumes or smoke. If direct contact is unavoidable, seek medical attention.

Q. What warning would be given about an incident?

A Public Warning Siren would be sounded and advice would be broadcast on BBC Radio Leeds (92.4FM).

Q. Who else has been involved in drawing up the Community Safety Plan?

All of the following organisations have been involved in preparation of this Community Safety Plan:

- Syngenta
- Kirklees Council
- West Yorkshire Police, Fire & Ambulance Services
- West Yorkshire Fire Authority
- Health and Safety Executive

WHAT TO DO IN AN EMERGENCY

If you would like further information during an emergency, please ring the message line: **Tel No: 01484 554171**



If the powerful siren is sounded continuously for 5 minutes and then for 30 seconds every subsequent 5 minutes



DO

Go indoors immediately and be prepared to offer shelter to others



Extinguish naked flames including pilot lights. Do not smoke.



Shut doors and windows and close off ventilation wherever possible



Listen to BBC Radio Leeds and follow (92.4FM) official advice on news bulletins



DON'T

Collect children from school. Nearby Schools have been notified of this plan. It is safer indoors whilst the siren is sounding.



Do not phone the Emergency Services unless you are injured or hurt. Lines need to be kept free for communications.



Go outside until the 'All Clear' message is broadcast on the radio.



Wait for the '**All Clear**' message to be broadcast over Radio Leeds 92.4FM and follow any further instructions from the Authorities.



Hear the sirens, remember the message

GO IN - STAY IN - TUNE IN

GO INside, you will be safer there.

STAY INside, until you are told it is safe to come out.

TUNE IN to BBC Radio Leeds (92.4FM) who will broadcast bulletins from the Authorities.

IN AN EMERGENCY THE POLICE HAVE ABSOLUTE AUTHORITY

Who to tell

Could we please ask you to ensure that every member of your household, or all employees if you are operating a business in the area, are aware of the precautions described above. Additional copies can be provided on request.

Hearing the siren

Some neighbours have advised us in the past that they have not heard the siren at the time of testing. There are two possible reasons for this; firstly, that the wind direction is such that it has carried the sound away from their home, or secondly that they have been indoors. In both circumstances, neighbours would, in the unlikely event of an emergency, be adequately protected, ie. they would be upwind of the site or indoors, which is the correct action to follow.

If you would like further information during an emergency, please ring the message line: **Tel No: 01484 554171**



Facebook: Syngenta Huddersfield Manufacturing Centre



Twitter: @SyngentaHD2

Please keep this card

syngenta

For Business Premises

Dear Business Manager,

As a business, you may have further questions about our Community Safety Plan and what it means to your business and your duty of care for your employees. Please find below additional information.

I am a local business. How should I communicate this to my employees?

At www.syngenta.co.uk/publicinformationzone you can find a template for use in communicating with your employees. You may distribute the web content of this advice freely by email to your employees. Additionally, if required, we can provide hard copy posters for you to display in communal areas in the workplace. Please use the contact details in this pack to request copies.

I am a local business. If your sirens sound, what action should I take?

You should instruct your employees to close all doors and windows, stay indoors and tune in to BBC Radio Leeds (92.4FM) for further live updates. In the unlikely event of our sirens sounding, a multi-agency task force involving the emergency services, Kirklees Council and Police would direct those most at risk to safety.

I am a local retailer and I may have customers in my shop. If your sirens sound, what action should I take?

Your staff should close all doors and windows, stay indoors and tune in to BBC Radio Leeds (92.4FM) for further updates. You may wish to appoint staff to control the building exits and warn customers that they should stay indoors whilst the sirens are sounding. Your customers are likely to decide for themselves whether to stay in the building or not. In the unlikely event of our sirens sounding, a multi-agency task force involving the emergency services, Kirklees Council and Police would direct those most at risk to safety. Help on developing an emergency plan for your business can be found on the Cabinet Office website: <http://www.cabinetoffice.gov.uk/content/business-continuity>

I am the Head of a local school or medical centre. If your sirens sound, what action should I take?

Your staff should close all doors and windows, stay indoors and tune in to BBC Radio Leeds (92.4FM) for further updates. If you do not have one already, you may wish to consider having a school emergency plan that addresses;

- i. What room in the building provides most adequate control of entry and exit points
- ii. How you may wish to handle phone calls from concerned parents
- iii. How you might cater for food, drink and toilet breaks

If you would like help with considering these issues, Kirklees Emergency Planning are available to support you in developing a plan and you should contact Sean Westerby on 01484 226414.

In the unlikely event of our sirens sounding, a multi-agency task force involving the emergency services, Kirklees Council and Police would direct those most at risk to safety.

I still have questions not addressed in this pack, who can I contact?

Please contact Carl Sykes on 01484 537456 or email: contact.huddersfield@syngenta.com

Need help translating this letter?

આ પત્રનું લખાણ સમજવામાં જો તમને મુશ્કેલી જણાતી હોય તો, કૃપા કરી contact.huddersfield@syngenta.com સરનામે ઇમેઇલ મોકલવા અથવા 01484 537456 નંબર પર ફોન કરીને અમને જણાવો. તમારે કઇ ભાષામાં એ લખાણ જોઇએ છે તે, તમારું નામ, તમારું પોષ્ટલ સરનામું અને સંપર્ક માટેનો ટેલિફોન નંબર અમને જણાવવાનું ભૂલશો નહીં.

Gujarati

如果您未能明白这封信的内容，请发送电邮至 contact.huddersfield@syngenta.com 或致电 01484 537456 来告诉我们。请确保您告知我们您所需要的语言、您的姓名、您的地址和一个联络电话号码。

Mandarin

Jeśli masz trudności ze zrozumieniem treści tego listu, proszę nam powiedzieć, wysyłając email na contact.huddersfield@syngenta.com lub telefonicznie 01484 537456. Pamiętaj, aby powiedzieć nam żądany język, nazwisko, adres pocztowy i numer telefonu kontaktowego.

Polish

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਚਿੱਠੀ ਵਿਚ ਦਿੱਤੀ ਗਈ ਜਾਣਕਾਰੀ ਸਮਝਣ ਵਿਚ ਮੁਸ਼ਕਲ ਪੇਸ਼ ਆ ਰਹੀ ਹੈ ਤਾਂ, ਕ੍ਰਿਪਾ ਕਰਕੇ ਸਾਨੂੰ ਈਮੇਲ contact.huddersfield@syngenta.com ਰਾਹੀਂ ਜਾਂ 01484 537456 'ਤੇ ਟੈਲੀਫੋਨ ਕਰਕੇ ਦੱਸੋ। ਸਾਨੂੰ ਆਪਣਾ ਨਾਮ, ਡਾਕ ਦਾ ਪਤਾ ਅਤੇ ਸੰਪਰਕ ਕਰਨ ਲਈ ਟੈਲੀਫੋਨ ਨੰਬਰ ਅਤੇ ਇਹ ਵੀ ਜ਼ਰੂਰ ਦੱਸੋ ਕਿ ਤੁਹਾਨੂੰ ਜਾਣਕਾਰੀ ਕਿਹੜੀ ਬੋਲੀ ਵਿਚ ਚਾਹੀਦੀ ਹੈ।

Punjabi

Ak by ste mali problém s porozumením tohto listu, dajte nám o tom prosím vedieť emailom na contact.huddersfield@syngenta.com alebo telefonicky na 01484 537 456. Uvedte, prosím, v akom jazyku by text mal byť, aby ste mu rozumeli, vaše meno, poštovú adresu a kontaktné telefónne číslo.

Slovak

Haddii aad dhibaato kala kulanto fahamka waxa ku qoran warqaddan, fadlan noo soo sheeg adigoo email u soo diraya contact.huddersfield@syngenta.com ama telefoon u soo dir 01484 537456. Hubi in aad noo soo sheegto luqadda/afka aad u baahan tahay, magacaaga, cinwaankaaga boosta iyo telefoon lambar lagaala soo xidhiidho.

Somali

اگر آپ کو اس خط میں دی گئی معلومات سمجھنے میں مشکل پیش آرہی ہے تو براہ مہربانی contact.huddersfield@syngenta.com پر ہمیں ای میل کریں یا 01484 537456 پر فون کریں۔ براہ مہربانی ہمیں مطلوبہ زبان، اپنا نام، اپنا ڈاک کا پتہ اور رابطے کے لئے اپنا فون نمبر لازمی بتائیں۔

Urdu